

Formatting an APA Style Title Page in Google Drive/Google Docs

1. Open your Google Drive and create a new Google document.
2. Set up your APA Title Page & header:
 - a. First, please select “Insert” from the top menu in Google Drive, and then select “Header & page number” and select “Header.” This will open the Header on the first page of your Google Drive document.
 - i. Within this First Page Header, please include the TITLE OF YOUR PAPER IN ALL CAPS in the left side of your Header, and include the page number in the right side of your Header.
 - ii. To include your page number in this First Page Header, please select “Insert” from the top menu in Google Drive, and then select “Header & page number” and select “Page number.” Under “Page number,” please select the option where the page number appears in the upper right corner of all pages.
 - iii. Once you have included the necessary information in your Header, please highlight your Header and set the font to Times New Roman, size 12 font. If this font is unavailable, please select Arial size 12 font.
 - b. 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 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!)**
 2. [Please include a line of space between your title & name]
 3. Your Name
 4. Your Institution
 5. Your Course Name & Section Number
 6. Your Instructor
 7. Due Date: Month Day Year
 - c. Once you have established this 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/Header), and your font is set to Times New Roman size 12 font or Arial size 12 font.
3. Set up your Second Page Header & Prepare Your Document:
 - a. Once you have double-checked your APA Title Page and Header, it is time to set up your Second Page and prepare your document to begin writing!
 - b. To set up your Second Page Header, please space down until a second page appears in your document. From there, you should be able to double check to ensure that your Header on your second page matches the Header on your Title Page.
 - c. Before exiting this Header, please double-check to ensure that all items are in the proper position, and that your font is set to Times New Roman size 12 font or Arial size 12 font.
 - d. Next, please center the title of your paper at the top of this second page (this title should appear in bold, with normal capitalization and not in 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 Google Drive and use it as a template for constructing future assignments that require APA formatting. We recommend saving a copy of your APA Title Page in your Google Drive as a Google Document for easy editing, however, please see below for instructions on saving your new APA Title Page as a Word document.

Saving a Google Drive/Google Docs File as a Word Document

1. When you are ready to save your completed Google Drive/Google Docs file as a Word Document, please select “File” from the Google Docs menu, and then navigate to “Download.” Under “Download” please select “Microsoft Word (.docx)” from the available file types. This should download a copy of your Google Doc as a Microsoft Word file type, which can be submitted through Blackboard.
2. **Note: Please make sure to download a copy of any document from Google Docs as a Microsoft Word document prior to submitting your document to Blackboard.** Due to the permissions associated with Google Drive, this is the only way to ensure that your file will be submitted successfully in a format that your instructor can access and edit.

Struggling with Google Drive/Google Docs? Explore These Resources

- [Editable Google Drive/Google Docs APA Template](#): We have created an APA Style template in Google Drive for student use; this link should take you to the Google Drive/Google Docs template, however, we recommend saving a copy to your own Google Drive for convenience/offline access.
- Please consider exploring available online tutorials for help:
 - <https://edu.gcfglobal.org/en/googledocuments/>
 - <https://sites.google.com/site/mflynchdocs/>
 - [Sofia’s Tutorial for Students Using Google Docs](#)
- Search on YouTube for help with a specific issue!
 - [APA Formatting YouTube Video w/ Title Page & Running Head – Google Docs](#)