# APA Formatted Document Using Microsoft Word 2010
## (includes title page, no abstract)

Here are the correct formats and the steps to follow using Microsoft Office 2010.  Your instructor might use a modified format for papers.  **Always consult your instructor.**

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## Title Page Header: Running head, Page Number

1. Click the "Insert" tab.
2. Click the "Header" icon.
3. Choose "Blank" from the images.
4. Click the check box next to "Different First Page."
5. Type "Running head:", and then type a shortened title in all capital letters.
6. Hit the "Tab" key 1 or 2 times to put the cursor on the right side of the screen.
7. Click "Page Number," choose "Current Position," and then choose "Plain Number."
8. Click the "Home" tab.
9. Press "Ctrl," and then "A."
10. Click the arrow next to Calibri.  Using the arrow inside the menu that appears, scroll down and choose Times New Roman.
11. Click the arrow next to 11.  Choose 12.
12. Double-click below the dotted line, anywhere in the white space of the page.
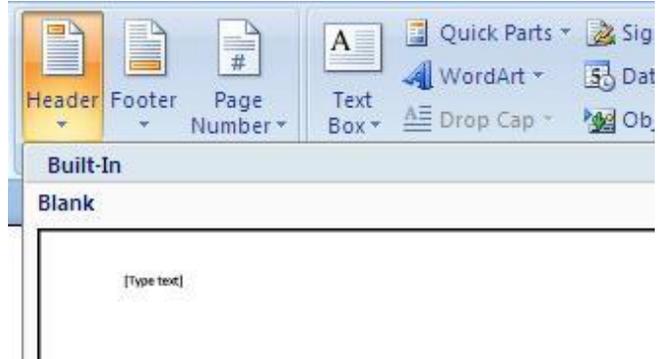
## Font: 12 Point, Times New Roman (Note: Must be repeated from above)

1. Click the arrow next to Calibri.  Using the arrow inside the menu that appears, scroll down and choose Times New Roman.
2. Click the arrow next to 11.  Choose 12.
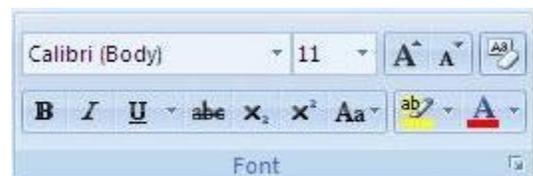
## Line Spacing: Double Spaced

1. Click the "Line Spacing" icon (it has an up and down arrow in it), and then choose 2.0.
2. Click the "Line Spacing" icon, and click any item that says "Remove Space…"  Check this at least twice.

## Title Page: Names

1. Click the "Center" icon.
2. Hit the "Enter" key two (2) times.  This will put the flashing cursor in the middle of the page near the top.

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3.  Type the full title of your essay.  Do not bold, underline, or italicize the title unless you are using the title of another work in your title.  Also do not change the font or the font size in any way.
4.  Hit the "Enter" key.
5.  Type your name.  Hit the "Enter" key.
6.  Type "Brown Mackie College."

When you are finished the title page should look something like this (text is enlarged for clarity):

Running head: SHORTENED FORM OF THE TITLE    1

Full Title

First and Last Name

Brown Mackie College
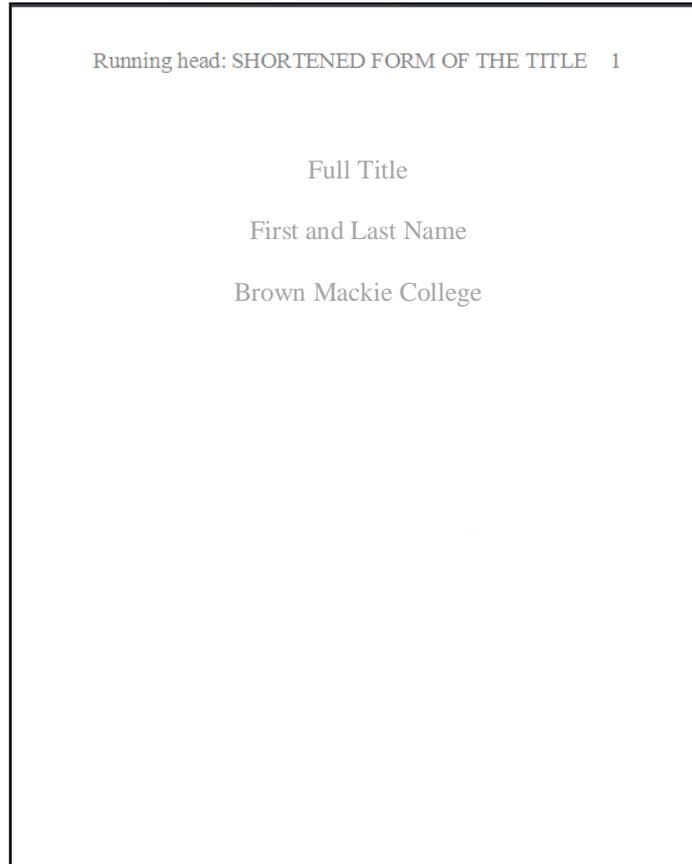
**Essay Header and Heading: Running head, Page Number, and Full Title**
1.  Click "Insert" tab.
2.  Click the "Page Break" icon.  This will put you on the first page of the paper.
3.  Click the "Header" icon.
4.  Choose "Blank" from the images.
5.  Click the [Type text] box, and type your running title of your title.  Do not include "Running head:", but do type the shortened title in all capital letters.
6.  Hit the "Tab" key 1 or 2 times to put the cursor on the right side of the screen.
7.  Click "Page Number," choose "Current Position," and then choose "Plain Number."
8.  Double-click below the dotted line, anywhere in the white space of the page.
9.  Type the same full title you used on the title page, then hit the "Enter" key.

**Start of Essay**
1.  Click the "Home" tab.
2.  Click the "Left Align" icon.
3.  You are ready to start typing the paper.