

# Creating an APA

## Running head: ONE STEP AT A TIME

- First, **add page number to first page**
  - Double click at the top of the page to open the Header
  - Click on ***Different First Page***
  - Click on ***Page Number*** and select ***Top of Page-Plain Number 3***
- Next, **add Running head: TITLE OF PAPER**
  - Start typing with the cursor in front of the page number and hit the TAB button twice to get it to the left of the page
- Finally, add the page number and TITLE OF PAPER to rest of the pages
  - Scroll down to the second page of the paper
  - Double click at the top of the page to open the Header
  - Click on ***Page Number*** and select ***Top of Page-Plain Number 3***
  - Start typing TITLE OF PAPER with the cursor in front of the page number and hit the TAB button twice to get it to the left of the page