Steps for creating an APA title page and APA page headers:

1) Open a Word document
2) Click on Insert
3) Choose Header
4) Choose first option “Blank”
5) Check “Different first page”
6) In upper left corner type: Running head: YOUR TITLE IN ALL CAPS
7) Tab over to right margin
8) Click on “Page Number”
9) Click on “Current Position”
10) Choose first option “Plain Number”
11) Double-click into the body area of the document
12) In the top third of the page type, centered: paper title, your name, and institution name
   Put a double space between each item. 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) Choose Header
16) Choose first option “Blank”
17) In upper left corner type: YOUR TITLE IN ALL CAPS (Note: No running head here!)
18) Tab over to right margin
19) Click on “Page Number”
20) Click on “Current Position”
21) Choose first option “Plain Number”
22) You’re done – your title page and headers for your APA paper are set up.