

## USING MICROSOFT WORD® FOR APA TASKS

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### GENERAL TIPS

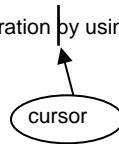
#### Backspace and Delete

The keyboard has *two* delete keys: *Backspace* and *Delete*. What's the difference?

- *Backspace* deletes characters and spaces to the *left* of the cursor.
- *Delete* deletes characters and spaces to the *right* of the cursor.

Save yourself some time and frustration by using the correct key.

Two *Backspaces* will delete a space and an "n."



Two *Deletes* will delete a "b" and an "y."

#### Typing Dashes and Hyphens

- Hyphens are used to connect words and parts of words. The hyphen key is located next to the 0 on the keyboard. Type hyphens with *no space before or after* (e.g., *step-by-step* instructions).
- Dashes are intended to separate words and phrases. To create a dash, type two hyphens with *no space before, after, or between them*. Use dashes to indicate an interruption (e.g., Students in the third group—those who received no training—were least successful at accomplishing the task).

#### Highlight Text without "Racing"

To prevent the cursor from "racing" when you're trying to highlight a large block of text,

1. **Click** the cursor where you want highlighting to begin.
2. **Press and hold** the Shift key.
3. **Click** the cursor where you want highlighting to end, and **release** the Shift key.

#### Delete Single Hyperlink


When you type a URL (Internet or e-mail address) and press the Enter key, the URL turns blue and underlines, creating a hyperlink. Hyperlinks occur on your Reference page when you type URLs for electronic sources. Hyperlinks must be converted to "normal" text.




Method 1 if you typed the hyperlink, Click the Undo icon (left-curve arrow) on the toolbar, or

Method 2 if you copied the hyperlink into your document, Highlight the hyperlink with the mouse, click the *right* mouse button, select hyperlink, and click Remove Hyperlink.


You can turn off the word processor function that creates hyperlinks in the first place. See the "Customize Auto-Formatting" section.

#### Show/Hide

The Show/Hide function allows you to see hidden formatting codes—a helpful tool when you need to correct or modify formatting. To turn on Show/Hide, click the Show/Hide icon on the menu bar. If you don't find the icon, customize your toolbar (see the "MS Word for APA" section). The Show/Hide icon  is a toggle switch: press it *on*, press it *off*. It reveals the following codes:

Symbol	Meaning
	Manual line feed (Enter button pressed)
	Tab space
	Space inserted (space bar)
....Page Break....	Manual page break inserted (Ctrl+Enter).

#### Undo

The Undo icon (back arrow) on the toolbar allows you to cancel out your last command or your last several commands (if you keep pressing it). Make a mistake? Just click .

#### Center

Never center text by tabbing or spacing. If you do, any revisions will throw the text off center. Use the Centering function of the word processor. It will automatically adjust centering as you revise. You can center text before or after it is typed. If you center after typing, you'll need to highlight the text, then center it. To center text,

Method 1: Click the Centering icon  on the toolbar, then type text, or

Method 2: Click Format, Paragraph, Alignment Center (see Figure 1).

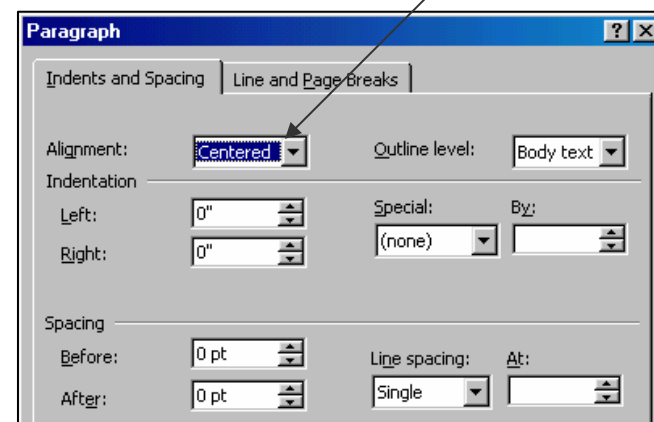


Figure 1, Paragraph Format Window

## TYPEFACE (Fonts) [5.02]

Use an 11-pt. or 12-pt. serif black typeface (font) for text. APA recommends Times Roman and Courier.

This is typed in Times New Roman.  
This is typed in Courier.  
This is typed in Century.

*Serifs* are the tiny lines that dangle on the ends of letters. Word processors offer a variety of serif fonts. Avoid those that appear decorative, unusual, or otherwise distracting. Keep the font appropriate to the formality of an academic paper.

### Setting Typeface in MS Word

Most Word screens have the font type and size selections right on the toolbar. If not,

- Click Format on the toolbar, select Font, and click choices on the font menu,

or

- Right click the mouse from inside your document to get the font menu.
- Set font *before* you begin typing the text. That's easier than changing it later.
- If you *do* have to change font after typing it, highlight the text you want to change, then follow instructions for changing font.

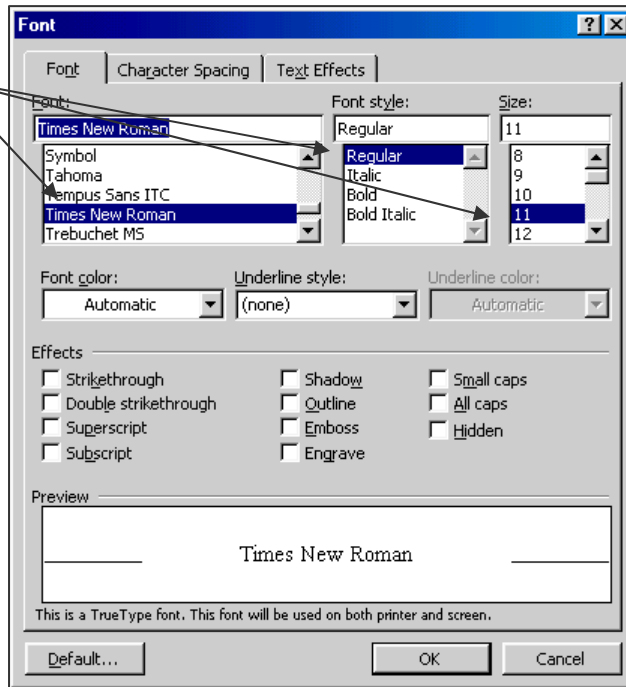


Figure2, Font Selection Window

Keep font the same throughout the paper, modifying only for italics when necessary.

## MARGINS AND ALIGNMENT

Margins for APA are 1 inch all around (except for doctoral students, who use 1.5 on left). The margin default on MS Word is 1.25, so you may need to change margins as follows:

1. Click File, then Page Setup.
2. Click the Margin tab, if not already selected, to change settings.
3. Set margins for "Whole Document."
4. Click OK to return to editing screen.

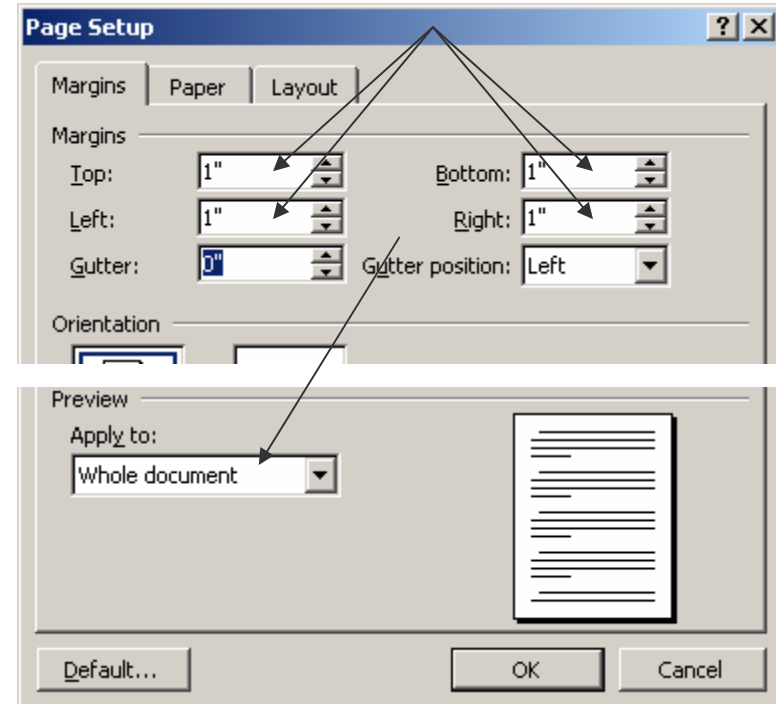



Figure 3, Page Setup Window

### Alignment

- Text is aligned at the left margin unless it needs to be indented to begin a paragraph or to offset a blocked quotation.
- To align text at the left margin, click the Align Left icon  on the toolbar, or see the instructions for Centering.
- *Do not align text at both margins.* Text aligned at both margins creates irregular spacing between words and makes proofreading difficult.

## ALPHABETIZE REFERENCE LIST

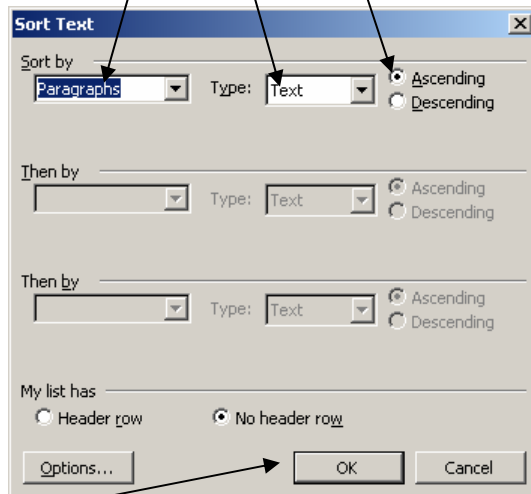
Many people like to create their reference list as they go along rather than waiting until the paper is finished. Early creation has several advantages:

1. Keeping track of sources is easier.
2. Completing the reference ensures correct form of in-text citation.
3. If full documentation is not available, you will know it before you attempt to use the source in your text.

You can alphabetize the reference list automatically **if you have used the hanging indent function** to create your references (see "Hanging Indents for Reference List?").

To alphabetize the reference list,

1. Highlight the entire reference list (but not the title and not extra line spaces at the end).
2. Click **T**able, then **S**ort.
3. Make sure settings are set at Paragraphs, Text, Ascending.



4. Click OK

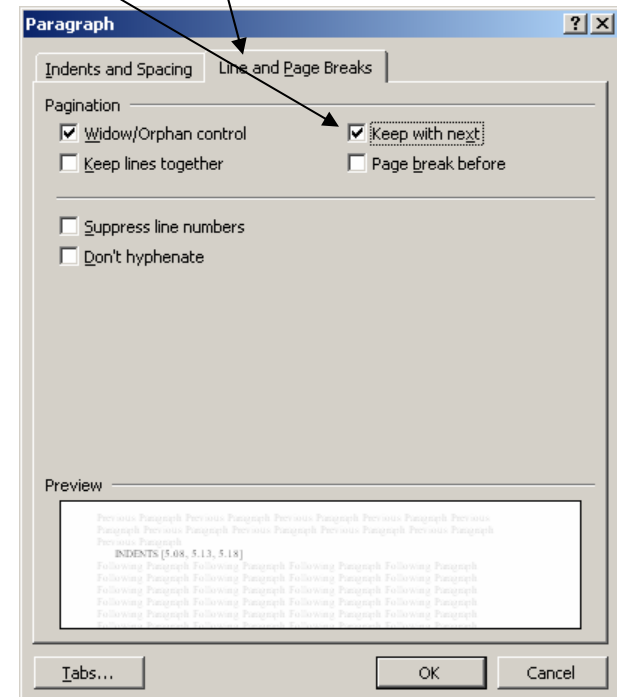
Do not use Sort if you have created hanging indents manually.

## KEEP HEADINGS WITH TEXT

When headings fall at the bottom of a page, they get separated from the text that follows. As you revise, heading locations will move unless you "stick" them to their text locations.

To keep headings with text,

1. Place cursor at beginning of heading.
2. Click **F**ormat, then **P**aragraph
3. Click on the **L**ine and **P**age Breaks tab.
4. Click **K**eep with next.
5. Click OK.



### INDENTS [5.08, 5.13, 5.18]

#### ★ General Indentation for Text

- Set indentation at 0 and indent paragraphs by pressing the Tab key, which is usually pre-set to indent ½ inch.
- Do not use the space bar to indent. One-half inch does not necessarily equal 8 or 10 spaces.
- You can temporarily change indent setting to ½ inch for a blocked quote (see Figure 4).

Check paragraph indentation against the ruler bar above your document. (If you don't see a ruler bar, go to the menu bar, click View, and then click Ruler (see "Dot Leaders" section for an illustration). For hanging indents for the Reference page, see "Hanging Indents" in this section of the booklet.

#### Blocked Quote Indent

Quotations of 40 words or more should be double-spaced and blocked ½ inch from the left margin. Do not do this manually by using the Enter and Tab keys. Instead, change the paragraph indentation for the quoted text only.

1. Highlight text to be indented.
2. On the menu bar, click **Format**.
3. Click **Paragraph**
4. Click the *Indents and Spacing* tab if not already selected.
5. In the Indentation section, set left indentation to .05. Leave this setting at 0 for all other text.
6. Click OK

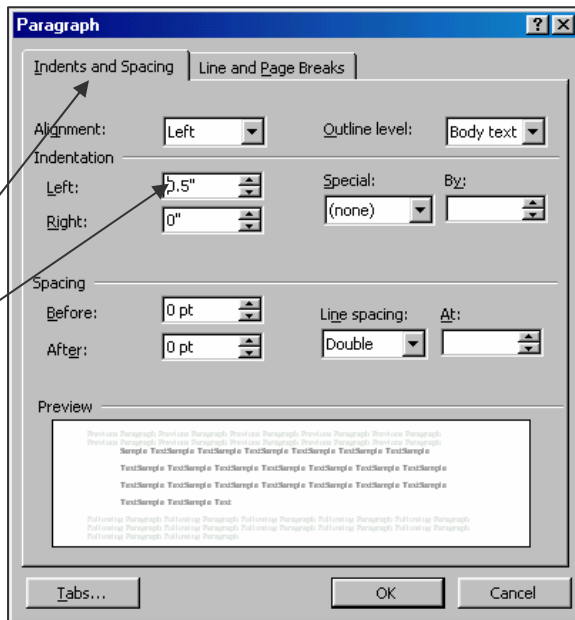


Figure 4, Paragraph Format Window

#### Alternate Method

Without changing settings, type the quote, highlight the quote, drag the ruler bar indent ½ inch to the right (see Figure 16).

#### ★ Hanging Indents for Reference List

You can set hanging indents before or after typing the text. If you format hanging indents after typing the text, you'll need to highlight the text before formatting. You will also need to remove all Tabs, if you inserted any, from the Reference list. (See Show/Hide in this section.)

For hanging indents,

1. Set Left Indentation to **0**.
2. Click "hanging" in the box marked Special.
3. Set the hanging indent margin to **.05**.

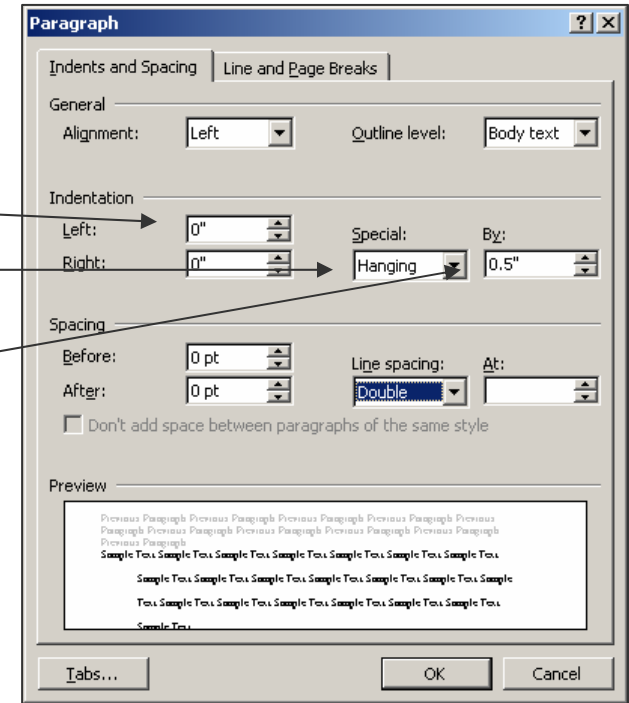


Figure 5, Paragraph Format Window Setting Hanging Indents

For another way to indent, see Figure 16

## PAGE HEADERS AND PAGE NUMBERS [5.06 and 6.03]

### Page Headers

Page *headers* are not to be confused with page *headings*. Headings are inserted throughout the text to designate important sections of the paper. *Headers* appear in the top margin of each page and include a page number and, in APA style, a short form of the paper's title. (Some programs dispense with the header title, so check with your advisor or instructor about your program's preference.)

Page headers cannot be typed directly on the page. They appear in a "no type zone" in the top margin of the paper. So how do you get them there? First, view the Header box, which is invisible when you are in the normal editing screen. It's easiest to insert headers and page numbers at the same time, so proceed to the section on page numbers.

★ If you insert page numbers by using the Insert Page Numbers command from the file menu, you will not be able to insert text into the header.

### Page Numbers

- Pages are numbered consecutively, beginning with the title page and continuing through the appendixes. (Some instructors and programs do not want the page number and header to show on the title page.)
- Use Arabic numerals in the upper right-hand corner, inside the page header.
- Include a header with the page number. The header usually consists of the first two or three words of your title, and it is placed five spaces to the *left* of the page number.
- *Do not* "type" page numbers; use a word processor for automatic pagination.
- *Do not* use the Insert Page Number function of the word processor because it will not allow you to type headers with the page numbers.

### Setting Page Numbers within the Header in MS Word (See Figures 6 and 7)

1. Click View, then click Hader and Footer.
2. With the cursor inside the header, align the text to the right (see Figure 6)
  - a. Click the Align Right icon on the toolbar, or
  - b. Click Format, then Paragraph, then change alignment to right.
3. Type a header, followed by five spaces.
4. On the Header window (it opens when you select Hader and Footer), click the Insert Page Number icon.

★ Note: If necessary, you can change the font of the header and page number to match the font of your text. Follow the same procedure as for changing font in the text.

5. Close the header toolbar. Once you have set your page numbers, they will automatically adjust to changes in the length and pagination of any part of your paper.

Header Box in View Header Mode.

Use Align Right button to place header and number in correct position.

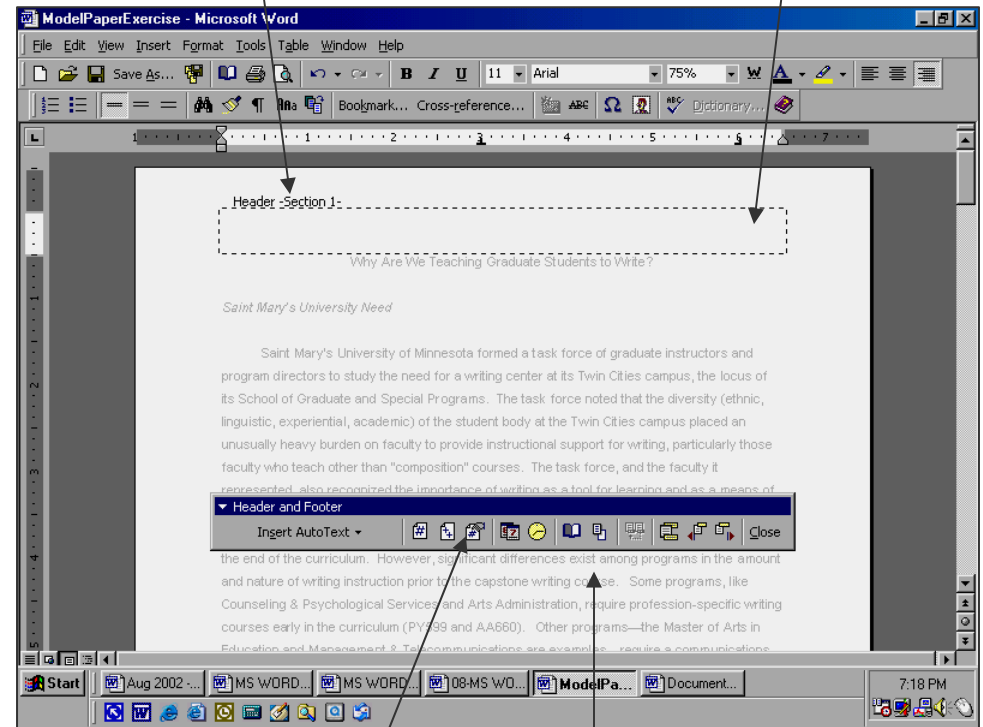


Figure 6, Header Insertion Window

Header Window lets you select page number options. Hold mouse over each button to see its function.

The Format Page Number icon opens the window shown on the right that allows you to set page numbering to start at any number you wish. This is helpful if your title page is in a separate file.

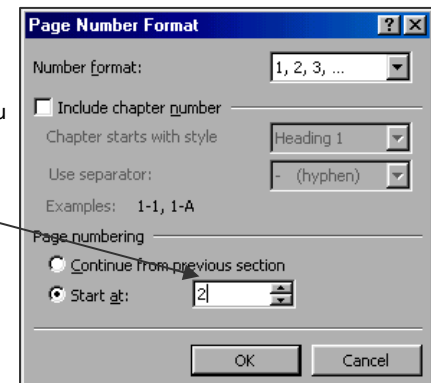



Figure 7, Format Page Number

## LINE SPACING

All text in an APA paper is double-spaced, even indented quotes and items in the reference list. (Note, however, that most examples in the APA manual and in this booklet are single-spaced to save space.)

- Never single-space text.
- Never use one-and-a-half-spacing.
- Most important, never press the Enter key twice at the end of a line to create a double-space. You'll create spacing problems throughout the paper every time you revise.

### Setting Double-Space in MS Word

Method One: Click the Double Space icon  on the toolbar.

Method Two:

1. Click Format.
2. Click Paragraph.
3. Set the Line Spacing to Double.

Double spacing begins at the point where you placed the cursor when you gave the Double Space command.

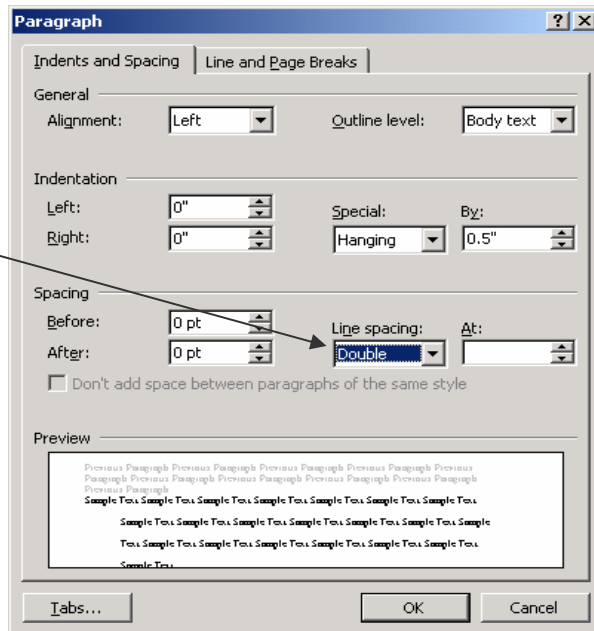


Figure 8, Paragraph Format Window

## CUSTOMIZE AUTO-FORMATTING for LISTS

You learned earlier in this booklet that numbered lists in APA style are “wrapped” to the left margin. You can customize your auto-formatting to comply with APA style; however, you may prefer just to turn off auto-formatting for APA documents.

### Customize AutoFormat for a Single Document

1. On the menu bar, click Format, then AutoFormat...
2. When the AutoFormat window opens, click on the Options button to open the AutoCorrect window (see Figure 10).
3. Click the tab titled AutoFormat As You Type.
4. Click to remove checkmarks from Automatic bulleted lists and Automatic numbered lists.

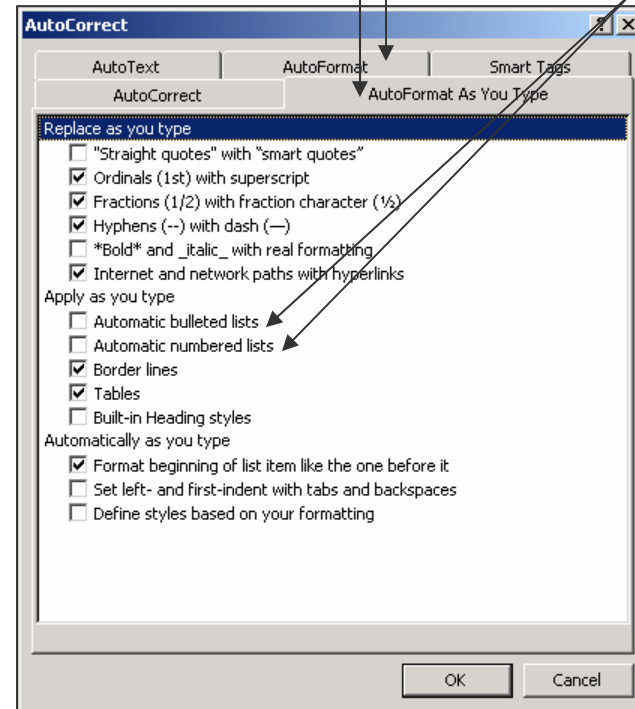


Figure 10, Customize AutoFormat for a Document

★ **NOTE:** If you experience irregular line spacing (especially triple spacing) between paragraphs, see "Irregular Spacing Between Paragraphs" and Figure 13.

While the customizing window is open, you can click other tabs to make the changes you want for the document you are working on. For example, you can remove the check from "Internet and network path with hyperlinks" to prevent hyperlinks on your Reference page.

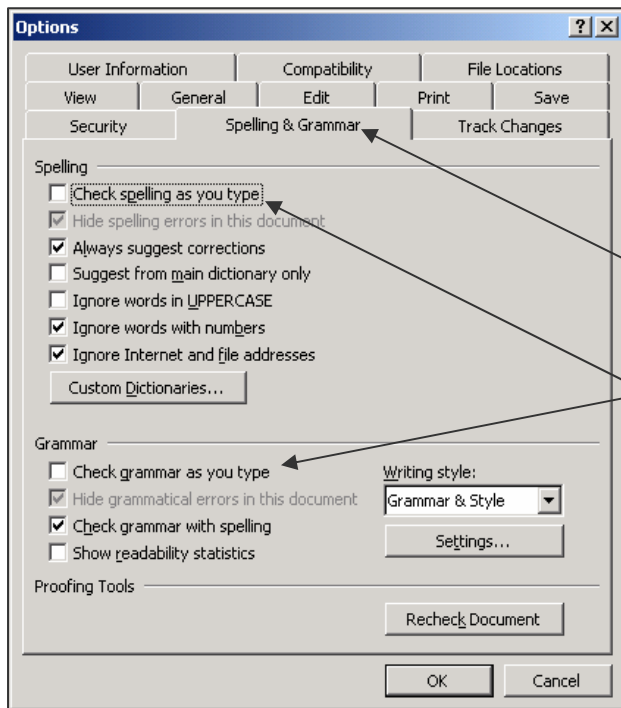
### Customize AutoFormat for All Documents (Not for networked computers.)

To avoid going through this customizing process for each document, you can customize AutoFormat for all documents: Select **T**ools from the menu bar. After selecting **T**ools, click **A**utoCorrect Options, and proceed with steps 3 and 4 for "Single Document."

Note: you cannot make a permanent AutoFormat change if you are working on a networked computer.

### Customize Spelling and Grammar Check

The red lines and green lines of the auto-spell check and auto-grammar check can be annoying, especially on the reference page. You can turn off the auto-spell check and auto-grammar check, and still check your spelling and grammar when you are ready.



1. Select **T**ools from the menu bar.
2. Click on **O**ptions (Do not select Spelling & Grammar, which will activate the checker!)
3. When the **O**ptions window opens, click the Spelling & Grammar tab.
4. Click to remove checks from "Check spelling as you type" and from "Check Grammar as you type."

Figure 11, Customize Check-As-You-Type

Remember that you can still use the spelling and grammar check by selecting **T**ools, **O**ptions, Spelling and Grammar when you are ready to check your document. Turning off the Auto-check just keeps the checker turned off as you type.

### A Word of Caution About Grammar Check



The grammar checker can be a useful tool, but it cannot think the way a human does. If you type something that doesn't fit one of the grammatical patterns stored in the grammar checker's memory, it will give you an "alert," meaning it can't find a matching pattern. Think of the alert as a question rather than a command. It is asking, *Is this the pattern you really want?* For example, the grammar check usually alerts writers to use of the *passive voice*,\* because passive voice is usually best avoided. However, it is not necessarily wrong, and on occasion it may even be preferred to active voice. You must decide to keep, discard, or modify text that sets off the grammar alert. Don't change something just because the grammar check highlighted it.

\*For information about active and passive voice, see the section of this booklet entitled "Active and Passive Voice."

### HYPERLINKS

#### Delete Single Hyperlink

When you type a URL (Internet or e-mail address) and press the Enter key, the URL turns blue and underlines, creating a hyperlink. Hyperlinks occur on your Reference page when you type URLs for electronic sources. Hyperlinks must be converted to "normal" text.

Method 1 if you typed the hyperlink, Click the Undo icon (left-curve arrow) on the toolbar, or

Method 2 if you copied the hyperlink into your document, Highlight the hyperlink with the mouse, click the *right* mouse button, select hyperlink, and click Remove Hyperlink.

#### Turn Off Hyperlinks for Current Document See Figure 12



This option prevents the creation of hyperlinks in the current document only. You will have to select the option again to prevent hyperlinks in subsequent documents.

To prevent hyperlinks from being created automatically in the current document,

1. On the menu bar, click **F**ormat, then **A**utoFormat...
2. When the AutoFormat window opens, click on the **O**ptions button to open the AutoCorrect window..
3. Click the tab titled AutoFormat As You Type.
4. Click to remove the checkmark from the automatic hyperlinks box (Internet and network paths and hyperlinks).

### Turn Off Auto-Hyperlinks for ALL Documents (Not for networked computers)

This option prevents hyperlinks in the current and all subsequent documents, until you remove the option.

★ This option will not work on networked computers (like Saint Mary's) that do not allow access to the computer's hard drive. However, it works well for stand-alone computers, like those most people have at home.

Click on Tools, select Autocorrect Options, and then follow steps 3-4 above.

Turn off Auto-Hyperlinks

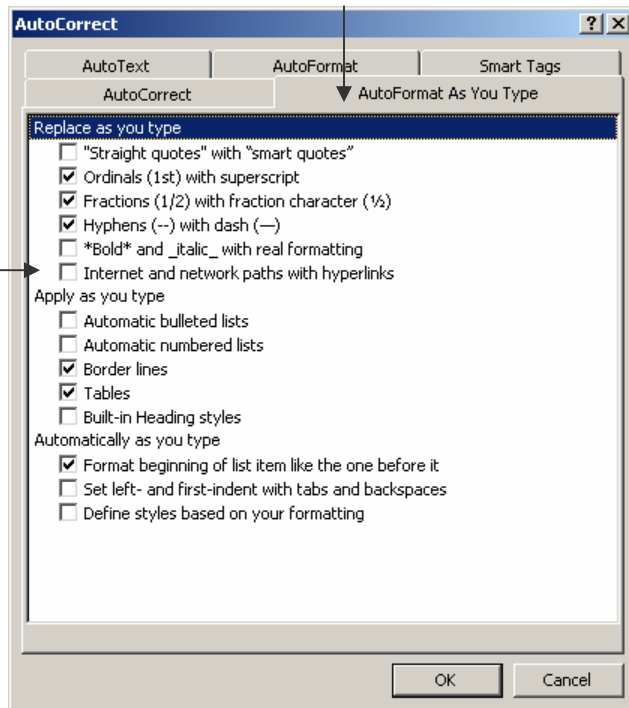


Figure 12, Turn Off Auto-Hyperlinks for Current Document Only

## IRREGULAR SPACING BETWEEN PARAGRAPHS

### Problem

Cutting and pasting between documents can upset the line spacing of your document, sometimes leaving three lines rather than two between paragraphs, as shown in the example.

### Remedy

The extra line space cannot be removed by changing the line spacing to double. Instead, change the setting as follows:

1. Highlight the text you want to change.
2. On the menu bar click Format, Paragraph.
3. Set the Before and After boxes to 0. You may also have to set Line spacing to Single and then reset to Double.
4. Click OK to return to document. You may need to readjust spacing.

To avoid irregular paragraph spacing, learn how to copy and paste text from the Internet into your document. See Figure 14.

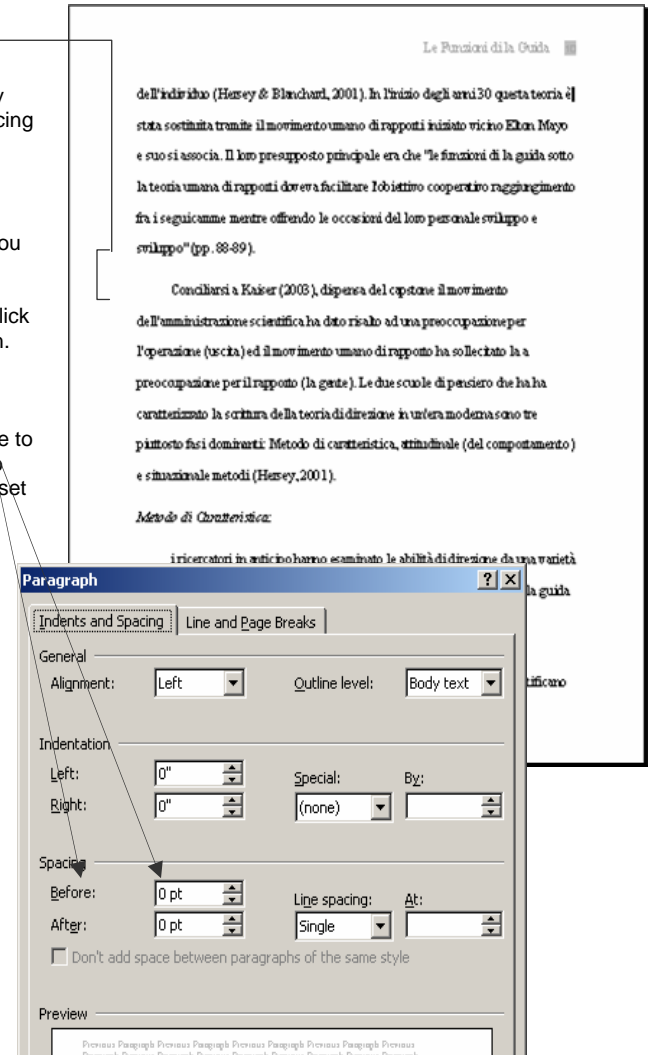


Figure 13, Customize Check-As-You-Type

## ★ How to Avoid Irregular Spacing: Pasting Text from the Internet

Irregular paragraph spacing occurs when you copy electronic text and paste it into your document. It's best to avoid the problem rather than remedy it because the remedy can sometimes require much time-consuming reformatting of text.

When you copy electronic text, *paste it into a blank document before pasting it into your working document.*

Do not use the Paste command to insert electronic copy. Instead, use Paste Special... from the Edit option on the Menu Bar as shown below.

1. Highlight and copy electronic text.
2. Open a new document.
3. In the new document window, select Edit, then Paste Special... If you use just Paste, you will bring in hidden formatting codes from the electronic text.
4. When the Paste Special... dialogue box appears, select Unformatted Text.

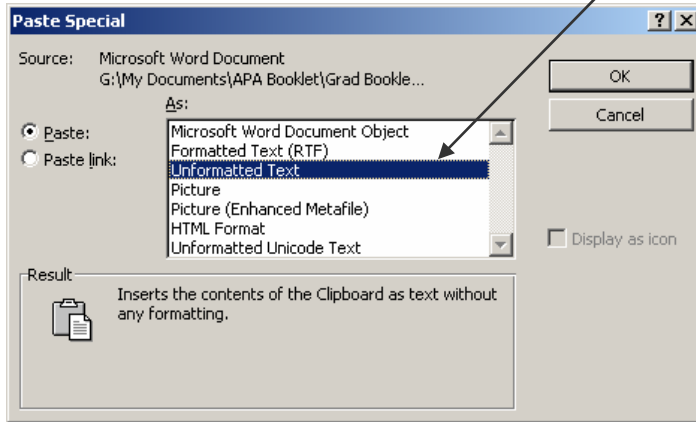


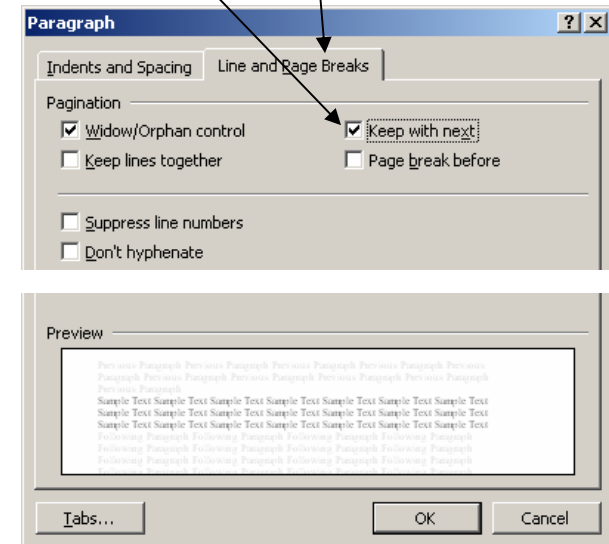
Figure 14, Paste Text From the Internet

This procedure allows you to paste the text without including hidden format codes. You can then reformat it to fit your document. If you bring in "foreign" format codes with pasted text, you may not be able to remove the codes from your document

## How do I avoid "orphan" headings?

Headings that stand alone on a line can get separated from their text when they occur at the bottom of a page. (Turning on widow/orphan control won't help with headings.) To prevent headings from separating from the text, place the cursor in front of the first letter of the heading and then

1. click Format, then Paragraph
2. click the tab for Line and Page breaks
3. click Keep with Next
4. click OK



### DOT LEADERS FOR TABLE OF CONTENTS

Although the APA does not call for tables of content and therefore provides no guidelines for them, some instructors do require a table of contents. Generally a table of contents calls for *dot leaders*—rows of dots from entries to their page numbers, like this:

Statement of the Problem .....	3
Research Questions .....	4
Definition of Terms.....	5
History of the Charter School Movement.....	9

You will have trouble making your page numbers line up, and you will wear yourself out typing dots if you don't set up dot leaders for your tab stops. Dot leaders automatically insert dots when you press the tab key, and the dots adjust automatically to proportioned characters, giving you a straight column on the right.

#### Set Dot Leaders

1. Using the Ruler Bar as a Guide, decide the position where you want to dot leader tab to stop. If you have a one-inch right margin, you will probably want to set your tab at 5.7
2. On the toolbar, click **Format**, and then **Tabs**, to open the Tab Formatting Window (see Figure 15).
3. Highlight and delete any existing tabs.
4. Type desired tab stop.
5. Make sure alignment is set at **Left**.
6. Set Leader at **2** (for dots).
7. Click both **Set**, and then **OK**.

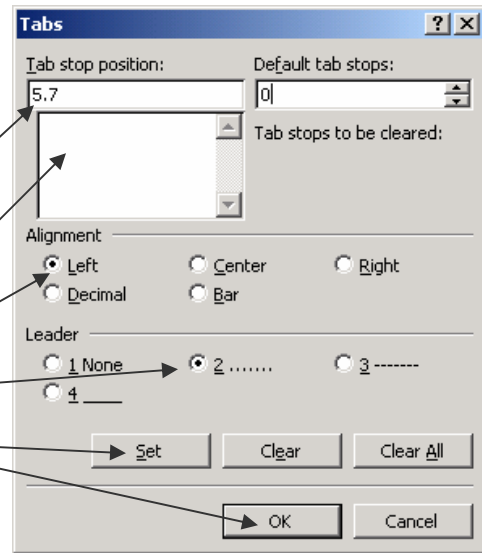


Figure 15, Tab Formatting Window

- NOTE: You must click both **Set** and **OK** to engage dot leader.
8. Return to table of contents, type a heading, and press Tab key for dots.

#### Subheadings

If your table of contents contains subheadings, you cannot indent them with the Tab key, which now inserts dot leaders. The easiest way to indent subheadings without dot leaders is to drag them using the ruler bar (see Figures 16 and 16a).

Statement of the Problem .....	3
Research Questions .....	4
Definition of Terms.....	5
History of the Charter School Movement.....	9
Urban Changes.....	10
Inner City Crises .....	12
Private Initiatives .....	13
Legislation .....	15

#### Indenting with the Ruler Bar

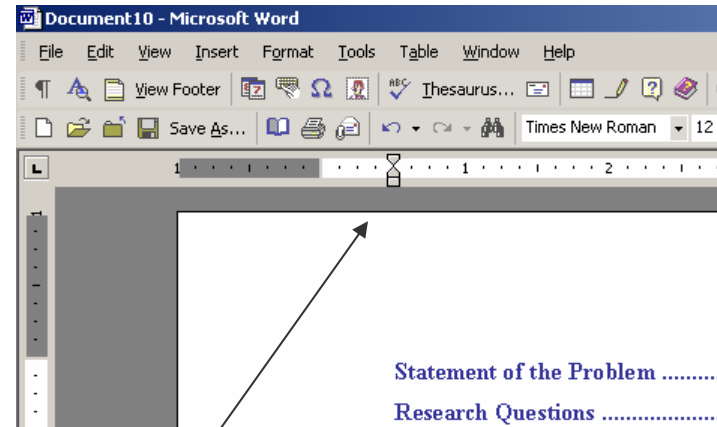


Figure 16, Ruler Bar

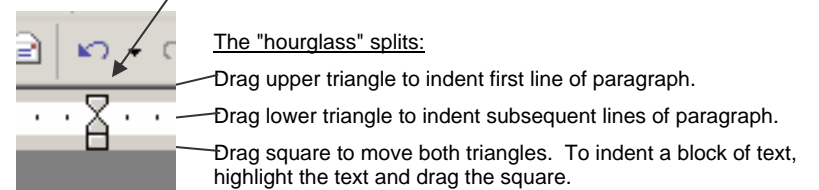


Figure 16a Inset

## CUSTOMIZE THE TOOLBAR

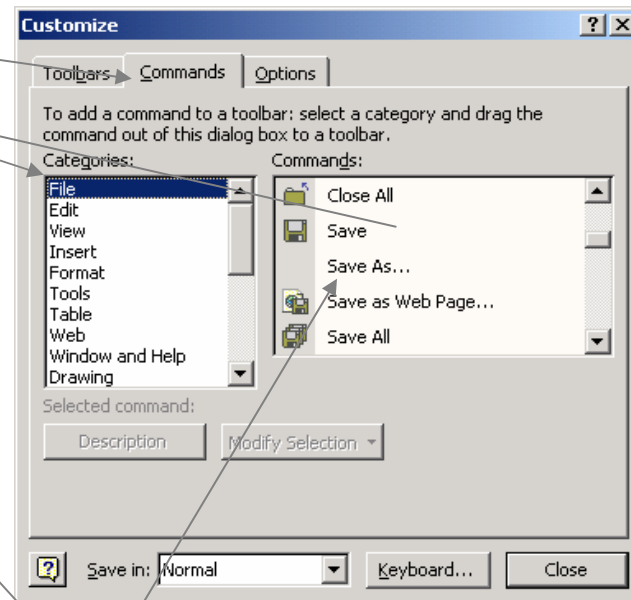
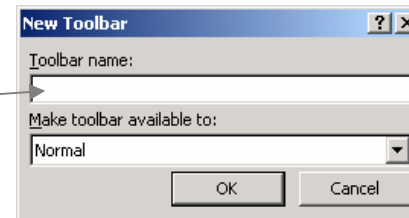
You can work more effectively if you customize your toolbar to meet your needs. It's easy to customize your personal computer

1. Click **T**ools, then **C**ustomize . . . , and click the Toolbars tab on the open window.
2. Click **N**ew, and type a name for the new toolbar. Click OK to close.
3. Now click the **C**ommands tab. You will see your choices by category (File, Edit, View, Insert, and so on). Clicking on a category will open the command choices for that category.

4. Elsewhere on the screen you'll see your new toolbar—at this point small and empty.



5. You can now drag and drop items from the commands directly onto the new toolbar.
6. To drag and drop, click on the item you want to move to your new toolbar. Hold down the left mouse button while to drag the item to the new toolbar, then release the mouse. If, for example you want the "Save As" command on your new toolbar, just drag it from the **C**ommands window onto your toolbar.
7. When you have all the commands you want, click Close, and drag your new toolbar to the top or bottom of the editing screen.
8. To remove an item from the toolbar, simply drag it off.
9. You can use your new toolbar to supplement or replace the Standard toolbar. (See **V**iew, **T**oolbars. Checks indicate toolbars currently being displayed.) It is not recommended that you delete or modify the Standard toolbar, but you can hide it by removing its check in **V**iew mode.



TOOLBARS CANNOT BE CHANGED ON NETWORKED COMPUTERS AT SCHOOL

## USE DOCUMENT COMMENTS

When you send a paper for review, the reviewer can insert comments into the margins of your text. (Electronic comments are standard procedure when Writing Center staff review papers online.) The comments can be operated a number of ways. These directions will help you manage them. You can also insert your own comments into your document. (See Figure 18)

These instructions are for Microsoft® Word 2000 for Windows XL. Comments may appear and function differently in another version of Word.

**Show All Comments in a Document** To show all comments in your document,

1. on the menu bar, click **V**iew
2. click to turn on the **M**arkup icon

This procedure also allows you to print your document *with* comments.

**Hide All Comments in a Document** To hide all comments from your view,

1. on the menu bar, click **V**iew
2. click to turn off the **M**arkup icon

This procedure removes comments from view temporarily but does not delete them. The procedure also allows you to print the paper *without* comments showing.

**Delete Comments From a Document** To permanently delete any comment from a document,

1. right click on the comment
2. select and click Delete Comment

**Print Document With or Without Comments**

To print *with* comments,

1. on the menu bar, click **V**iew
2. click to turn on the **M**arkup icon
3. print as usual.

To print *without* comments,

1. on the menu bar, click **V**iew
2. click to turn off the **M**arkup icon
3. print as usual

**Add Your Own Comments to a Documents**

To insert *your own* comment into a document,

1. place the cursor at the insertion point and click (or highlight a string of text)
2. on the menu bar, click **I**nser**t**
3. click to turn on the **C**omment icon

## Remove Strikethrough

If your paper contains words with a line through them (to suggest that you omit or replace those words), you can remove the strikethrough as follows:

1. highlight the words,
2. on the menu bar, click **F**ormat, then **F**ont,
3. click to remove check in the *strikethrough* box,
4. click OK to return to document.

The strikethrough will be removed, but the words will remain.

Figure 18 illustrates a screen showing document comments.

Original text

Comments

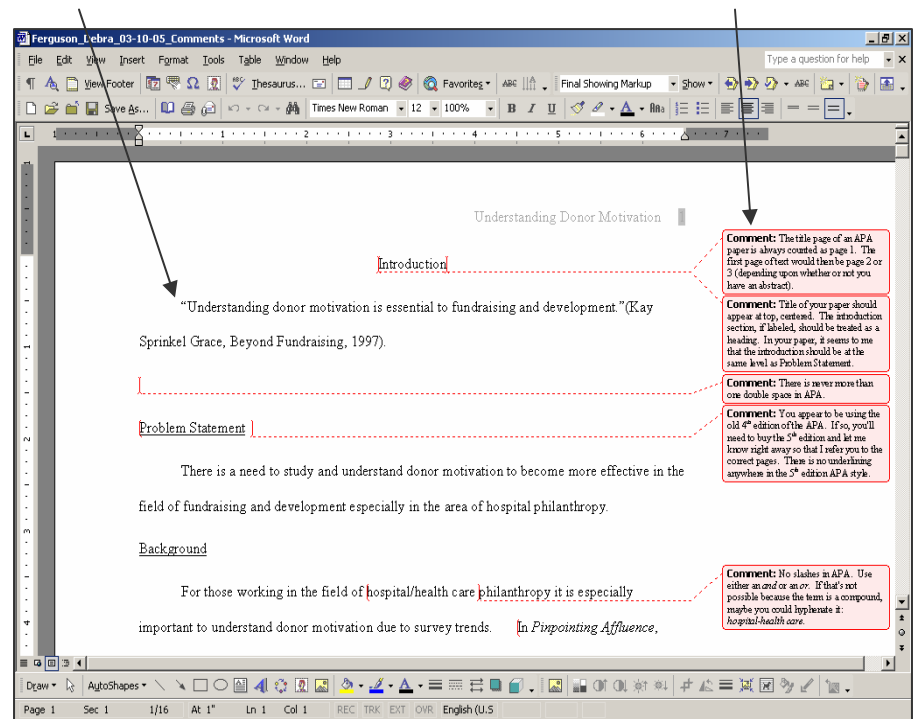


Figure 18, Screen Showing Document with Electronic Comments

## Works Consulted for This Section

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

Rubin, C. (1999). *Running Microsoft® Word 2000*. Redmond, WA: Microsoft Press