

## Formatting an APA Style Title Page in OpenOffice

1. Open a new OpenOffice document.
2. Set up your APA Title Page & First Page Header/Running head:
  - a. To get started, please select “Insert” from the top menu, and then “Header”:
    - i. Within this First Page Header (also known as a Running head), please include your title in all capital letters on the left side of your Header, and include the page number in the right side of your Header.
    - ii. To insert the page number in the right side of your Header, please select “Insert” from the top menu, and then select “Fields” and “Page Number”; this should place your page number in your Header, but you may need to move it manually to ensure it is in the correct position in the right corner of your Header.
    - iii. Once you have included the necessary information in your Header, please highlight the text within your Header and set the font to Times New Roman, size 12 font. If this font is unavailable in your version of Open Office, please select Arial size 12 font. *Please use the same font (Times New Roman or Arial) consistently throughout your Header, your Title Page, and the body of your document.*
  - d. Next, click into the main body of your document to exit your Header and begin constructing the center portion of your APA Title Page, where you will include your identifying information.
    - i. To get started, please space 1/3 of the way down the page, center your line spacing, and ensure that double-spacing is enabled; please also set your font for your Title Page to Times New Roman size 12 font or Arial size 12 font.
    - ii. Please include the following items, double-spaced, in this order:
      1. **Title of Your Paper (this is the only item that should be bold!!)**  
[Please include one line of space between your title & your name]
      2. Your Name
      3. Your Institution
      4. Your Course w/ Section
      5. Your Instructor
      6. The Due Date: Month Day, Year

e. Once you have established your APA Title Page and Header, please double-check to ensure that: your entire document is double-spaced, you have included all of the noted items (1-6 above and your Running head), and your font is set to Times New Roman size 12 font or Arial size 12 font consistently.

3. Set up your Second Page & Preparing Your Document:

a. Once you have double-checked your APA Title Page and Header, it is time to set up your Second Page Header and prepare your document to begin writing!

b. First, please space down to the second page of your document and check to ensure that your first page Header has carried over to the second page of your document, with your title in all capital letters on the left side and the page number on the right side. Please make sure that the font in this Header is set to Times New Roman or Arial size 12.

c. Next, please center and bold the title of your paper at the top of this second page (this title should appear with normal capitalization and not all capital letters). Then, space down to the second line of your second page and change your alignment from “centered” to “left aligned” to begin the first line of your paper.

4. Make sure to save your work! Remember, you can create one APA Title Page document in OpenOffice and use it as a template for constructing future assignments that require APA formatting. We recommend saving a copy of your APA Title Page as an OpenOffice Document for easy editing, however, please see below for instructions on saving your new APA Title Page as a Word document.

### **Saving an OpenOffice File as a Word Document**

1. When you are ready to save your completed OpenOffice file as a Word document, please select “File” from the top menu, and navigate to “Save As.” A new window will open to allow you to title your document and select where and how to save it.

2. In the “Save As” area, please include the title of your document. (Note: some courses may include specific instructions for titling your documents to avoid confusion; please make sure to check the assignment description for your specific assignment to ensure you are naming your documents appropriately!)

3. Under “Where” please select the folder where you would like to save your document.

4. Finally, under “File Type”, please select “Microsoft Word 97/2000/XP (.doc)” to save your OpenOffice document as a file type that can be opened in Microsoft Word.

## **Struggling with OpenOffice? Explore These Resources**

1. Please consider exploring available online tutorials for help:
  - a. <https://www.tutorialsforopenoffice.org/>
  - b. <https://wiki.openoffice.org/wiki/Documentation/Tutorials>
  - c. <https://officeskills.org/openoffice-tutorials.html>