

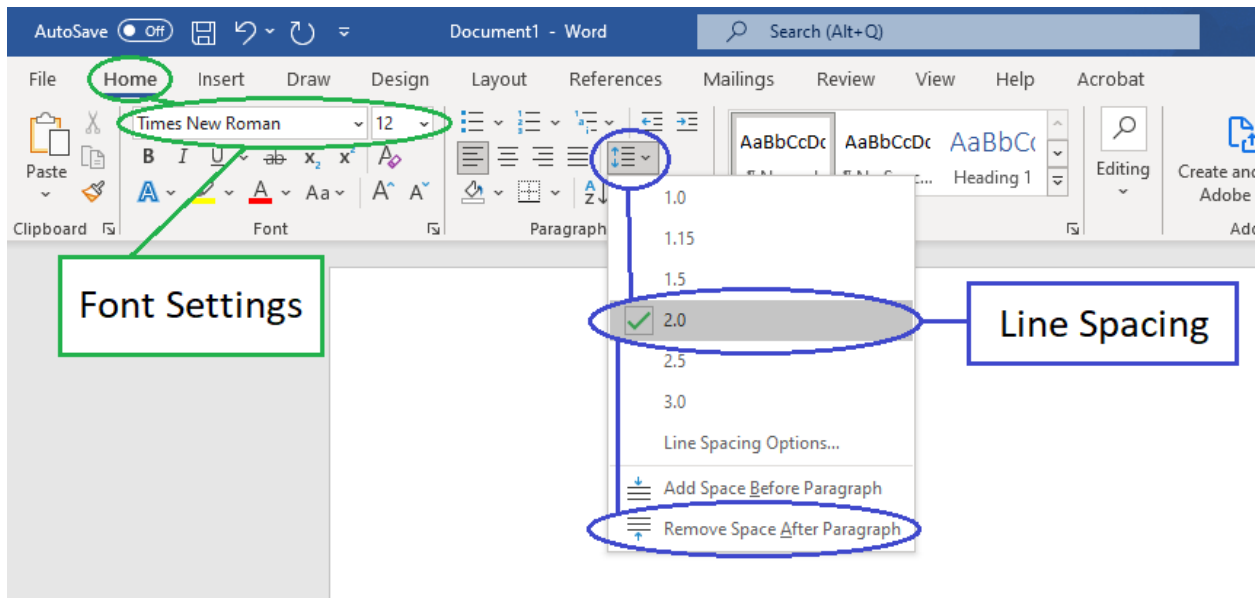
# APA Format (7<sup>th</sup> Edition) in Microsoft Word

## Opening Microsoft Word

- On the computer desktop, double click *Microsoft Word*. (Or on the Taskbar at the bottom of the screen, click the *Microsoft Word* icon.)

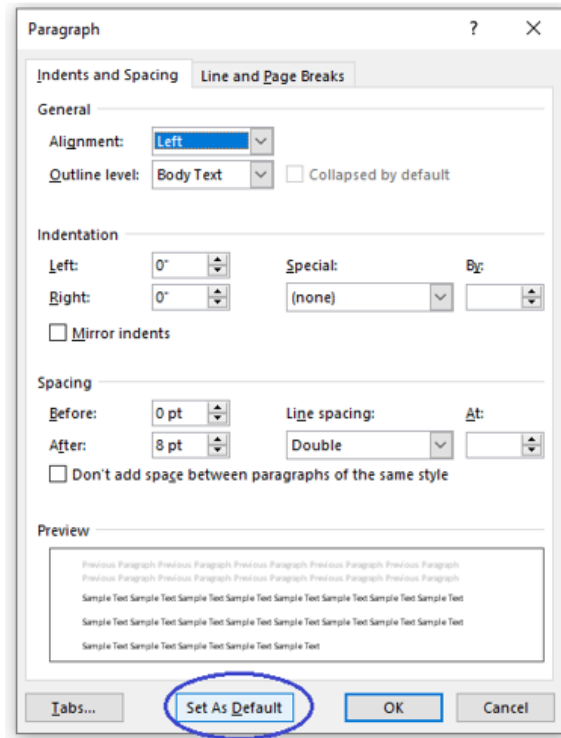
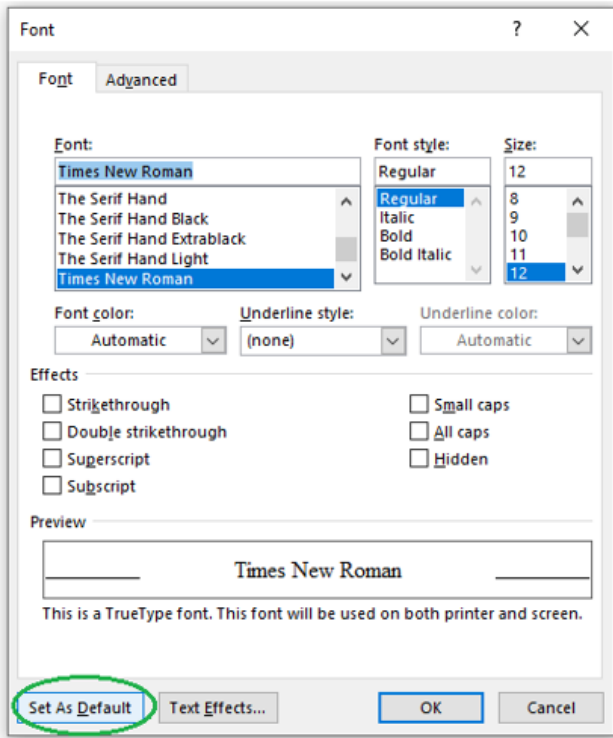
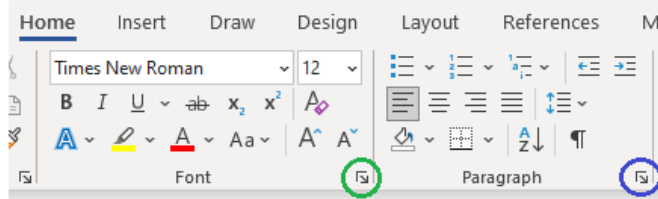
## Setting Up the Paper in APA Format

- Click the *Line Spacing* button in the *Paragraph* group. Choose *2.0*. (If you do not see the *Line Spacing* button, click the *Home* tab.)
- If *Remove Space After Paragraph* is at the bottom of the *Line Spacing* drop-down menu, click on it.
- If necessary, click the arrow next to the *Font* box, and choose *Times New Roman*. Click the arrow next to the *Font Size* box and choose *12*.

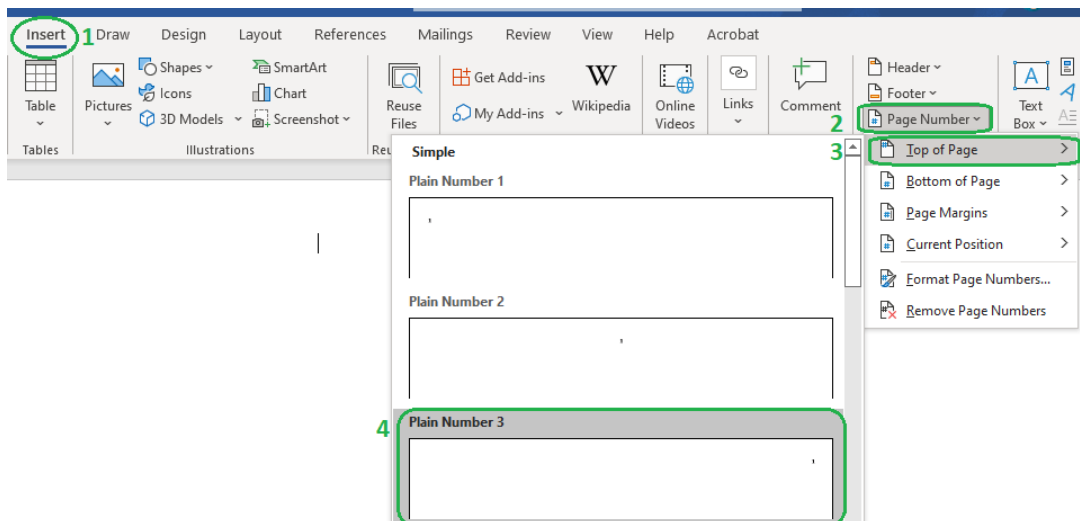


## Setting Defaults

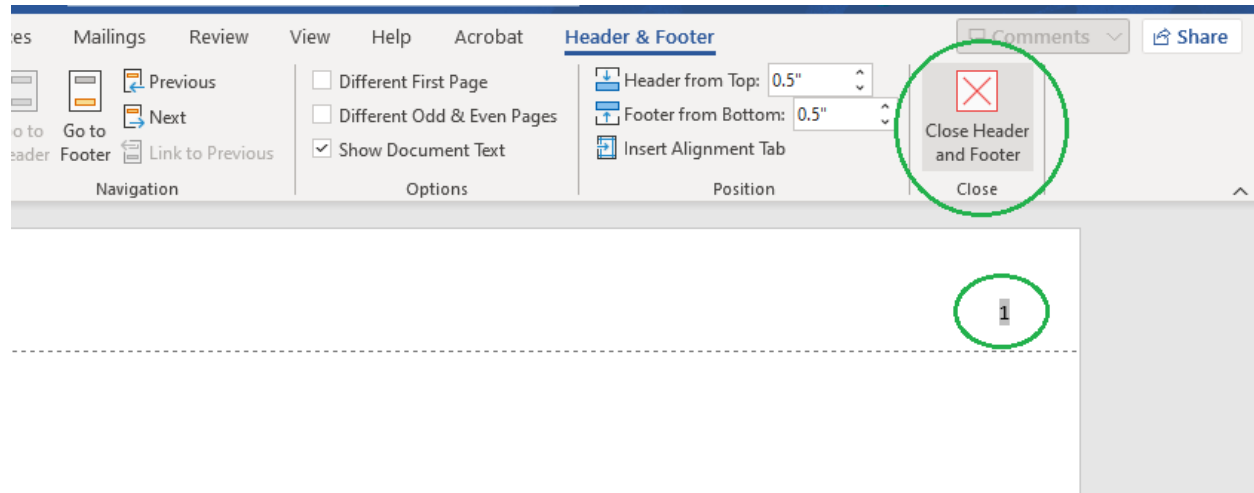
- To set the above font and paragraph settings as defaults (automating settings), go to *Font* and select *Set as Default* and, under *Paragraph Settings*, select *Set as Default*. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.



- Click the *Insert* tab. Click *Page Number*, choose *Top of Page*, and then choose *Plain Number 3*.

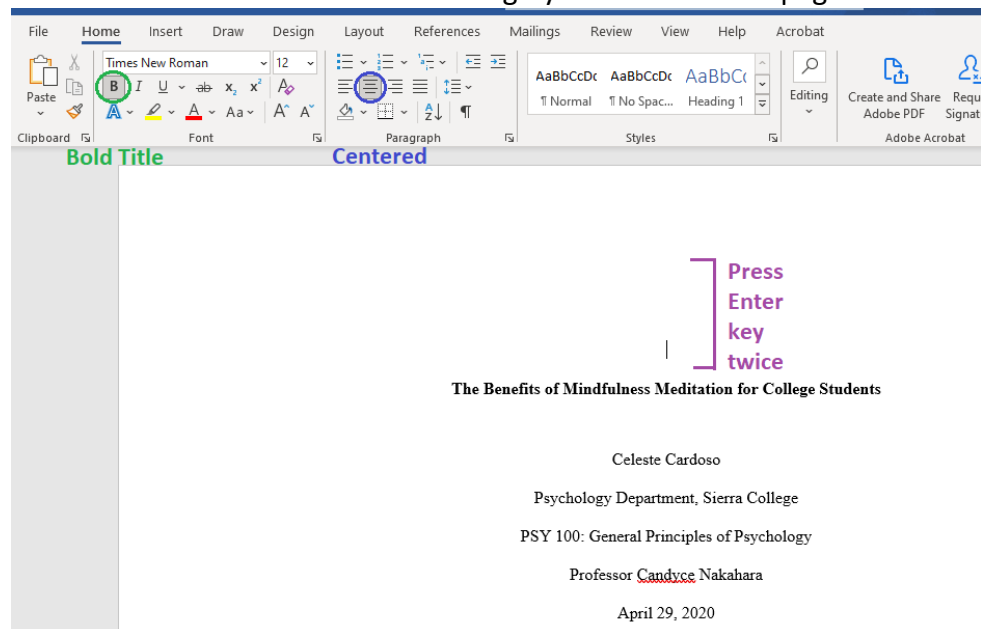


- If the page number is not in *Times New Roman*, highlight it, click on the *Home* tab, and change the font and size.
- Double click below the dotted line or click *Close Header and Footer*.
- All the pages will be automatically numbered correctly.



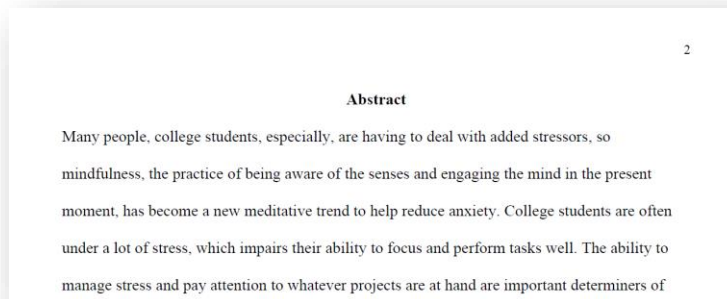
## Title Page

- Click the *Center* button in the *Paragraph* group, as well as the *Bold* button in the *Font* group. Type the title of your essay. (Capitalize the first letter of each main word.) Press the *Enter* key twice.
- Unselect the *Bold* button and type your full name. Press the *Enter* key once. Type the Department name, followed by a comma and Sierra College. Press the *Enter* key once. Write the full name of the course. Press the *Enter* key once and write your professor's name. Press the *Enter* key once. Type the date.
- The information should be roughly centered on the page.



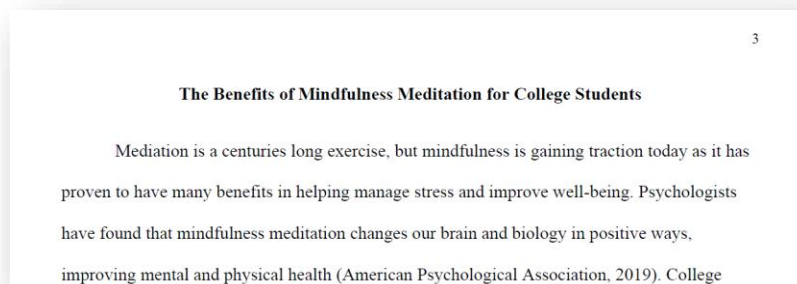
## Abstract

- Some instructors require an abstract. The abstract should be the second page, after the title page.
- Click the *Bold* button the *Font* group and the *Center* button in the *Paragraph* group. Type Abstract. (Capitalize the first letter.) Press the *Enter* key once.
- Click the *Align Text Left* button (to the left of the *Center* button), deselect the *Bold* button, and you are ready to type the text of your abstract.

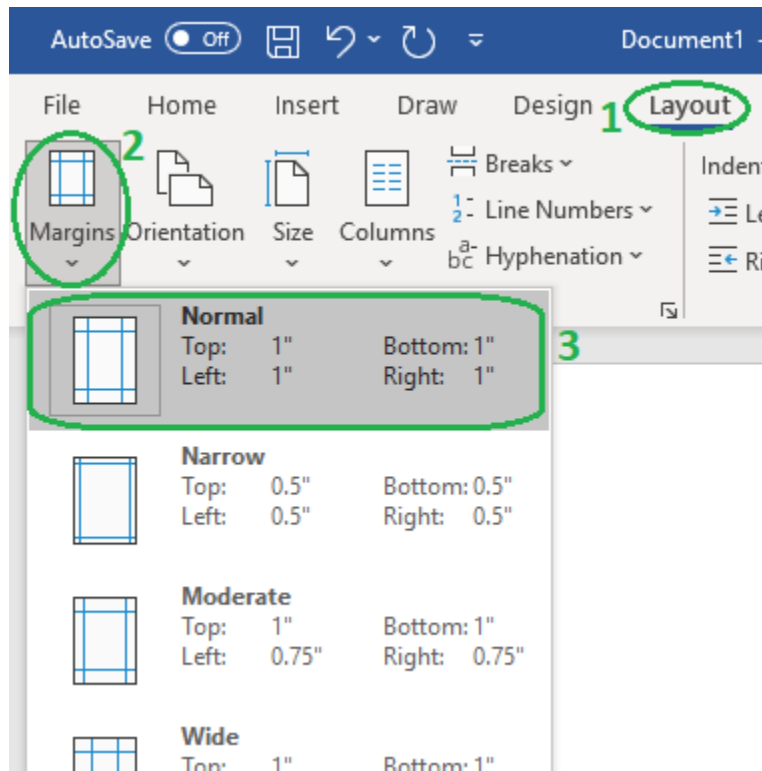


## Your Essay

- Begin your essay on the page following the abstract. (If your instructor does not require an abstract, your paper will begin after the title page).
- Click the *Bold* button in the *Font* group and the *Center* button in the *Paragraph* group. Type the title of your essay. (Capitalize the first letter of each main word.) Press the *Enter* key once.
- Click the *Align Text Left* button (to the left of the *Center* button) and deselect the *Bold* button.
- Press the *Tab* key once, and you are ready to type the first paragraph of your paper.

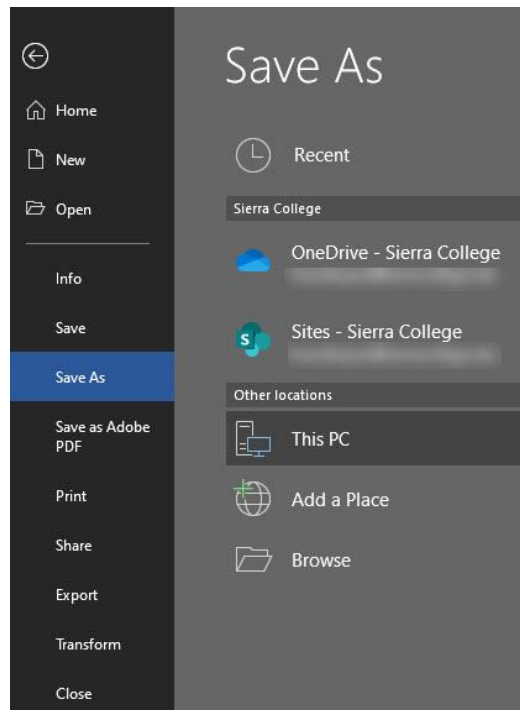


NOTE: One-inch margins are the default (automatic) setting. However, if you need to set the margins, click the *Page Layout* tab, click *Margins*, and choose *Normal*. Never use the ruler to set the margins.

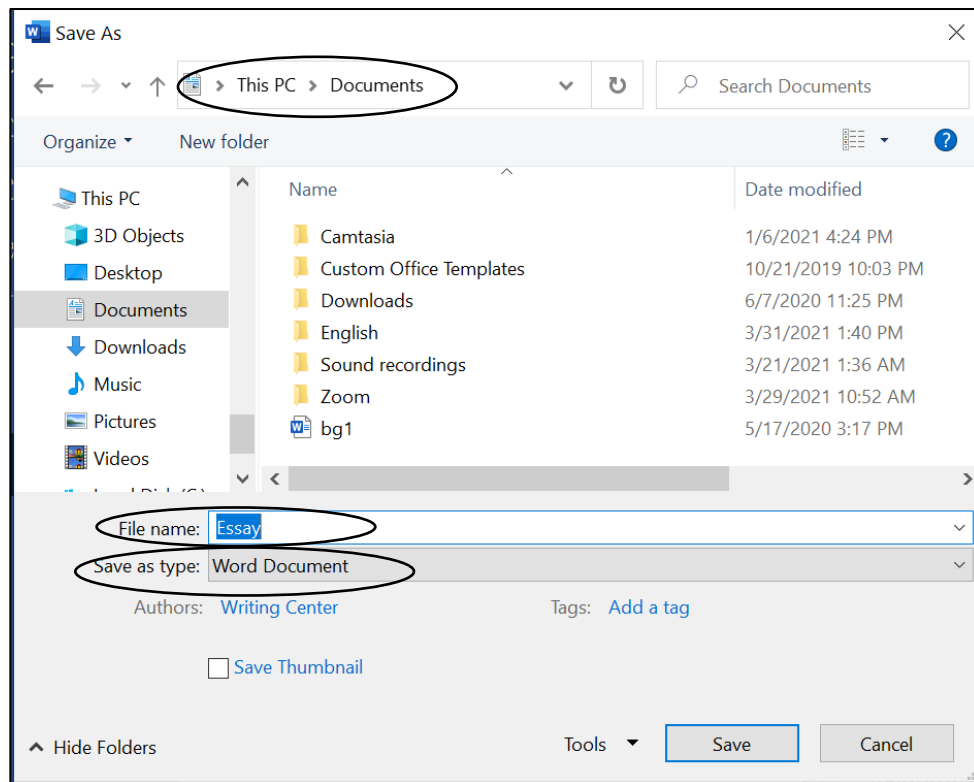


### Saving the Paper

- Click the *File* tab, and choose *Save As*.



- At the top of the window, choose where you want to save your paper, for instance, on your USB memory stick (flash drive). Use the buttons on the left to navigate.
- In the *File name* box near the bottom of the window, you can type a short name for your file.
- You can choose to save in a different format in the *Save as type* box. Rich Text Format (RTF) is a good choice if you use another computer that does not have Microsoft Word.
- Click *Save*.



Updated June 2022. The instructions on this handout apply to Microsoft Word 2019 and Office 365. Your desktop may look different depending on your computer's settings, as well as the version of Word.