APA Style Template
is available in YCP Computer Labs!

What the template will do:

- Sets the proper margins and line spacing
- Creates a title page
- Creates an abstract page (optional), body of the paper, and reference page
- Puts the running head on every page
- Inserts short title and page number on upper right corner of every page
- Indents first line of new paragraph

From the APA Menu, you can:
- Type the reference list
- Insert citations in the body of your paper
- Format subheadings
- Change the font of the entire document

Quick start

To open the template, click:

Office Button -   New   -   My Templates - APA6thEd.wiz - OK

Additional APA commands can be found under the menu choice APA

Complete instructions and tutorial

To read complete instructions, click:

Office Button - New – My Templates – APA 6th Ed Template Instructions - OK

Using the template after you've typed the body of your paper

1. Start a new document with the template
2. Save the new document
3. Copy the body of your paper and paste it into the new document
4. Paste – Paste Special – Unformatted Text