1. **Check your margins.** The default in Word 2007 is 1” margins on every side, which is the requirement for APA format. If you ever use different sized margins, check to make sure they’re in the correct 1” format. Go to the top of the window and click on PAGE LAYOUT, then use the dropdown menu under MARGINS to adjust them.

2. **Creating a Running Head:** click the INSERT tab at the top of the window. In the “Header & Footer” section, click the dropdown for HEADER. Select the first option. This will open a “Header & Footer Tools: Design” menu.
   a. It is imperative that you now check the box immediately beneath the word “design” labeled DIFFERENT FIRST PAGE. If you do this later, when you try to complete the following steps, Word will delete the information in your title page header.
   b. Next, click the dropdown for PAGE NUMBER. Mouse over the TOP OF PAGE option, then select PLAIN NUMBER 3. This will insert page number 1 at the top of the page.
   c. The cursor should now be blinking immediately to the left of the page number. Without moving it, type the heading in this format: “Running Head: TITLE OF PAPER” Note that the only first letters of “Running Head” are capitalized, whereas your title will be all capitals.
   d. To move your heading to the left side of the page, press Tab on your keyboard until the heading is in the correct place.
   e. NOTE: This page will be your title page. Follow APA format in creating this page. After you have done this, place your cursor beneath the heading and go to the INSERT tab and click on PAGE BREAK.

3. **Creating your heading in the rest of the paper:** On the second page, again click the INSERT tab. In the “Header & Footer” section, click the dropdown for HEADER. Select the first option. This will open a “Header & Footer Tools: Design” menu.
   a. Click the dropdown for PAGE NUMBER. Mouse over the TOP OF PAGE option, then select PLAIN NUMBER 3. This will continue the numbering throughout your paper, beginning with page 2.
   b. The cursor should now be blinking immediately to the left of the page number. Without moving it, type the heading in this format: “TITLE OF PAPER”. This should look exactly like the title as you typed it in the running head on your title page.
   c. To move your heading to the left side of the page, press Tab on your keyboard until the heading is in the correct place.