APA 7 Student Paper Setup for Windows

APA Style provides guidelines for writing academic papers for all subjects. The APA Style is most often used by students in Social Science classes, such as, Psychology, Sociology, and Economics. Following these steps for formatting a cover page is the first step to properly set your essay.

Step 1: Open WORD Doc: WORD 365, WORD 2010, WORD 2013, WORD 2016, WORD 2019

Step 2: On the **Home** tab open File. Go to **Save As** and title your document and save in a file. This saves document if unexpected closing occurs.

Step 3: On the **Home** tab go to **Font**. This is location changes Font and Size of text used in the document. Times New Roman 12 pt. is recommended for APA papers

Step 4: On the **Home** tab go to **Paragraph**.

    Select drop-down box.

    1. Go to **Spacing**. Select '0' for both before and after.

    2. Go to **Line Spacing**. Select 'Double' result is double spacing.

    3. Go to **Set as Default**. Select This Document Only

OK saves settings for entire document.

Step 5: Select **Layout** tab.

    Go to **Margins** arrow down Select Normal 1" margins.

Step 6: **Cover Page** All APA papers should have a cover page unless the instructor has different directions.

Mailing Address: Campus Box 204 | P.O. Box 173363 | Denver, CO 80217

APA 7 Student Paper Setup for Windows

Student cover page does not require the Running head: title of the paper to be in the header section but must have a page number.

Step 7: Create a **Page Number** in the header section.

1. Go to the **Insert** tab.

2. Go to **Header & Footer** and select **Page Number**.

There will be a drop-down box: select **Top of Page** drop-down box: select **Plain Number 3**.

3. The **Font** of the **Page Number** must be checked and be the same as the font of the document.

When **Page Number** is formatted close **Header & Footer** section.

Step 8: Formatting the **Cover Page** or **Title Page**.

Enter 8 spaces down from top page of the document.

1. On the **Home Tab** go to **Paragraph** and select **Center**. Type **Title in Bold.** Title should reflect the main idea of the paper. Enter 2 spaces.

2. Type Full Name (include middle initial).

3. Institution (Community College of Denver)

4 Course Name (ENG 121) Section Number (-003)

5 Instructor's Name (Include honorific: Dr. Mr. Mrs. Ms.)

6. Date (due date) spelled out month (January, etc.)

See Cover Page Sample next page.

Remember to save often!

Need More Help? Come See Us.

Learn More at the EXCEL! Zone.

Title

Full Student Name

Community College of Denver

ENG 122-003

Professor Susan Jones **or** Dr. Jones

July 21, 2021