CREATING AN APA COVER PAGE WITH DIFFERENT FIRST PAGE HEADER

Step 1. A new word document defaults to Calibri (Body) size 11. APA requires the font to be Times New Roman, size 12.

Step 2. Click the Font Dialog Box Launcher, (Fig. 1) and Font box will appear (Fig.2). Start typing Times New Roman, in the space under the word Font. The Font box will alphabetically jump to the Times New Roman. Click on Times New Roman and change font size from 11 to 12.

Step 3. Click “Set as Default” (Fig.2A). The box in Fig. 3 will open. Click on this document only?, then click OK button. This will set your font style and size for the entire document.
In APA format, your line spacing must be double spaced. Do the following steps:

Step 4. Click on the Paragraph Dialog Box Launcher (Fig. 4). The Paragraph Dialog Box will appear (Fig. 5).

Step 5. Click on the down menu arrow under Line Spacing. Change Multiple to Double.

Step 6. Change 10 pt in the After box to 0 (zero).

Step 7. Click OK.
To Format the Header do the following steps:

Step 8. Click on the **Insert Tab** (Fig. 6).

Step 9. Go to **Page Number**, under Header Footer tab (Fig. 7). Click on **Page Number → Top of Page → Click on Plain Number 1**.
After clicking on Plain Number 1 in Step 9, the **Header & Footer Tools** (Fig. 8) will appear.

**Step 9A.** Under **Header & Footer Tools**, click on **Different First Page**. The number one that was shown on the left hand side of the Header will disappear.
Step 10. On the Cover page (first page), type in the Header:

**Running head (only the R is in Caps): FIRST TWO WORDS OF YOUR TITLE (ALL IN CAPS).**

**Example:**

Running head: MIDTERM PROJECT

Hit the Tab button on the keyboard twice and type in the number 1.

Click on **Close Header and Footer Tab** (Fig. 9). Once the Header is closed, **click the Ctrl and Enter button** together and it will bring you to the top of page 2.
Step 11. Double click on the left mouse button near the number 2 to open the Header. The cursor will be to the left of the number 2. Type in the first two words of your title (ALL IN CAPS) (Fig. 10).

Example:
MIDTERM PROJECT

Hit the Tab button on the keyboard twice to put the number 2 on the right hand side of the Header.

Step 12. Close out Header.
Step 13. **Center your text** by clicking **Center Tab** (Fig. 11).

Step 14. From top of page, click the Enter button 9 times on the keyboard to vertically center your text. Then input the following information as shown in Fig. 12.

- **Title of Assignment**
- **Your course is an Alpha-numeric code followed by course title.**
- **Assignment due date is shown as:**
  - **Month Day, Year**
  - **Example:** October 10, 2013

Remember: When you start the text portion of your paper on page 2, align your text to the left side of the page.