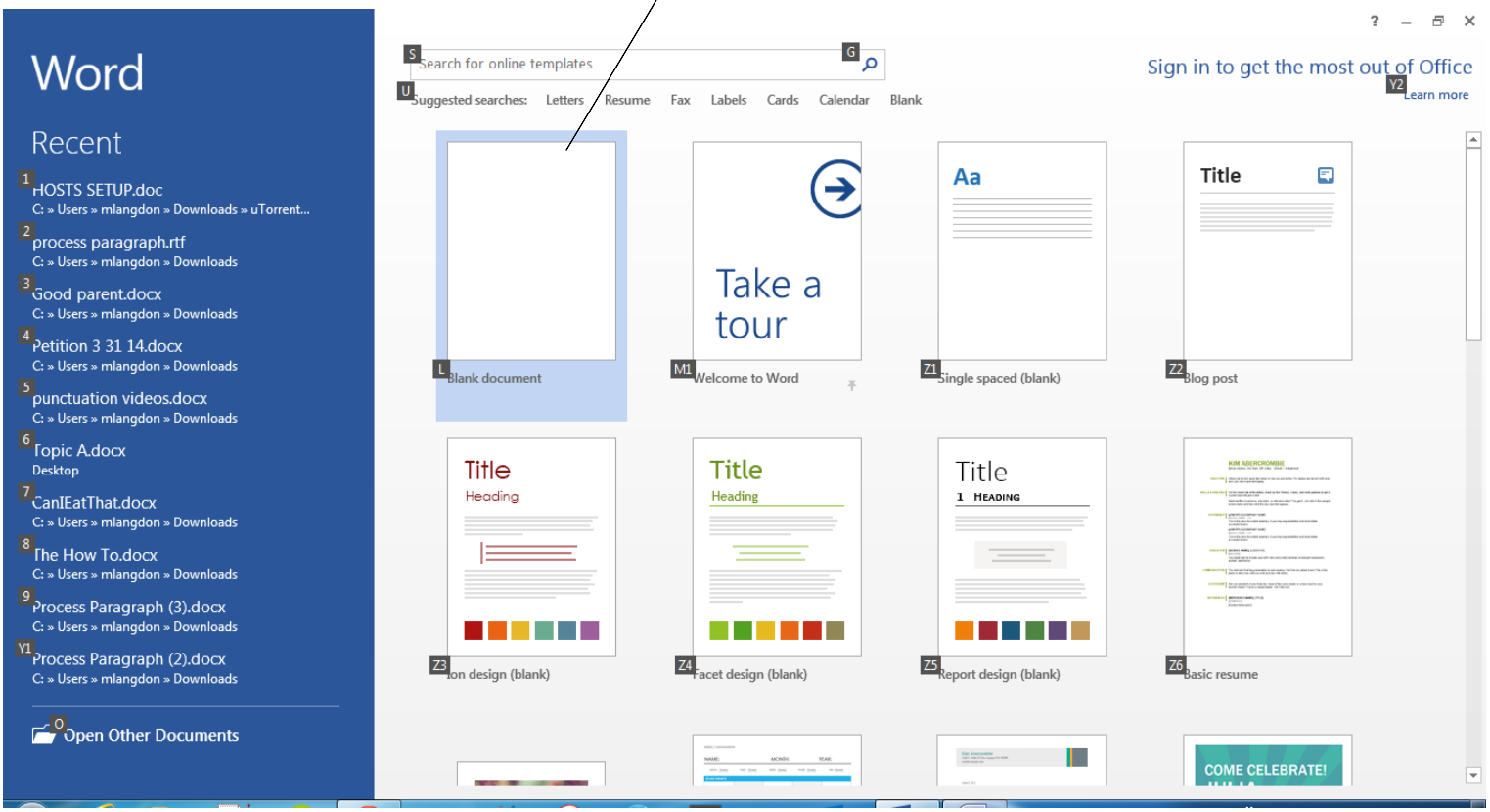
Creating an APA formatted document in Microsoft Word 2013

1. Start by opening up a Blank document.



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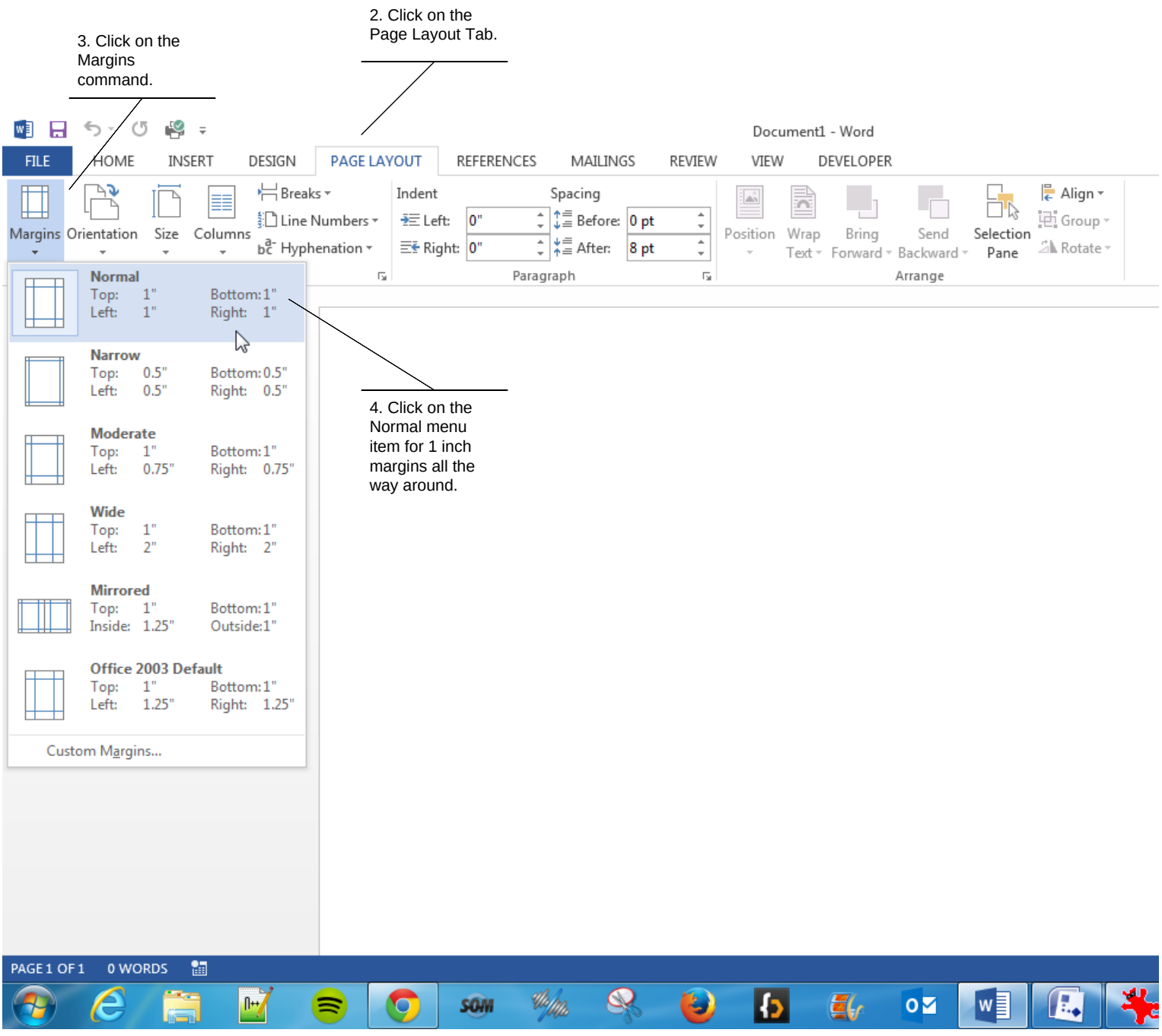
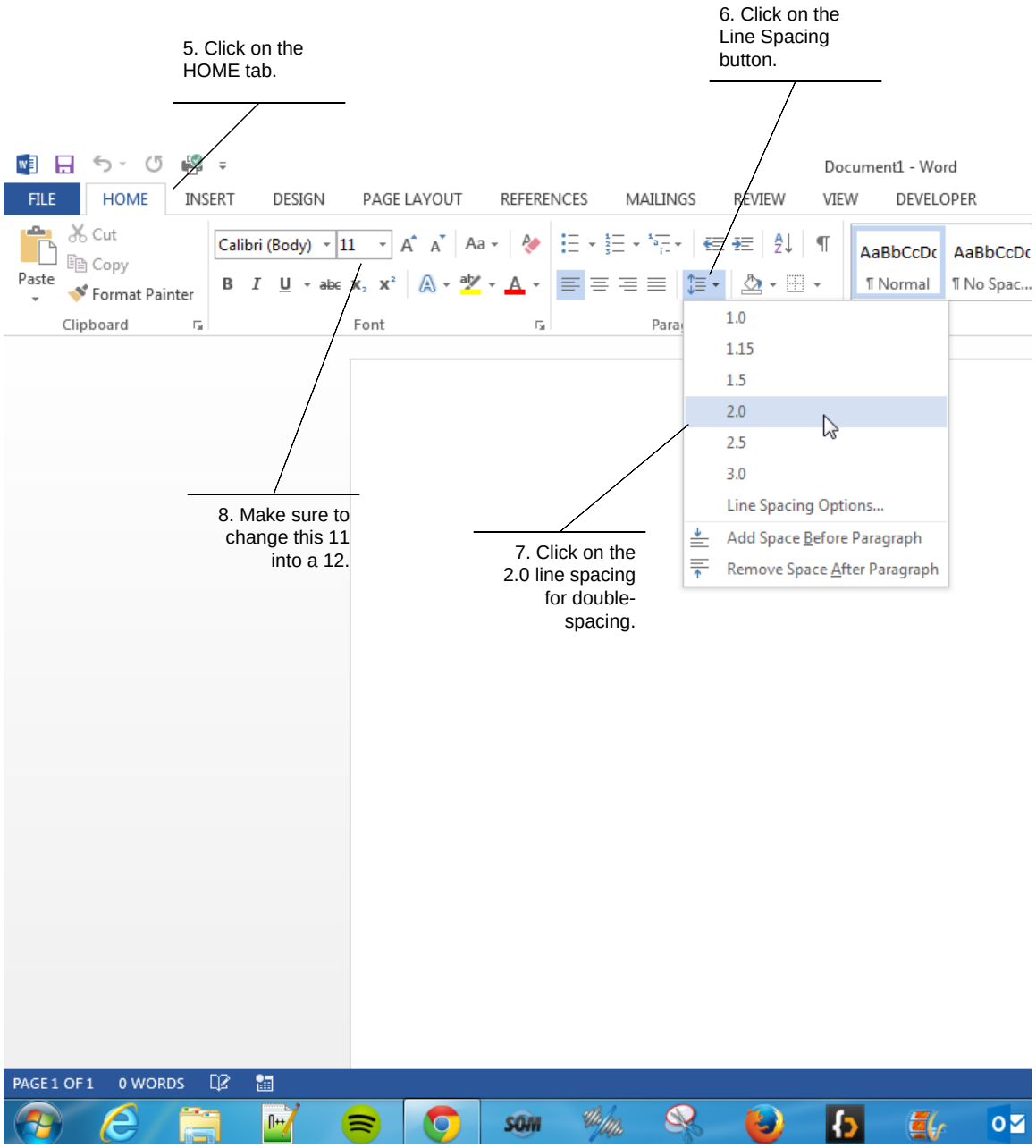
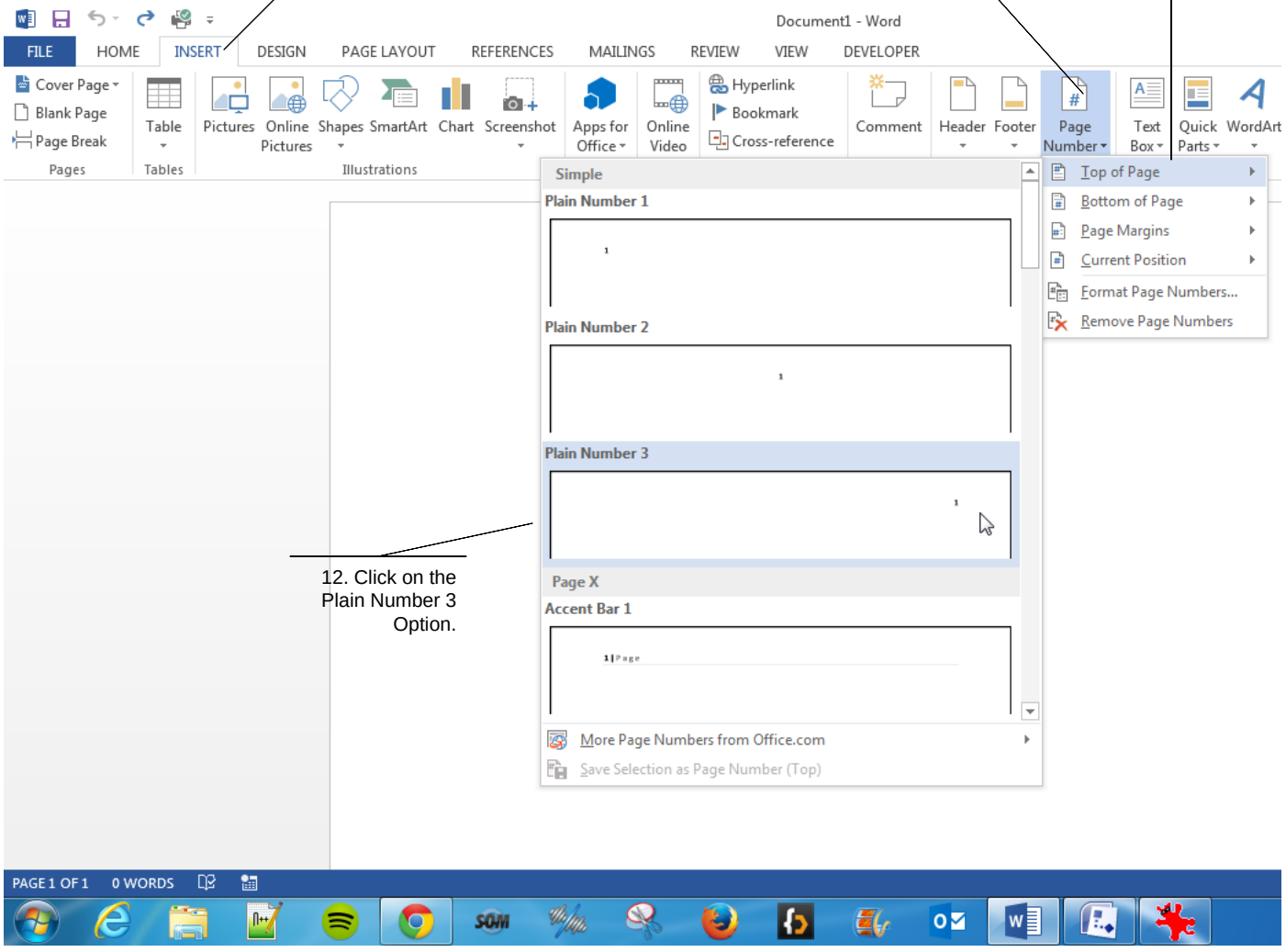

3. Click on the Margins command.
2. Click on the Page Layout Tab.
Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
DEVELOPER
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After: 8 pt
Paragraph
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"
Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"
Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"
Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"
Office 2003 Default
Top: 1" Bottom: 1"
Left: 1.25" Right: 1.25"
Custom Margins...
4. Click on the Normal menu item for 1 inch margins all the way around.
PAGE 1 OF 1
0 WORDS


5. Click on the HOME tab.
6. Click on the Line Spacing button.
Document1 - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
DEVELOPER
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
1.0
1.15
1.5
2.0
2.5
3.0
Line Spacing Options...
Add Space Before Paragraph
Remove Space After Paragraph
8. Make sure to change this 11 into a 12.
7. Click on the 2.0 line spacing for double-spacing.
PAGE 1 OF 1
0 WORDS

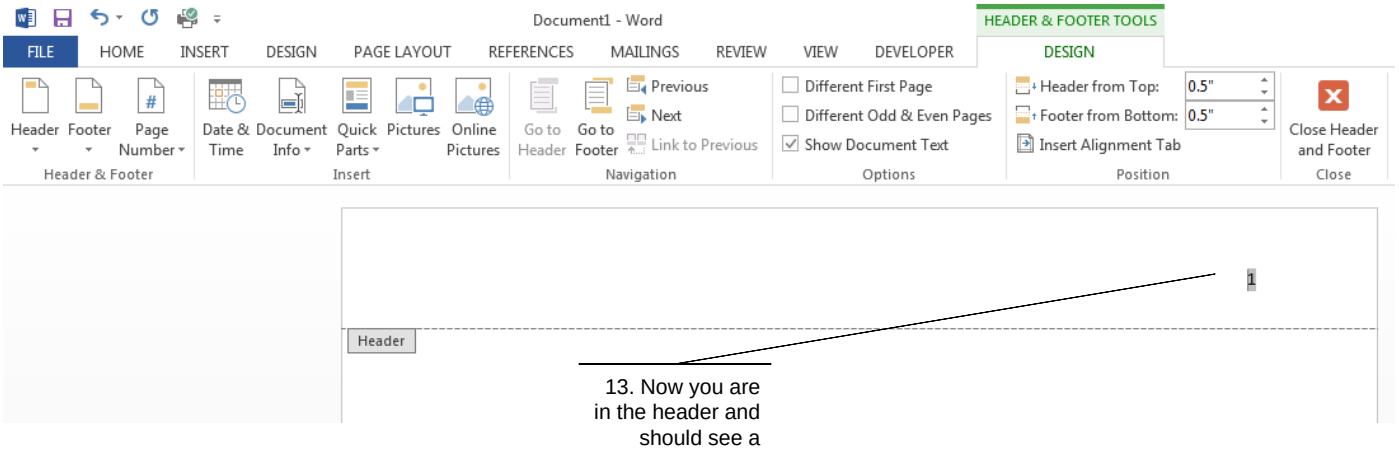
10. Click on the Page Number button.

9. Click on the INSERT tab.

11. Select the Top of Page command.

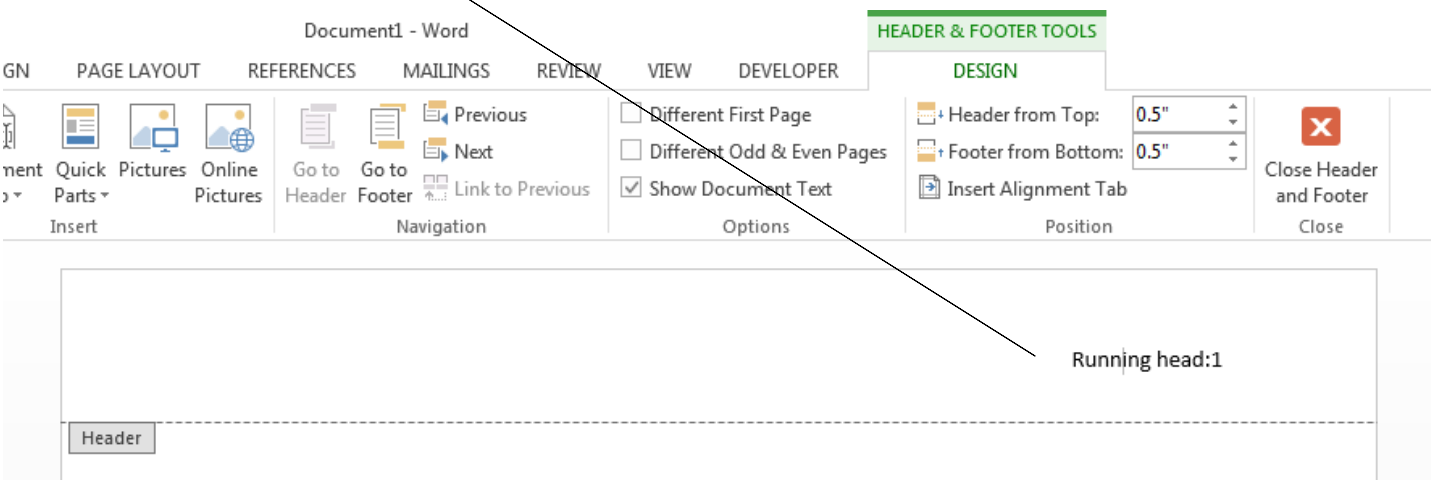


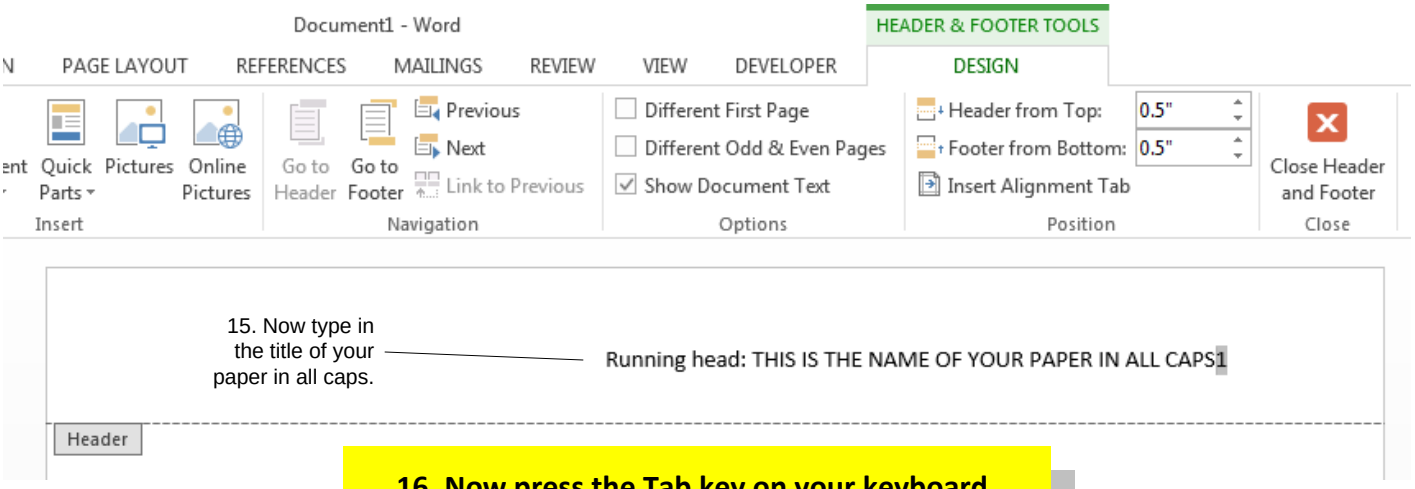
12. Click on the Plain Number 3 Option.



13. Now you are in the header and should see a page number.

14. Now start typing the words Running head:





15. Now type in the title of your paper in all caps.

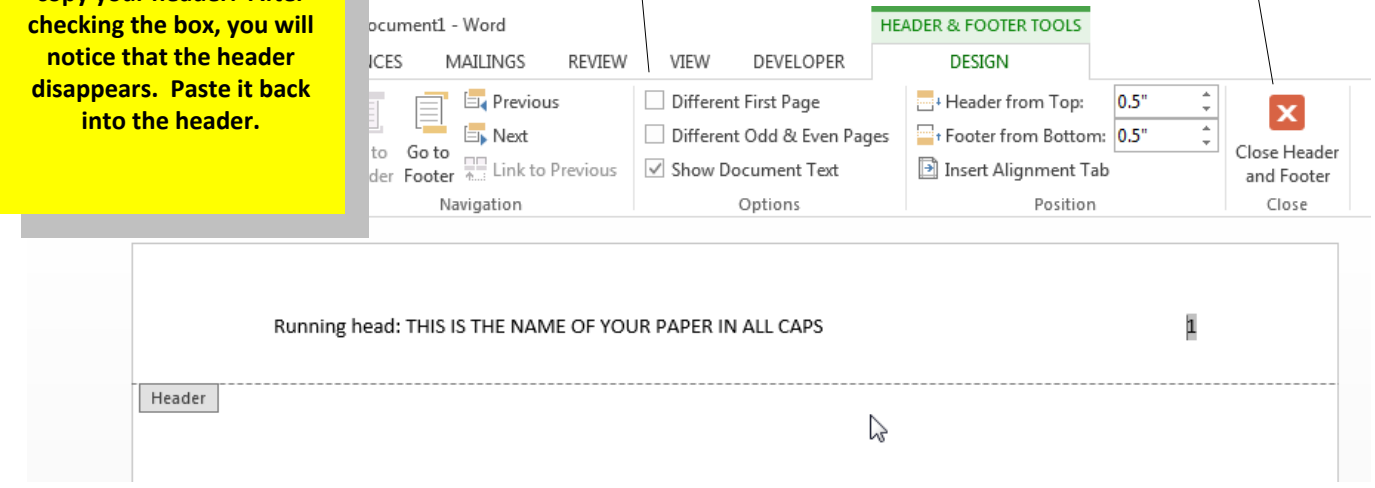
16. Now press the Tab key on your keyboard.

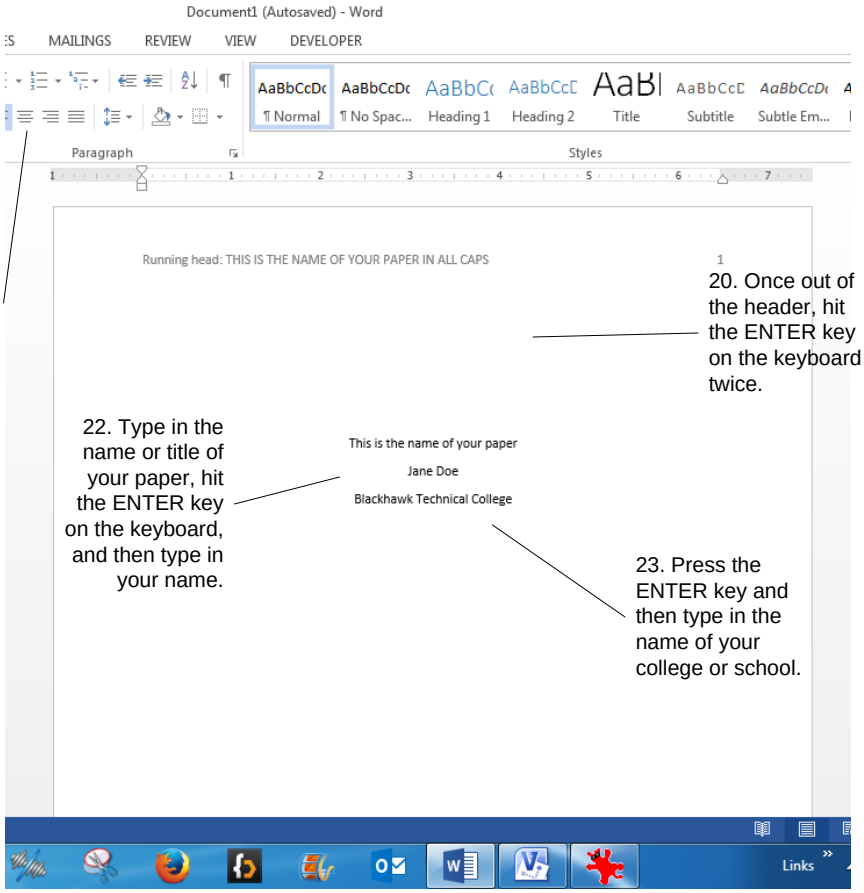
NOTE
In Word 2010, before checking the Different First Page box, select and copy your header. After checking the box, you will notice that the header disappears. Paste it back into the header.

17. Now, make sure you are in the HEADER & FOOTER TOOLS DESIGN TAB,

18. Click on the Different First Page check box.

19. Click on the Close Header and Footer button.





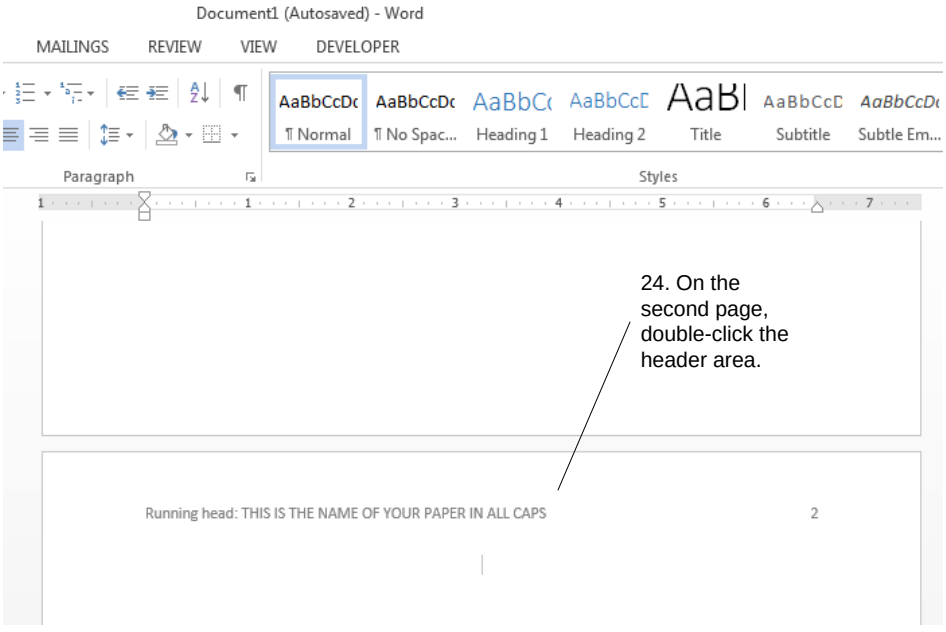
21. Now click on the align center button.

20. Once out of the header, hit the ENTER key on the keyboard twice.

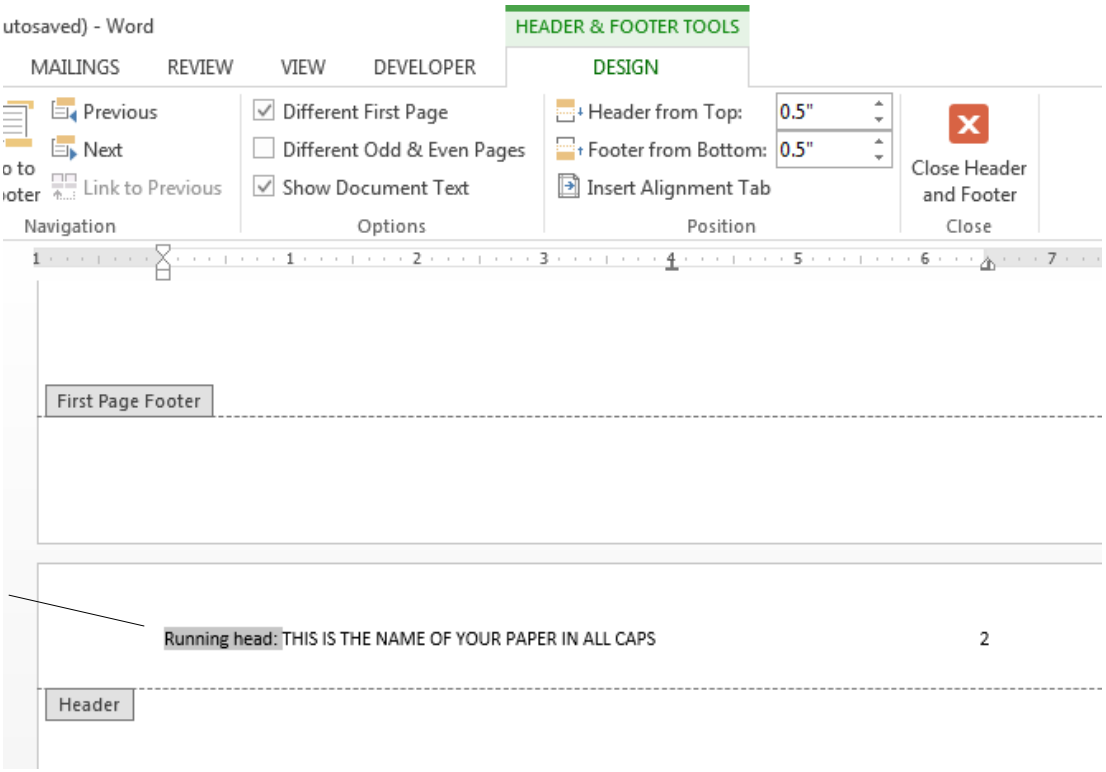
22. Type in the name or title of your paper, hit the ENTER key on the keyboard, and then type in your name.

23. Press the ENTER key and then type in the name of your college or school.

24. While holding down the Ctrl key on the keyboard, hit the ENTER button and release. This will create a second page.

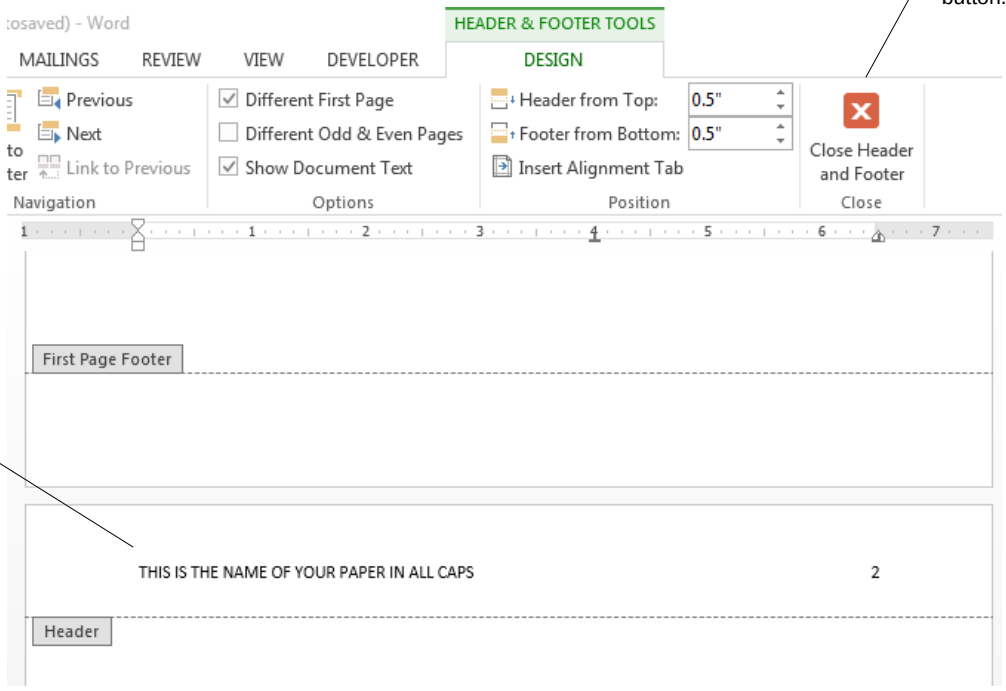


24. On the second page, double-click the header area.

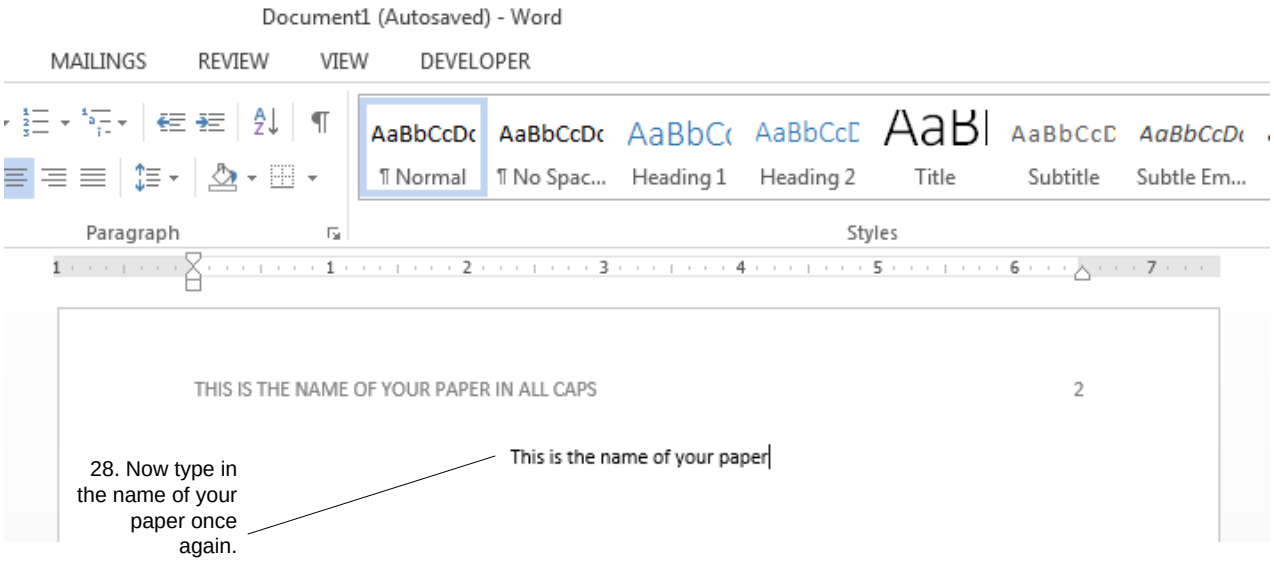


25. Highlight and delete the Running head: part of the header on page 2.

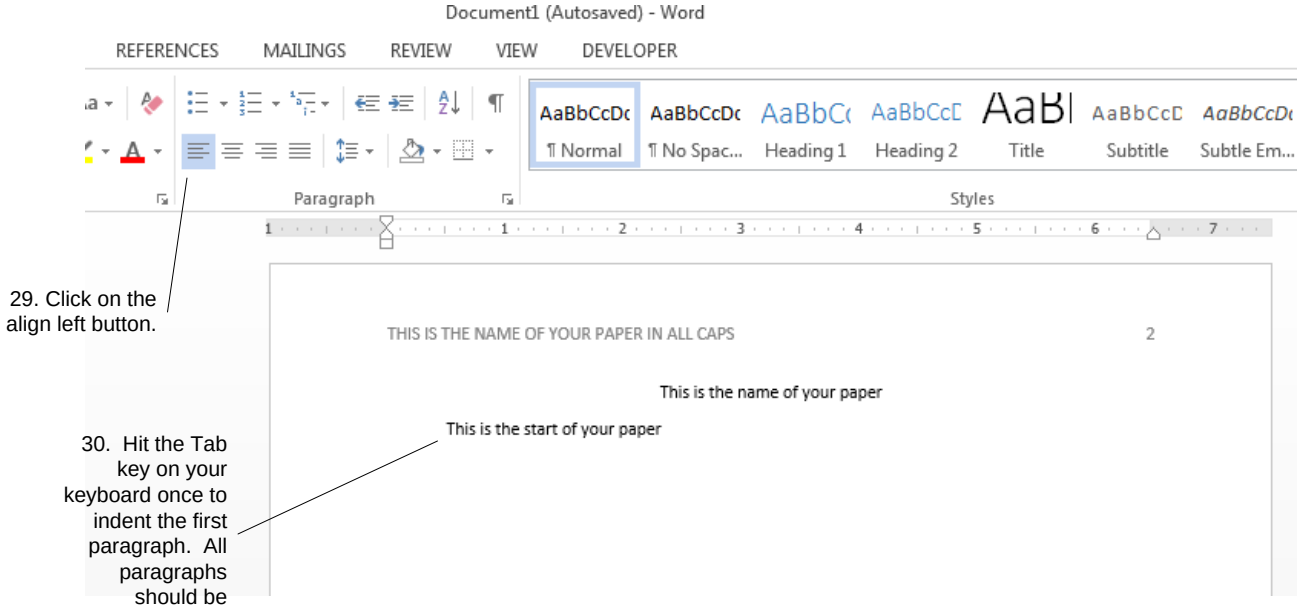
27. Now click on the Close Header and Footer button.



26. The header on page 2 and the rest of the pages will now look like this.



28. Now type in the name of your paper once again. Afterwards, hit the ENTER key.



29. Click on the align left button.

30. Hit the Tab key on your keyboard once to indent the first paragraph. All paragraphs should be indented.

You can now start writing your paper.