

This is a tutorial from the librarians at Lone Star College – North Harris. The purpose of this tutorial is to teach users how to create several core features of APA-style formatting in Microsoft Word 2007.

To engage double-spacing, go to the Page Layout tab. Open the Paragraph options window. Select the Indents and Spacing tab. Then, under Spacing, go to the Line Spacing section. Select Double.

Under the section marked After, reduce to 0 pt. Click on OK to engage those choices.

To create the header and page numbers that APA requires, select the Insert tab. Then select Header. Choose Blank.

This will open the design options for the header. Check off the box marked Different First Page.

Type into the header “Running head”, a colon, and then the shortened title for your essay in all capital letters.

Hit the Tab button until your insertion point is aligned with the right margin. Next, select Page Number, then select Current Position, and then select Plain Number.

Close the header design options by clicking on Close Header and Footer.

Scroll down to the second page and open the second page header by right-clicking on the [Type text] placeholder. Select Edit Header.

Type the shortened title in all capital letters and then hit the Tab button until your insertion point is at the right margin.

Now you have to put the page numbers in again. Select Page Number, then Current Position, then Plain Number.

Your headers and page numbers should now be properly set for APA requirements. Now close out of the header and footer design options.

To place a hanging indent on your list of references, go to Page Layout tab, then open the Paragraph options window. Go to the Indents and Spacing tab, then Indention, then Special. Select Hanging. Click on OK.

Your indentions should now be set to indent every line after the first line in a reference.