~SHORTCUTS~
FORMATTING FOR APA USING WORD

COVER PAGE:

**FONT:** Times New Roman 12

**CREATE RUNNING HEAD AND PAGE NUMBER:**
1. Select INSERT.
2. Select PAGE #.
3. Select TOP OF PAGE.
4. Select PLAIN #3 (the third choice).
5. Number will appear in upper right corner.
6. Without moving cursor, type Running head: and your TITLE IN ALL CAPS.
7. Use the space key to move the running head to the left margin.
8. Select CLOSE HEADER AND FOOTER.

**SET MARGINS:**
1. Select HOME.
2. Select MARGINS.
3. Margins should be set on NORMAL, which is the default for one-inch margins.

**SET SPACING:**
1. Find PARAGRAPH.
2. Select arrow to the right.
3. Make alignment LEFT.
4. Inspect all boxes. Make sure each box is formatted for “0”.
5. LINE SPACING should be changed to DOUBLE.
6. Click OK.
**CREATE TITLE:**

1. Hit RETURN until cursor is approximately 3.5 inches down the page.
2. Center and type complete title (Hit RETURN to separate long titles).
3. Type your name.
4. Type Florida State College at Jacksonville.
5. Cover page is complete.

**REFERENCES PAGE:**

1. Center and type References.
2. Hit RETURN.
3. Left justify margin.
4. Select FORMAT.
5. Select PARAGRAPH.
6. Find the word SPECIAL and click on the arrow beside it.
7. Select the word HANGING.
8. Select DOUBLE SPACE.
9. Click OK.

This will give your References the hanging indents they must have. They will wrap properly and will only left justify when you hit the RETURN key to begin a new entry.