Directions for Setting APA Format Header and Page Numbers with Title Page:

Setting Headers and Page Numbers:

* First, go to Toolbar and click on “Insert” tab, then click on “Page Break” (Make sure you have two blank pages available on the screen)
* Next, place cursor back onto first page at the very top left hand corner of paper and double click mouse (Try clicking above the flashing cursor. After you double-click, you should see the word “header” and a broken line at the top of the page).
* Check the box which reads “Different first page” then Click on “Insert” tab and “Page Number.”
* Next click on “Top of Page” and choose the THIRD option, (far right page number placement)
* Type in “Running head: TITLE” (Make sure the title is in ALL CAPITAL LETTERS): then press the TAB KEY TWICE
* Place cursor on page two Click on “Insert” tab and click on “Page #”, “Top of Page” (3rd option). Immediately in front of the page number place the cursor and type in “TITLE OF PAPER”, and again TAB TWICE
* Finally, click “CLOSE” header.

Finishing Title Page:

* Go back to Title Page and place your cursor at the starting point.
* Click on “Paragraph Symbol” (this is to show if you have any page breaks which need to be cleared). If there ARE page breaks which DO need to be CLEARED, simply press the “Backspace” key.
* On the Toolbar, click on the “Center Alignment” diagram
* Hit the “Enter” key approximately 12 times (this should take the cursor down to 4 ½ inches, located on the side ruler.) Begin the Title of Your Paper (NOTE: The Title WILL NOT BE in ALL CAPITAL LETTERS as in the header of the paper)
* After the Title of the paper is placed, place the appropriate information requested by your professor (Student Name, Course, University, Date, whatever…)

Beginning First Page of Paper:

* Make sure that the first line is centered. If not, click the “Center” diagram and type in:

 Title of the Paper for the Course

* On the next line, Click back on the “Left Alignment” diagram which is located on the Tool Bar, TAB OVER once and begin typing the first paragraph of the paper.

For a great example of what an APA formatted paper should look like, go to:

<http://owl.english.purdue.edu/owl/resource/560/01/>

then click on “APA Sample Paper”