Open a document. Before you do anything else, change your font to Times New Roman size 12. Then click the tiny down arrow in the bottom right corner of the Paragraph box.

When the menu opens, under Line spacing choose double, then decrease the After spacing to 0. Click OK.

Now set up your header. Click on the Insert tab, then the drop down arrow under Header.
Choose the first option.

Now choose different first page, so that your first page can say Running head, but the following pages will not.

Now you need to change the font for the header. Go back to the Home tab and change to Times New Roman 12.

Now type Running head: TITLE OF ESSAY Then hit tab until cursor is at right margin.

Now click on the Insert tab, then the drop down arrow for Page number
Choose Current Position, then the first option, Plain Number.

Your page number should now be inserted for your first page header

Now double click on the text space below the header

Go back to the Home tab. In the Paragraph box of your toolbar, choose Centered ..... Or CTRL+E on your keyboard
Hit enter about three times, then type the title of your paper, hit Enter, type your name, hit Enter, type NorQuest College. Check with your instructor to see if you need to also include the name of your course and its section number (e.g. ENGL 2550 A01), the instructor’s name (always a good idea to spell it correctly!), the assignment number and name (e.g. Assignment 2a: Annotated Bibliography), and date.

Now click on the Insert tab once more, and choose Page Break. This will put in a marker that this is the end of this page and to start a new page.
Now we’re on the second page. Because we chose Different First page for our header, we now have to put in the header for the rest of the pages. Double click at the top of the page where you see Type here.

Type the title of your essay (ALL CAPS). Once more, we have to change the header font. Select the title, and when the small menu box pops up, change to Times New Roman 12.

Now we have to insert the page number again. Hit Tab till your cursor is at right margin.

Now click on the Insert tab, then the drop down arrow for Page number.
Choose Current Position, then the first option, Plain Number.

Your page number should now be inserted for your second and subsequent pages. We’re almost done!

Double click in the main text area to get out of the header. Your cursor will still be centred from the title page. Type the title of your essay and hit Enter. Now go to the Home tab and in the Paragraph box click left justify ..... Or CTRL+L on your keyboard to move your cursor to the left.

You can now start typing your essay. Remember to tab at the beginning of each paragraph.

When you get to your References page, you will want to start a new page. Just like before, go to the Insert tab, and click Page Break.

Centre your cursor again (CTRL+E or go to the Home tab and centre). Type the word References and hit Enter. Left justify your cursor again (CTRL+L or go to Home tab and left justify).

Click on the tiny down arrow in the bottom right corner of the Paragraph box.
In the pop up menu, click on Special drop down arrow, and choose Hanging. Click OK.

Type in your citations. To alphabetize your References, select all of them, choose the Home tab, then click A→Z. Don’t forget to SAVE, SAVE, SAVE (CTRL+S)