Setting up Running head and page numbers for APA:

1. Set font as Times New Roman and size 12.
2. Click on Insert.
3. Click on Page Number.
4. Click on Top of Page.
5. Click on Plain Number 3 box.
7. Click on Insert.
8. Click on Page Number.
9. Click on Top of Page.
10. Click on Plain Number 3 box.
11. Type in Running head: TITLE OF PAPER
12. Left align Running head.
13. Tab page 1 over to right align.
14. Finish cover page (title centered, your name, Randolph Community College).
15. Go to second page.
16. Click beside the number 2 at the top of the page. Type in TITLE and left align.
17. Tab page 2 over to right align.
18. Close Header/Footer box.

Setting up page numbering for MLA:

1. Set font as Times New Roman and size 12.
2. Click on Insert.
3. Click on Page Number.
4. Click on Top of Page.
5. Click on Plain Number 3 box.
6. Type in your last name and space one time.
7. Close Header/Footer box.