1. Open a new document in Word. Do not type anything yet. To get into the Header, double-click in the top 1” of your paper. (You can also go to the Insert tab and click on the Header button).

2. Once you are in the Header, do not type anything yet.
3. a. Now that you’ve selected the Different First Page box, check to make sure your font in the Header is Times New Roman 12-point. You can find font settings under the Home tab. Most likely, Word is defaulted to Calibri 11-point font. Let’s change that!

b. Make Times New Roman 12-point font your new default setting. Most college writing styles require this font. Click on the tiny arrow in the bottom right corner of the Font section.

4. At the Font dialogue box, make sure your settings are correct and click Set As Default as shown below.
a. This might also be a good time to check a couple other settings. Your margins can be found under the Page Layout tab. Make sure they are all 1”. While you are at the Page Layout tab, check the Before/After spacing. Word 2007 and 2010 have these defaults set to 10 pt. and 2013 to 8 pt. Make sure they are “0 pt.”

b. Next, hold your Control key down and press 2. This will set your paper to double-spacing. You can also set it as a default in the Paragraph dialogue box (explained below).

c. Now make these your default settings. Under the Page Layout tab, click on the tiny arrow in the bottom right of both the Paragraph section and the Page Setup section. The diagram below is for the Paragraph section. Use the same process for Page Setup.
d. The box below opens for Page Setup. Ensure margins are all 1”, and then click on Set As Default.

6. Finally, now that everything is set, you can begin typing in your Header information.
7. This next step is important. You want to get your cursor over to where you want your page number to go.

8. Now it is time to insert your page number. As long as you left your cursor sitting at the right margin in the Header, this should work. As the following diagram shows, make sure you choose Current Position, NOT Top of Page (if you choose Top of Page, your header will disappear when you insert the page number), to insert your page number. It will insert the page number where you left your cursor blinking at you.

Good job! We’re almost done!
9. Next, get into the header on Page 2 of your paper. To get to a new page, simply hold the Control key down and press Enter. This works better than pressing only Enter 20-30 times to get to the next page. Now do as you did on Page 1, and double-click in the top 1” of your paper to get into the Header area. If you have followed this tutorial closely, nothing should be in this header area yet. [However, if you are working on a previously typed paper, the words “Running head” may still be present on p. 2. Just delete them, and leave your title in caps.]

10. On Page 2, insert the page number.

Congratulations! You now have different headers on Page 1 and Page 2 of your document (for APA papers, of course); plus, you have NEW default settings for your fonts, margins, and spacing! Hopefully, those pesky fonts and margins won’t change anymore. However, be sure to periodically check them to make sure they are still in effect. Sometimes with a Windows update, your Office defaults will get changed back to the originals. Also, be aware that when you “cut and paste” from the Internet, you may carry “code” and other “junk” that could change your defaults!