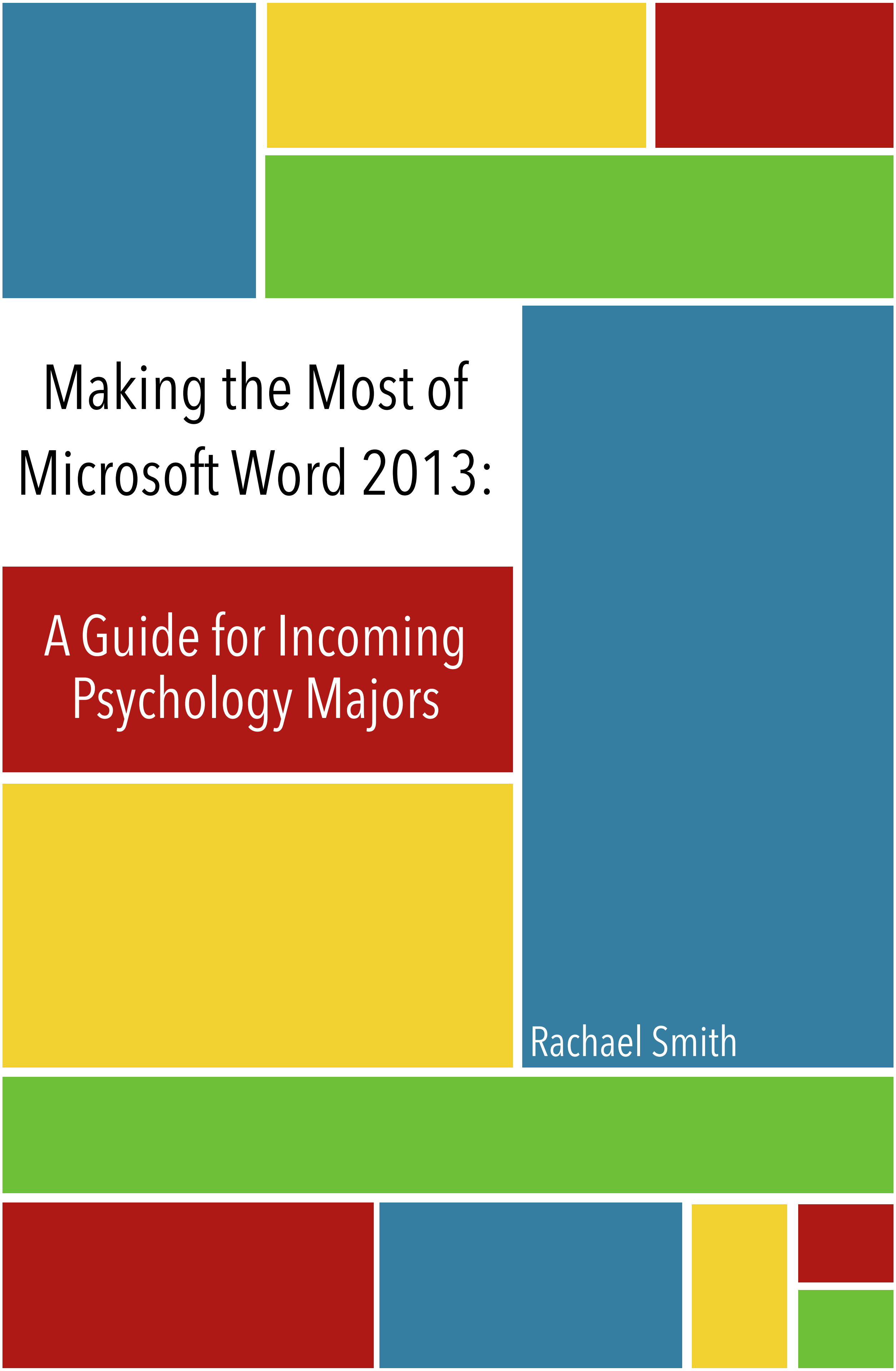

Making the Most of Microsoft Word 2013:

A Guide for Incoming Psychology Majors

Rachael Smith

Making the Most of Microsoft Word 2013

A Guide for Incoming Psychology Majors

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English 380: Intermediate Technical Writing
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Introduction

What's this Manual For ?

Welcome to *Making the Most of Microsoft Word 2013: A Guide for Incoming Psychology Majors*! This manual was written to help prepare first-year psych majors for some of the tasks that they will be asked to complete in their classes using a word processor.

Using Microsoft Word 2013 on a Windows operating system, this manual is a great tool for users who have a basic understanding of how to use Word, but need some help with the finer details and/or lesser-known ways of completing tasks you might not even have known word was capable of!

Inside *Making the Most of Microsoft Word 2013*

Here are just some of the techniques this manual covers that will help you utilize Word to its fullest potential:

- Setting up papers according to the APA Manual of Style
- Creating properly formatted bibliographies using only Microsoft Word
- Learning what styles are and how to use them
- Converting documents to different file types
- Recovering unsaved documents

How to Use this Manual

If you know what you're looking for, great! Check out the table of contents and skip right to that section. If you want to learn more about Word as a whole, you can read the entire manual or just the chapters that interest you.

Before you begin, there are some terms your should be aware of first. These include:

- **Module**: the units within each chapter. Each modules covers a different task or process.
- **Ribbon**: the line of tabs along the top of Microsoft Word 2013, shown below.
- **Groups**: the individual sections with a ribbon tab.
- **Select**: throughout the manual you will run into instructions that require you to 'select' text. This is also commonly referred to as 'highlighting,' and indicates the same process.

Chapter 1:
Writing Research Papers

This chapter discusses the basic tools required to write an essay in college, with a focus on research papers following APA format. It will also go into some of the more advanced techniques to help you write the best essay you possibly can!

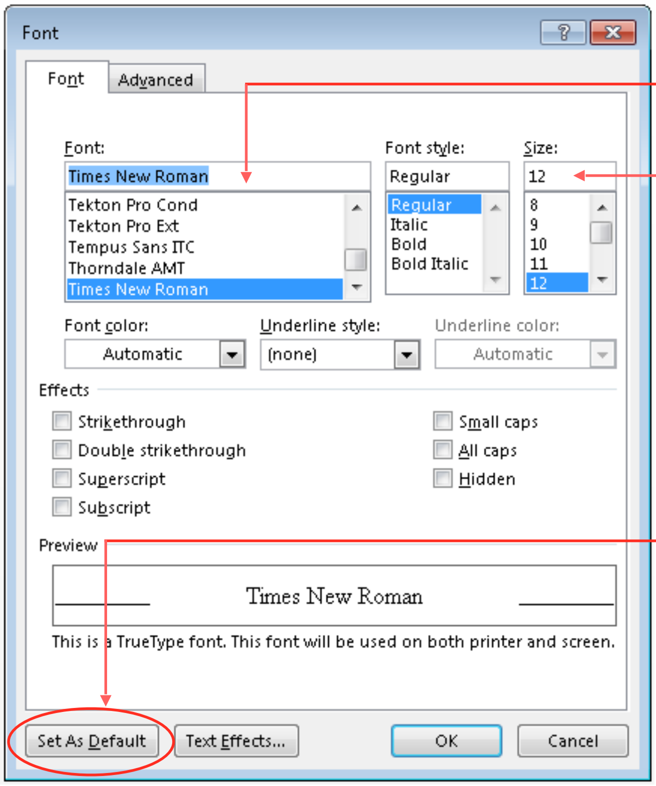
In this chapter:

- 1.1 Setting up the Default Font
- 1.2 Setting up the Default Margins and Orientation
- 1.3 Formatting Custom Headers
- 1.4 Inserting Images
- 1.5 Inserting and Editing Tables
- 1.6 Creating a Custom Cover Page
- 1.7 Formatting Bibliographies and Inserting Citations

Module 1.1: Setting Up the Default Font

Have a font you use for everything? For most people this is Times New Roman, but apparently Word didn't get that memo: you may find yourself having to change the font for every new document you make. To save yourself the trouble, take the time to set these defaults once and never worry about it again.

1. Click on the HOME tab.
2. Click on the arrow in the bottom right hand corner of the **Font** group to open up the **Font menu**.
3. Set up your default preferences by selecting the attributes you want from each of the lists. To search for a specific font, type it into the top bar of the **Font column** and press the **Return** or **Enter** key. To input a font size that does not appear on the list (such as 13 point font), type it into the top bar of the **Size** column.
4. Click the Set As Default button in the bottom left-hand corner of the window once you have selected your desired attributes to save them for future use.


Font
Font
Advanced
Tekton Pro Cond
Tekton Pro Ext
Tempus Sans ITC
Thorndale AMT
Times New Roman
Regular
Italic
Bold
Bold Italic
8
9
10
11
12
Effects
Preview
Times New Roman
Set As Default
Text Effects...
OK
Cancel

Font: Times New Roman

Font style: Regular

Size: 12

Font color: Automatic

Underline style: (none)

Underline color: Automatic

☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden

This is a TrueType font. This font will be used on both printer and screen.

Find a font by typing it here.

Input font size here.

Click here to set your defaults.

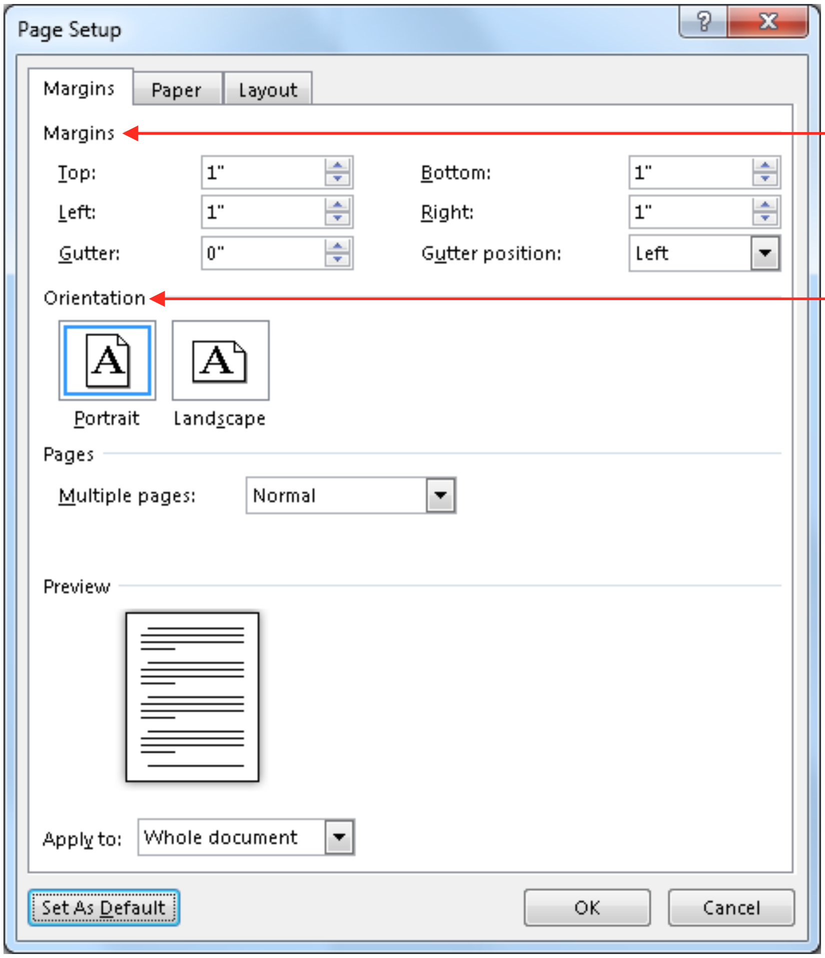
Fig 1. The font menu with a sample selection of attributes that will result in the default font being set to regular 12 point Times New Roman.

Module 1.2: Setting Up the Default Margins and Orientation

Since margins are fairly standard across all manuals of style and types of documents, Word should already be formatted correctly. However, it is useful to know how to double check these settings and to change them if needed.

1. Click the PAGE LAYOUT tab.
2. Click on the pop-out menu in the bottom right-hand corner of the **Page Setup** group. A window appears (see **Fig 2.**).
3. Change the margin sizes and page orientation for your document.
4. Click Set As Default to save your setup.

TIP: APA format requires 1 inch margins on all sides of the page.


Page Setup
Margins
Paper
Layout
Margins
Orientation
Portrait
Landscape
Pages
Preview
Set As Default
OK
Cancel

Top: 1"
Left: 1"
Gutter: 0"
Bottom: 1"
Right: 1"
Gutter position: Left
Multiple pages: Normal
Apply to: Whole document

Change your **Margins** here.

Change your **Orientation** here.

Fig 2. The **Page Setup** menu with the margins and page orientation set to APA standards.

Module 1.3: Formatting Custom Headers

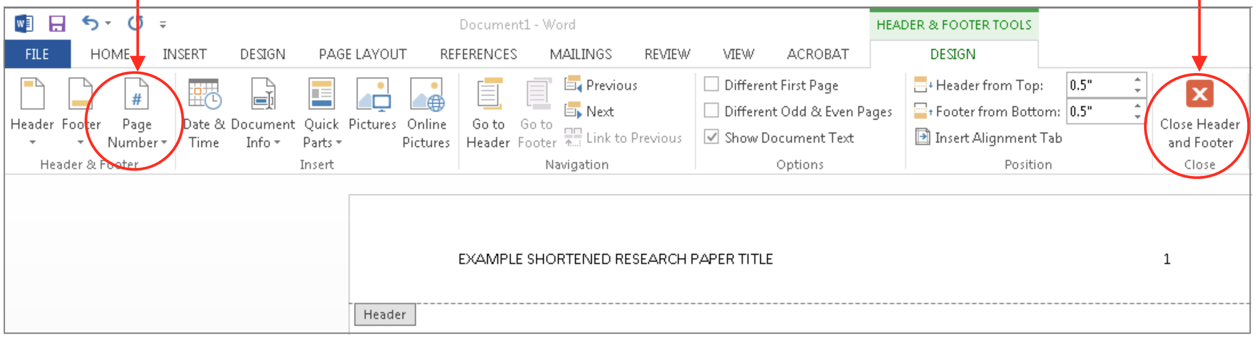
Headers are the part of your document that run along the top of each page. This is where page numbers and other information, such as the title of your document, are typically added. Editing them to suit your needs is a quick and easy process.

1. Click on the INSERT tab on the ribbon. Find the group marked **Header & Footer**.
2. Click **Header**, then **Blank**. This creates a header at the top of each page in your document that you can edit.
3. Enter the information you want to appear in your header and then use the **Tab** key to place the cursor on the right side of the header.
4. Click on **Page Number** in the ribbon, then hover over Current Position and select **Plain Number**. This places the page number where your cursor was in the document. Your header should appear similar to the image in **Fig 3**.

TIP: Standard APA format calls for a shortened version of your research paper title, typed in all caps and left-aligned, to be put in your header.

Insert page numbers by clicking here and selecting from the drop-down menu.

Close the header and work within the body of your document by clicking here.


Document1 - Word
HEADER & FOOTER TOOLS
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
DESIGN
Header
Footer
Page Number
Header & Footer
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Insert
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Close Header and Footer
Close
Header

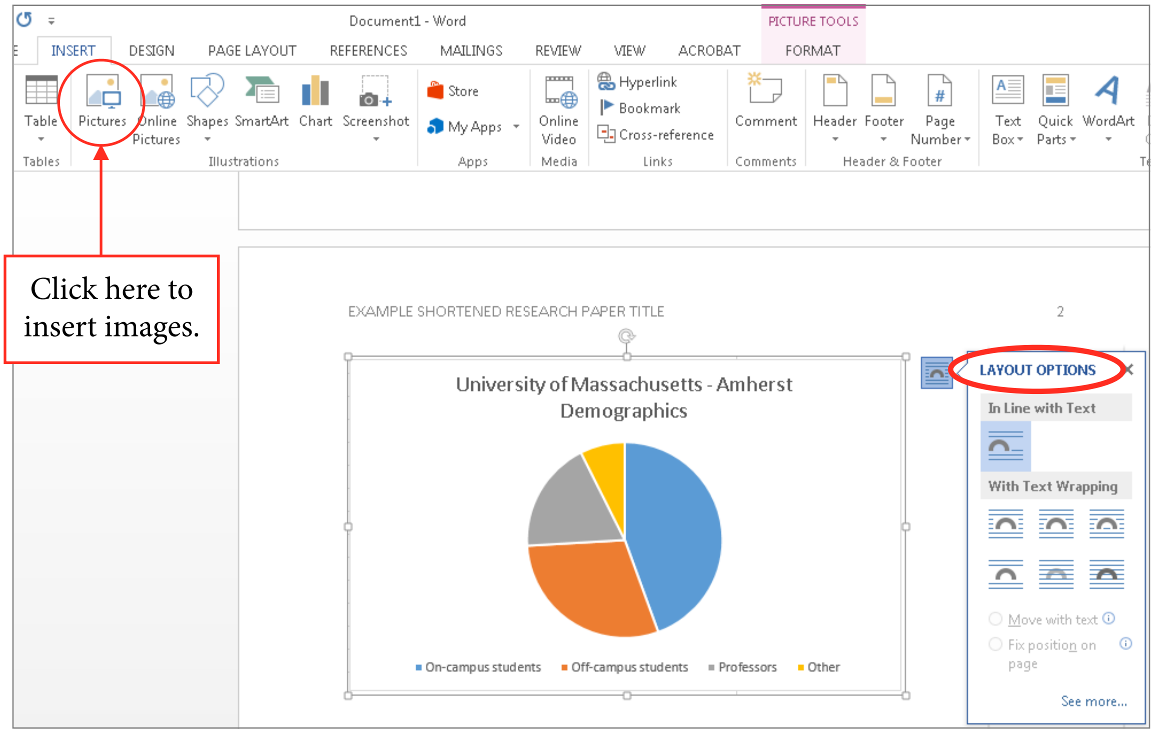
EXAMPLE SHORTENED RESEARCH PAPER TITLE 1

Fig 3. An example header and image of the **Header & Footer Tools Design** tab.

Module 1.4: Inserting Images

While images aren't something you're going to need to use in every paper that you write, it can be useful to know how to insert images into a document, especially if you find yourself needing to include a chart or graph in a research paper. This module explains one basic method for adding pictures.

1. Click on the INSERT tab. To insert a picture you have saved on your computer, click on **Pictures**. A dialog box pops up that allows you to search through your files.
2. Find your picture and click **Insert**. The picture appears in your document and can be resized or moved to your liking.
3. Click on your image and then click this symbol: . This brings up a menu of layout options for the image that changes how it is positioned within your document.
    a. Click the icon in the **bottom right** to freely move your image around. Keep in mind that this may result in your image covering up some of your text.
    b. Use any of the options in the **top row** to wrap your text around the image.


Document1 - Word
PICTURE TOOLS
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
ACROBAT
FORMAT
Table
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Store
My Apps
Online Video
Hyperlink
Bookmark
Cross-reference
Comment
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Tables
Illustrations
Apps
Media
Links
Comments
Header & Footer
EXAMPLE SHORTENED RESEARCH PAPER TITLE
2
University of Massachusetts - Amherst Demographics
On-campus students
Off-campus students
Professors
Other
LAYOUT OPTIONS
In Line with Text
With Text Wrapping
Move with text
Fix position on page
See more...

Click here to insert images.

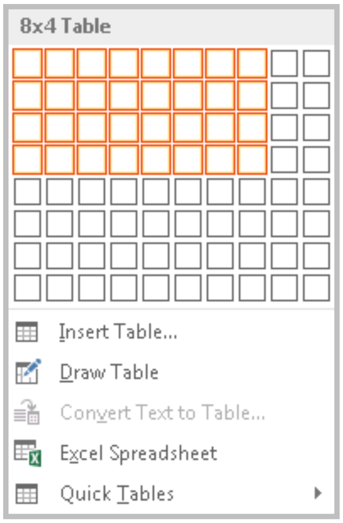
Fig 4. An image inserted into a document with the **Layout Options** menu open.

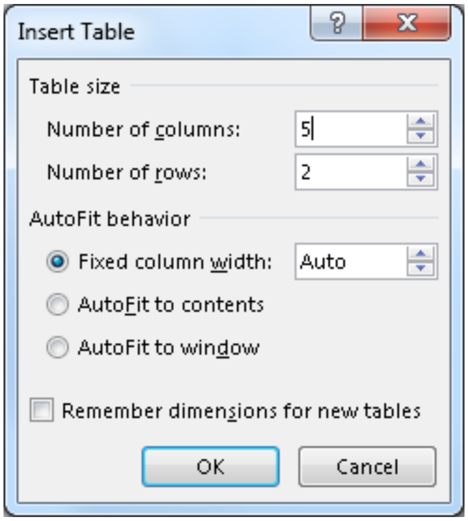
Module 1.5: Inserting and Editing Tables

In writing lab reports or research papers, you might find yourself needing to create a table, either to organize data or to display information in an organized way. Word provides a few methods for creating a table, each of which are useful for different for different purposes depending on your preferences.

1. Click on the place within your document that you want your table to go.
2. Click the INSERT tab.
3. Click the **Table** button, marked by this image: ▦ . From here there are a few ways to insert a table. The following are three of the easiest methods with which to do so:
    a. Using the grid in the **Table** menu, select the number of rows and columns you want to have in your table (see **Fig 5.**). This is the most visual way of creating a table. When you have selected an outline that suits your needs, just left click and your table is inserted into your document.
    b. Click ▦ Insert Table... . The menu shown in **Fig 6.** appears, and you can enter the number of rows and columns you want.
    c. Look through the ▦ Quick Tables section, which includes a variety of pre-made tables of different types that can be modified to suit your needs.
4. Edit your table by clicking inside the cell you want to add information to, and navigate through cells using, your arrow keys, the **Tab** key, or by clicking each cell individually.

Fig 5. An example of method **a.** showing what a selection of four rows and eight columns looks like.





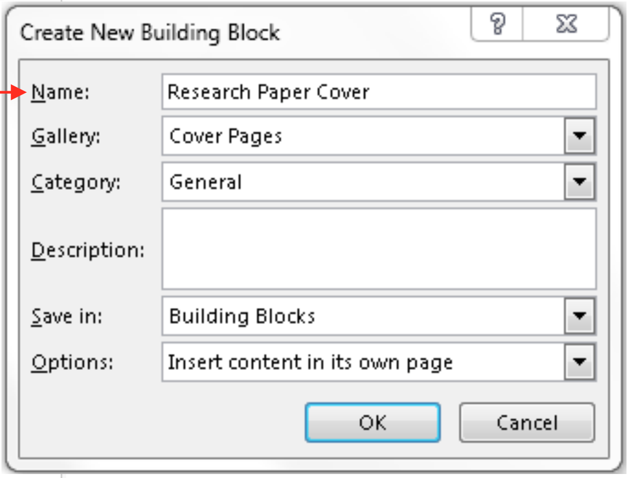
Number of columns: 5
Number of rows: 2
● Fixed column width: Auto
○ AutoFit to contents
○ AutoFit to window
☐ Remember dimensions for new tables

Fig 6. The insert table menu, showing an example of table size.

Module 1.6: Creating a Custom Cover Page

Research papers written in APA format require a cover page. Although Word comes with a variety of pre-made cover page templates, none of them follow APA style, which isn't very useful for using in your papers. Luckily, you can create your own, custom cover page in a few easy steps.

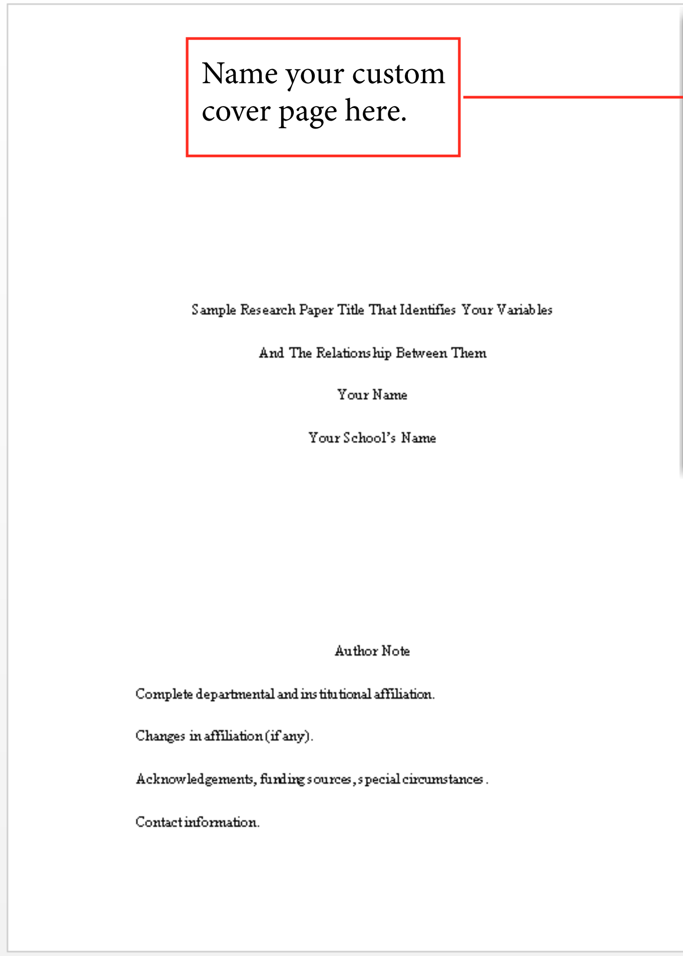
1. Manually create your cover page with the appropriate formatting by pressing the **Return** or **Enter** key until you are in approximately in the center of the page and typing out the required information. It should look similar to the image in **Fig 8.**
2. Select the whole page and go to the INSERT tab.
3. Click Cover Page and click Save Selection to Cover Page Gallery... at the bottom of the list.
4. Give your cover page a name and click **OK**. Word saves your new cover page to the existing gallery and you can use it in future documents, saving time and effort.



Name: Research Paper Cover
Gallery: Cover Pages
Category: General
Description:
Save in: Building Blocks
Options: Insert content in its own page

Name your custom cover page here.

Fig 7. The menu that appears after clicking **Save Selection to Cover Page Gallery.**



Sample Research Paper Title That Identifies Your Variables

And The Relationship Between Them

Your Name

Your School's Name

Author Note

Complete departmental and institutional affiliation.

Changes in affiliation (if any).

Acknowledgements, funding sources, special circumstances.

Contact information.

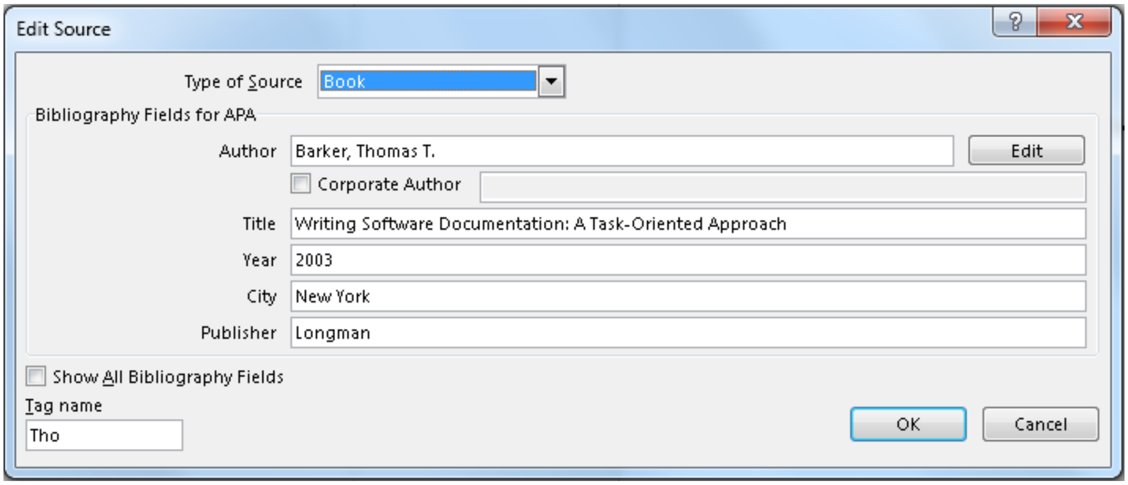
Fig 8. A sample cover page formatted in APA style.

Module 1.7: Formatting Bibliographies and Inserting Citations

Bibliographies are a necessary component to any paper that makes use of outside sources, and learning to format them on your own can be difficult. Thankfully, Word has a feature dedicated to this exact situation. While you may be tempted to use an online website to generate your citations, there are several benefits to utilizing Word's built-in feature.

1. Click the REFERENCES tab on the ribbon. Locate the Citations & Bibliography group.
2. Select the Style: required for your bibliography from the drop-down list.
3. Click Manage Sources. The information entered here is saved along with the rest of your document, so you always have your sources readily available to you as long as you have the document they are saved on.
4. To add a new source, click New... in the middle row of buttons. The **Edit Source** window appears.
5. Select the type of source you want to cite and fill out the required information.
6. Click "OK" to create your new source entry.

TIP: Typically, research papers in Psychology follow APA standards—however you should make sure to follow your professor's specific instructions!



Type of Source: Book

Author: Barker, Thomas T.

Title: Writing Software Documentation: A Task-Oriented Approach

Year: 2003

City: New York

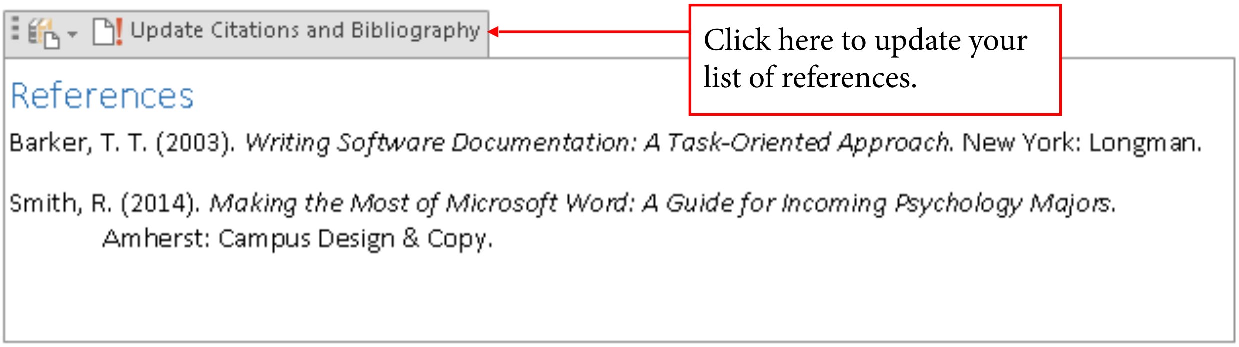
Publisher: Longman

Tag name: Tho

Fig 9. A sample book source entry.

7. Click Bibliography and select either the Bibliography, References, or Works Cited template after you have created new source entries for all your citations. A list of the sources you entered appears in your document, with each entry correctly formatted according to the Style you selected in Step 2.

TIP: If you need to edit or add new sources, in order to get your changes to appear in the list you created simply click anywhere inside the list box and click on the "Update Citations and Bibliography" button that appears.



Click here to update your list of references.

References

Barker, T. T. (2003). *Writing Software Documentation: A Task-Oriented Approach.* New York: Longman.

Smith, R. (2014). *Making the Most of Microsoft Word: A Guide for Incoming Psychology Majors.* Amherst: Campus Design & Copy.

Fig 10. An example of a user-generated list of references formatted in APA style.

Inserting Citations

Once you have compiled a list of sources, it is easy to insert in-text citations into your research paper or essay.

1. Click on the place within your document where you would like to put the citation. This is typically after a direct quote, or at the end of a paragraph in which you have paraphrased information from one of your sources.
2. Under Citations & Bibliography in the REFERENCES tab, click "Insert Citation." A drop-down menu appears with the list of all the sources you added. Click on the source that you are quoting or using information from. An in-text citation following your chosen Style appears within your document.

Chapter 2:
Taking Notes

In this chapter you can find a variety of techniques that can help you with tasks such as taking notes in class, editing section titles in your papers, and quickly navigating through documents.

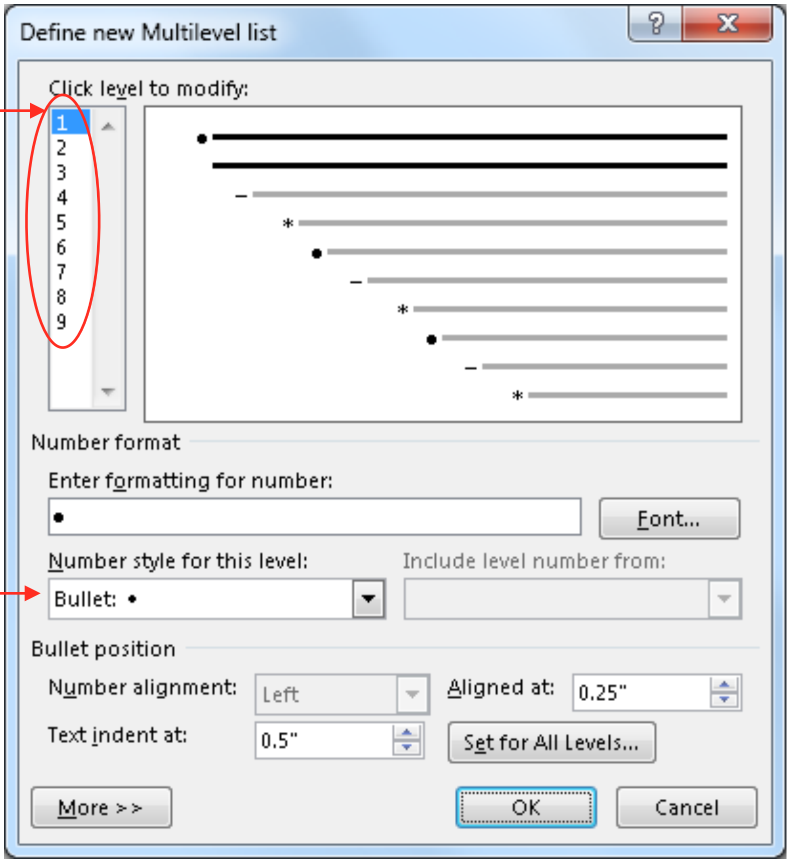
In this chapter:

- 2.1 Creating a Multilevel list
- 2.2 Setting Up Custom Heading Styles
- 2.3 Using the Format Painter
- 2.4 Using the Navigation Pane

Module 2.1: Creating A Multilevel List

Multilevel lists are a cut above numbered or bulleted lists when it comes to customization. Bulleted lists might be quicker when taking notes, but customizing a multilevel list allows you to set up your notes exactly the way you want them to look, turning studying into an easier, more organized and consistent task.

1. Click the HOME tab.
2. Click on the **Multilevel List** icon ( ) in the **Paragraph** group.
3. Click on **Define New Multilevel List** at the bottom of the menu. A window appears (see **Fig 1.**).
4. Click on the level you want to modify. When you press the **Tab** key during note taking, it brings the line of notes you are working on to the next level.
5. Click on the drop-down menu beneath **"Number style for this level."** From here you can choose the symbol you want your line of notes to start with. You can choose from numbers, letters, Roman numerals, and an assortment of bullet points.
6. Save your new Multilevel list by clicking OK.



Enter formatting for number: •

Number style for this level: Bullet: •

Include level number from:

Number alignment: Left

Aligned at: 0.25"

Text indent at: 0.5"

Select the level you want to modify here.

Change list symbols here.

Fig 1. The **Define new Multilevel List** menu with a sample customized list that uses bullets instead of numbers or letters.

Module 2.2: Setting Up Custom Heading Styles

Heading Styles are a great way to keep your documents consistently formatted. They also help make long documents easy to navigate. In the **Home** tab of the ribbon there is a section called **Styles** with a variety of default style options. While these are easy to use, you can create a custom style using the following steps.

1. Click the HOME tab, then click the drop-down menu on the right side of the **Styles** group, shown in **Fig 2.**
2. Click on Create a Style.
3. Give your style a name and then click Modify....
4. Edit the text so that your style appears the way you want it to. Depending on what you want to use your style for, it can be helpful to choose a style to base yours on. For example, if you want to use it as a header, under **Style Based On** choose **Heading 1**.
5. If you want to save your style for use in future documents, at the bottom of the window choose "**New documents based on this template**."

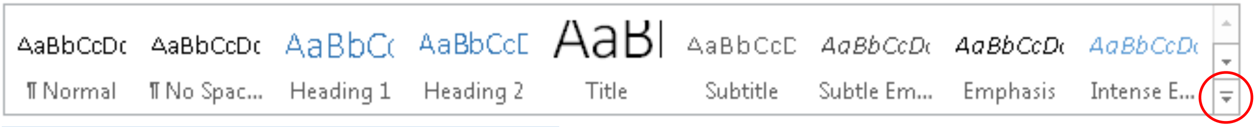
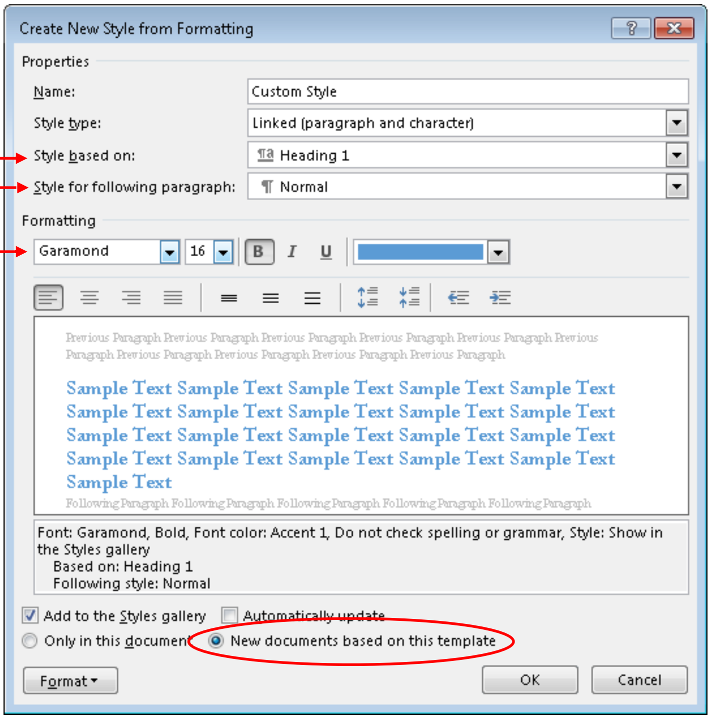


Fig 2. The **Styles** group on the **Home** tab.



Name: Custom Style
Style type: Linked (paragraph and character)
Style based on: Heading 1
Style for following paragraph: Normal
Garamond 16

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Sample Text Sample Text

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Font: Garamond, Bold, Font color: Accent 1, Do not check spelling or grammar, Style: Show in the Styles gallery
Based on: Heading 1
Following style: Normal

☑ Add to the Styles gallery ☐ Automatically update
○ Only in this document ● New documents based on this template

Select the style you want to base your new style on here.

Change this to **Normal** so that only the text you select to be modified will be affected by your style.

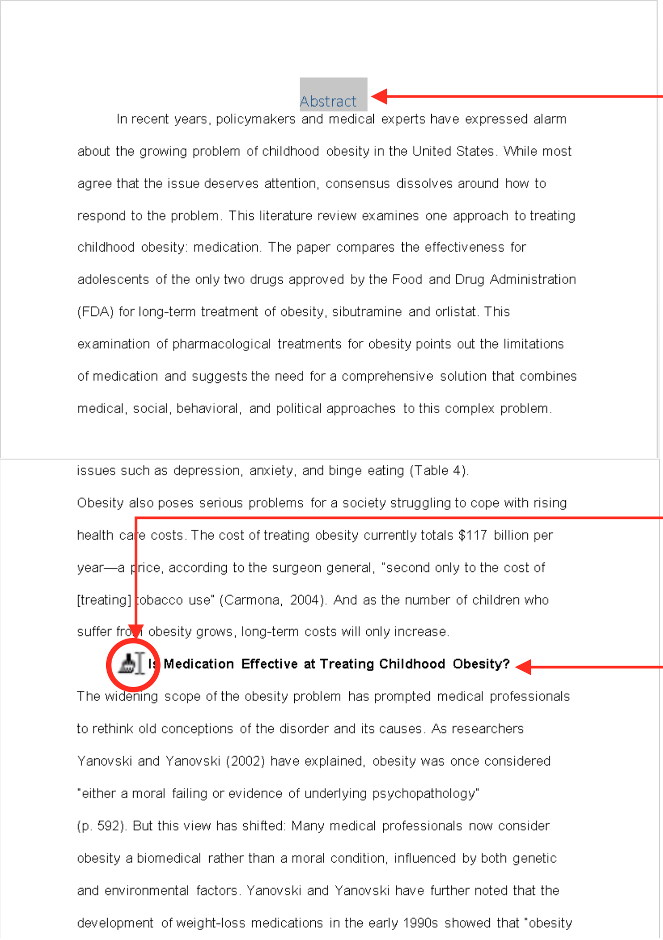
Edit your style's font here.

Fig 3. The Create New Style menu. Customize your new style using these options.

Module 2.3: Using The Format Painter

Format Painter is a quick way to easily convert multiple headings, titles, or any other kinds of text to a format, typically a style, already in use within you document.

1. Select the text that you have already applied the style you want to use to.
2. Double click on Format Painter . This allows you to 'paint' your selected style more than once within your document. Clicking once only allows you to 'paint' one selection of text. When Format Painter is turned on, a paintbrush appears next to your cursor, as shown in Fig 2., and the Format Painter button will be visibly selected, like this: Format Painter .
3. Select a selection of text to convert to the format you have stored in the Format Painter.
4. Stop using the Format Painter by unselecting the button so that it no longer has a blue background.



Abstract

In recent years, policymakers and medical experts have expressed alarm about the growing problem of childhood obesity in the United States. While most agree that the issue deserves attention, consensus dissolves around how to respond to the problem. This literature review examines one approach to treating childhood obesity: medication. The paper compares the effectiveness for adolescents of the only two drugs approved by the Food and Drug Administration (FDA) for long-term treatment of obesity, sibutramine and orlistat. This examination of pharmacological treatments for obesity points out the limitations of medication and suggests the need for a comprehensive solution that combines medical, social, behavioral, and political approaches to this complex problem.

issues such as depression, anxiety, and binge eating (Table 4).

Obesity also poses serious problems for a society struggling to cope with rising health care costs. The cost of treating obesity currently totals $117 billion per year—a price, according to the surgeon general, "second only to the cost of [treating] tobacco use" (Carmona, 2004). And as the number of children who suffer from obesity grows, long-term costs will only increase.

Is Medication Effective at Treating Childhood Obesity?

The widening scope of the obesity problem has prompted medical professionals to rethink old conceptions of the disorder and its causes. As researchers Yanovski and Yanovski (2002) have explained, obesity was once considered "either a moral failing or evidence of underlying psychopathology" (p. 592). But this view has shifted: Many medical professionals now consider obesity a biomedical rather than a moral condition, influenced by both genetic and environmental factors. Yanovski and Yanovski have further noted that the development of weight-loss medications in the early 1990s showed that "obesity

Copy and 'paint' this style by selecting it and clicking **Format Painter.**

The Format Painter cursor.

Apply the style to this heading by selecting it while the Format Painter cursor is visible

Fig 4. A sample paper using a heading style and showing the **Format Painter** cursor about to apply the copied style.

Module 2.4: Using The Navigation Pane

Once you have set up heading styles throughout your document, you can use the Navigation Page to easily jump from one part of your document to the next, and even rearrange sections within your document.

1. Click the VIEW tab on the ribbon.
2. Locate the **Show** section and check off **Navigation Pane**. A panel titled **Navigation** appears on the left side of your screen. If you are using heading styles in your document, each heading is displayed here like a table of contents (see **Fig 4.**).
3. Click on a section title to travel to that part of your document.

To Rearrange Sections

1. Click on the section within the Navigation Pane you would like to move to select it.
2. Drag the section to a different location within the Navigation Pane's table of contents. A blue line appears to show where your section will be moved to once you release the mouse button.

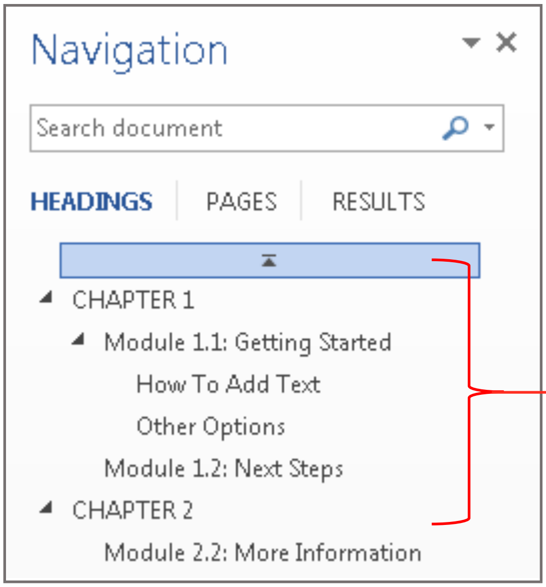

Navigation
Search document
HEADINGS
PAGES
RESULTS
CHAPTER 1
Module 1.1: Getting Started
How To Add Text
Other Options
Module 1.2: Next Steps
CHAPTER 2
Module 2.2: More Information

Fig 5. A sample Navigation Pane showing a document formatted with heading styles.

Click and drag to move sections around within your document.

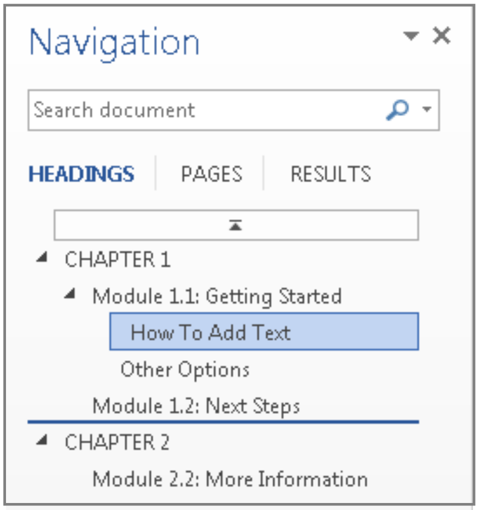

Navigation
Search document
HEADINGS
PAGES
RESULTS
CHAPTER 1
Module 1.1: Getting Started
How To Add Text
Other Options
Module 1.2: Next Steps
CHAPTER 2
Module 2.2: More Information

Fig 6. An image displaying a selected section and the blue line indicating where the section will be moved.

Chapter 3:

Managing Documents

The modules in this chapter explain tasks concerning how to print and save documents. It also contains information on how to make your recently saved documents more accessible, and how to recover unsaved information you think you might have lost!

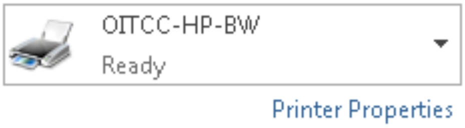
In this chapter:

- 3.1 Printing Documents
- 3.2 Converting to Adobe PDF and Other File Types
- 3.3 Pinning Recently Opened Documents
- 3.4 Recovering Unsaved Documents

Module 3.1: Printing Documents

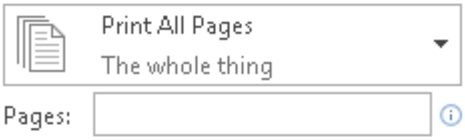
Even if you don't have your own printer in your dorm room, knowing and understanding the basic settings involved in printing documents is important for all college students.

1. Click FILE, then Print.
2. Change the settings to reflect the way you want your document to print.
   a. Find the printer you are going to send your document to in this drop-down menu.



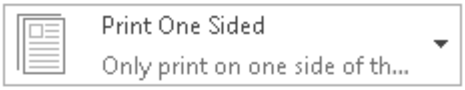
OITCC-HP-BW
Ready
Printer Properties

   b. Select the pages you want to print out. Pages can be selected by typing in their numbers, separated by commas.



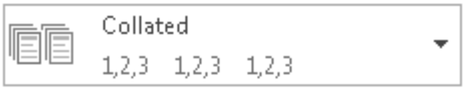
Print All Pages
The whole thing
Pages:

   c. Choose to **Print One Sided** or **Print Double Sided** in this drop-down menu. Flip on the long edge of the page to prevent pages from being turned upside-down.



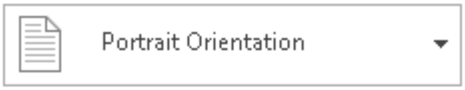
Print One Sided
Only print on one side of th...

   d. Use the **Collated** setting when you are printing out multiple copies of the same multi-page document to make sorting and stapling each packet more efficient.



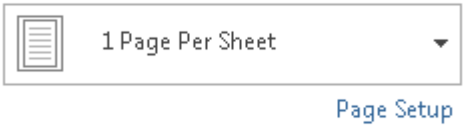
Collated
1,2,3 1,2,3 1,2,3

   e. Choose **Portrait Orientation** when printing a typical essay or word document. **Landscape Orientation** turns the page horizontally.



Portrait Orientation

   f. Increase the number of **Pages Per Sheet** to print out more than one page of your document on a single sheet of paper.



1 Page Per Sheet
Page Setup

Module 3.2: Saving as Adobe PDF and Converting to Other File Types

Adobe PDF, short for "Portable Document Format," is a widely used file type for documents created in word processors. It can be easily opened across operating systems and preserves document layouts to be exactly the way you formatted them, making it the most efficient way to send a document to someone using a different word processor than you.

Saving As A PDF

1. Click FILE, then **Save As Adobe PDF**. A window pops up prompting you to save the file using Acrobat PDFMaker to continue.
2. Click yes. A save menu appears where you can choose what to name the PDF version of your document and what folder you want to save your new PDF to.

Converting to Other File Types

The following steps walk you through changing the file type of the document you are currently working in. If you also want to preserve the document's original format, it's important to save first.

1. Save your document in its original format.
2. Click FILE, then Export. You can also use this menu to save as PDF, though it is not as fast as the above method.
3. Click Change File Type. From here the menu shown in **Fig 1.** appears and you are able to select your desired file type.
4. Click **Save As** underneath the list of file types once you have chosen the one you want to convert to, and choose the destination of your document and type in a new file name if you want to change it.

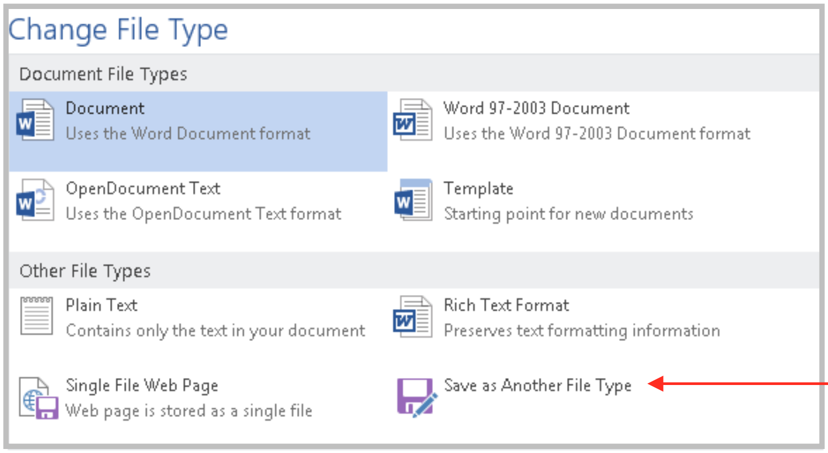

Change File Type
Document File Types
Document
Uses the Word Document format
Word 97-2003 Document
Uses the Word 97-2003 Document format
OpenDocument Text
Uses the OpenDocument Text format
Template
Starting point for new documents
Other File Types
Plain Text
Contains only the text in your document
Rich Text Format
Preserves text formatting information
Single File Web Page
Web page is stored as a single file
Save as Another File Type

Fig 1. The **Change File Type** menu showing the various file type options, with the Word Document format selected.

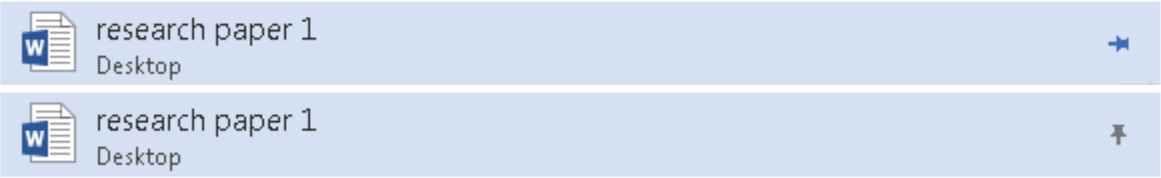
Select this option to save as a file type not listed on this menu.

Module 3.3: Pinning Recently Opened Documents

Pinning the documents you are currently working in, especially when dealing with a research paper that can take a long time to complete, is another one of Word's features designed to make your life easier and Word more convenient. Instead of having to look through all of your folders for that research paper, you can easily pin it to the menu and access it whenever you open Word.

1. Click FILE, then Open. This opens up a menu that includes all of your recently opened documents. Anything that you have been working with using Word in the past few days or so should be here.
2. Hover your document's name. A pin icon appears on the far right of your document's name.
3. Click on the pin. A pin pointing down means that the document has been successfully pinned. A blue pin pointing left means that it can be selected for pinning.

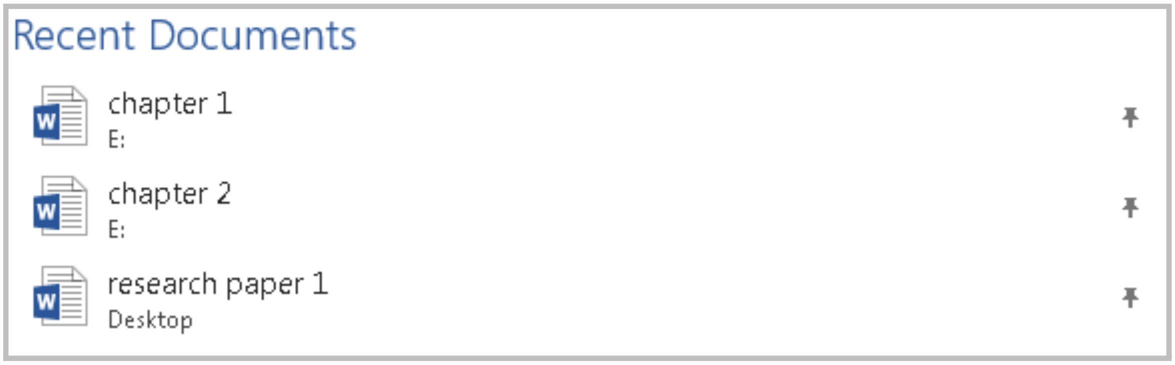
TIP: Pinned documents will stay at the top of your **Recent Documents** section for as long as they are pinned. If you are finished working with a document and no longer need easy access, unpin it to declutter the list.



research paper 1
Desktop

research paper 1
Desktop

Fig 2. A comparison between the image of an unpinned document available to be selected (top) and a pinned document (bottom).



Recent Documents

chapter 1
E:

chapter 2
E:

research paper 1
Desktop

Fig 3. An example of a **Recent Documents** menu showing three pinned documents.

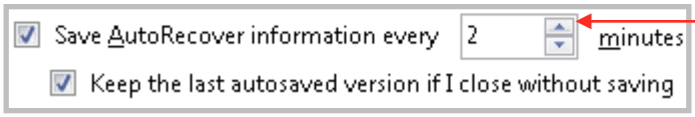
Module 3.4: Recovering Unsaved Documents

Everyone has experienced the frustration of losing all of their hard work after their computer crashes and they hadn't saved the document they were working in recently. What you may not know is that Word has a feature to try and ensure that this doesn't happen.

Turning on AutoRecover

In order to allow Word to temporarily hold onto documents that aren't saved, you need to first turn on the AutoRecover feature.

1. Click the FILE tab on the ribbon, then go to Options. A menu with many different sections pops up.
2. Find the **Save** section in the menu and click on it. You are now able to edit your save settings.
3. Check off the two options shown in **Fig 4.** to ensure that you have AutoRecover turned on. You can change the frequency with which information is saved by increasing or decreasing the number of minutes between each save.
4. Click OK to save your changed settings.



☑ Save AutoRecover information every 2 minutes

☑ Keep the last autosaved version if I close without saving

Change this time to save recovery information more often.

Fig 4. An image of the two options in the **Save** portion of the menu that need to be checked off in order to use AutoRecover and preserve documents if closed without saving.

Recovering Documents

Once you've turned on AutoRecover, getting back unsaved documents is easy and can save you some rewriting and stress.

5. Click FILE, then Open.
6. Find the Recover Unsaved Documents button at the bottom of the page and click on it. This opens up the file where your temporary saves are stored so you can restore your Word document from one of them.

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This manual would not have been possible without the useful feedback and important insights provided by my English 380 classmates or the invaluable help I received from Lauren Tierney and Lauren Smith during user testing. I would also like to acknowledge both of my parents for supporting me throughout my college career and for providing me with the opportunity to take this class at all. Finally, this manual could not have existed in any form without the instruction and guidance of Professor Janine Solberg.

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Mirano, Luisa. "Sample Research Paper: APA Style." Research and Documentation Online 5th Edition. January 1, 2010. Accessed December 3, 2014.