How to Format an APA Document
APA Style in Microsoft Word

Use these “How To” steps to add headers to your APA style paper and format your paper (though there are multiple ways to accomplish these tasks). These tips are for Microsoft Word programs from 2007 and later.

1) **Open a new, blank Microsoft Word document.** Format your document first (before starting your assignment).

2) **Set 1” Margins:** Page Layout > Margins > Choose “Normal” Margins [make sure all margins (Top, Bottom, Left, Right) are set at 1”]

3) **Set 12-Point Font:** Home > Font > Select “Times New Roman” for font style and “12” for font size from drop down boxes

4) **Change paragraph spacing:** Home > Paragraph (click the bottom right arrow to open text box) > in the “Spacing” box, change both before and after to 0”

5) **Change “Line Spacing” to “Double” > Click OK to save changes and close paragraph box.**

6) **Insert Header for first page (Title Page)*
   - Double-click into the top of the page (this is the margin or header area). Note that the “Header and Footer Tools” box appears on the ribbon bar
   - Check the “Different First Page” box
   - Place your cursor at left margin and **type:** Running head: TITLEINCAPS
   - Tab to right margin position > Insert Page Number > Current Position > Plain Number
   - Highlight the header title and page number > Home > change font to (Times New Roman, 12 pt.) Double click anywhere outside the header or margin area to exit, or select “Close Header and Footer.”

*NOTE: You must do a similar process with the second page, but you will not type the words “Running head” for the rest of your document, just the title in CAPS.

7) **Insert 2nd Page Header (for the rest of your document)
   - Click Insert > Page Break to create your second page if you have not already done so.
   - Double-click into the top of the page (header or margin area)
   - Place your cursor at left margin and type: TITLEINCAPS
   - Tab to right margin position > Insert Page Number > Current Position > Plain Number
   - Highlight the header title and page number > Home > change font to (Times New Roman, 12 pt.)
   - Double-click anywhere outside the header to exit, or select “Close Header and Footer.”