1. Open a Word document
2. Click on “Insert”
3. Click “Header & Footer”
4. Choose “Header”
5. Choose first option “Blank”
6. Check “Different First Page”
7. In upper left corner type: Running head: YOUR TITLE IN ALL CAPS
8. Click on “Page Number” and select “Page Number”
9. Under Alignment, select “Right”
10. Highlight your text and page number and make sure that both are Times New Roman, size 12
11. Close Header and Footer
12. Select double spacing and centered in paragraph area. In the top third of the page type: paper title, your name, and institution name. Example:

   My Research Paper

   Student A. Body

   Clark College

13. Now enter (return) down to the end of the page until you reach the second page of your document
14. Click on “Insert”
15. Click “Header & Footer”
16. Choose “Header”
17. Choose first option “Blank”
18. In upper left corner type: YOUR TITLE IN ALL CAPS (Note: No running head here!)
19. Click on “Page Number” and select “Page Number”
20. Under Alignment, select “Right”
21. Highlight your text and page number and make sure that both are Times New Roman, size 12
22. You’re done – your title page and headers for your APA paper are set up. To change the information on the template, go to Insert, Header & Footer, Header, and Edit Header.
Word for Mac 2011 - Steps for creating an APA title page and APA page headers:

1. In a blank Word document, go to the “Format” menu and select “Document...”
2. Change all margins to 1”
3. Next, in the same window, click the “Layout” tab
4. Check the box next to “Different first page” then click “OK”
5. Go to the “Format” menu again, click “Font”, choose “Times New Roman” and click “OK”
6. In the “View” menu, click “Header and Footer”
7. In the upper left corner type: Running head: MY PAPER TITLE
8. In the top ruler, you’ll notice a small black arrow near the top right.
9. With your mouse, hold and drag this right tab arrow until it is even with the 1” margin

10. Tab over until you are at the far right margin.
11. Click on the highlighted purple “Header and Footer” tab and click on “Page #”
12. Double click into the body area of the document.
13. In the top third of the page, double-spaced, type three lines of text: paper title, your name, and institution name.
14. Now enter (return) down until you reach the second page of your document.
15. In the “View” menu, click on “Header and Footer,” and make sure you are still on the second page of the document.
16. In the upper left corner, type: MY PAPER TITLE (Note: No running head here!)
17. Again, move the small black right tab arrow over until it is even with the one-inch margin (as pictured on the first page).
18. Tab over until you are at the far right margin.
19. Click on the highlighted purple “Header and Footer” tab and click on “Page #”
20. You’re done! Your title page and headers for your APA paper are set up.