Select the ‘Insert’ tab at the top of your Microsoft Word document, a ribbon --place where all the buttons of doing things are-- should appear. For a **Professional Paper** you need to include a header and pagination. To create a Running head, select ‘Header’ (found in the ribbon, below the Insert tab at the top of the page) and choose the first one with one blank column.

Once the page header has been chosen, you can type (in all CAPITALS) an abbreviated version of your paper’s main title. To create a pagination, select ‘Page Number’ (found in the ribbon, below the Insert tab at the top of the page) select page number. You will then need to change, Position: Top of page (Header), Alignment: Right and select Show number on first page.

This is all explained how to do this for several pages in in your APA tutorial with the URL located on the course home page. https://psych.athabascau.ca/open/apa7/