Before you begin typing, go to top of the page and locate the FONT section. Once you locate the section, look for the arrow at the bottom right of the section and click on it.

This will open the Font menu. You will want to select Times New Roman, regular font style, and size 12. Once you have selected these options, look to the bottom-left of the menu. You will see the option to SET AS DEFAULT—select this option.

Once you select SET AS DEFAULT, you will see the message to the right. Since APA guidelines require Times New Roman size 12, go ahead and select ALL DOCUMENTS. This will make it easier for you to format your papers.

Now that you have chosen the correct font, you need to insert your header. Start by double clicking the top of the document. You should see this at the top of your page:

Next, look at the top of the page. You should see a green tab that reads HEADER & FOOTER TOOLS. Select the box that reads DIFFERENT FIRST PAGE.
Once you have selected the DIFFERENT FIRST PAGE box, look over to the top left of the page. You will see HEADER, FOOTER, and PAGE NUMBER. Select PAGE NUMBER, TOP OF PAGE, and PLAIN NUMBER 1. This inserts your page number in the top-left corner of the page.

The cursor should be on the left side of the page number. You will then want to start typing your running head for the first page. You will type “Running head: TITLE.” The title of your paper will be in all CAPS. The page number will still be right next to the title.

After you have finished typing, you will press TAB on your keyboard to move the page number to the top-right of the page. Press TAB until the number is about an inch from the edge. Next, double click below the dotted line. You should now have a properly formatted APA header on your title page. It will look something like this:

Next, you need to check your spacing of your document. Look at the top of the page and locate the PARAGRAPH section. Locate the arrow at the bottom-right of the section and click on it.
Clicking on the arrow in the PARAGRAPH section will bring up the menu on the right. You will want to look for the section entitled SPACING. In this section, you will want to set the AFTER to 0pt and the LINE SPACING as double. The above picture shows the correct choices. You will want to then select SET AS DEFAULT (as you did with the font).

APA formatting guidelines require double-spacing and no extra spaces between paragraphs. Selecting to apply these settings to all documents will ensure your paper is formatted according to APA standards.

Once you have ensured your spacing is correct, it is time to complete your title page. Make sure your cursor is at the top of your page. Next, hit ENTER on your keyboard FOUR times. Now you need to center your cursor. Go back to the top of the page under paragraph and select the CENTER TEXT option.

Now you are ready to finish your cover page. You want to start by typing the title of your paper. This is not in all CAPS. Hit ENTER on your keyboard ONCE. Type your name. Hit ENTER on your keyboard ONCE. Type Rasmussen College. It should end up looking similar to this:
Next, hit ENTER on your keyboard FOUR times. Type Author Note. Hit ENTER once on your keyboard. Now you need to left-align your cursor. Go back up to the top of the page to the PARAGRAPH section and select ALIGN TEXT LEFT.

Now hit TAB on your keyboard once and type something similar to this:

This essay is being submitted on October 24, 2012, for Kristine Urban’s B080 Reading and Writing Strategies course.

Your cover page should now look something like this:

Congratulations! You have now successfully formatted your cover page. You are now ready to begin writing the rest of your paper.