USING MICROSOFT WORD 2008(MAC)
FOR APA TASKS

MS WORD 2008(MAC), GENERAL TIPS

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

- The Backspace key deletes characters and spaces to the left of the cursor (see the arrow pointing to the left?).
- The Delete key deletes characters and spaces to the right of the cursor.

For example, in the sentence below—where the cursor has been placed after the n in frustration—pressing the Backspace key twice will erase the n and the o, whereas pressing the Delete key twice will erase the space and the b.

Save yourself some time and frustration by using the keys correctly.

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 (for example, “a rags-to-riches story”).

- 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 Group 2—those who received no training—were least successful at accomplishing the task.”)

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,

Click the Centering icon
Grammar Check
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.

*Passive voice is explained in the Writing Center's *Introduction to the APA and Other Writing Tips* and in the APA manual.

APA References and Word 2008

The 3rd tab on the Word 2008 Tool Box is *References.* If you click on it, you will see a listing for APA style. Alas, the style is not correct. Word 2008 does not (1) format titles, volumes, or issues correctly; (2) does not space lines correctly; (3) does not allow for DOI numbers; and (4) does not create hanging indents. Aside from those shortcomings, you may find Word's *References* useful. Just be sure to make the corrections after you use it. Throughout this booklet you will find other ways Word 2008 can make APA formatting much easier.

Page Breaks  

Generally, the word processor automatically creates page breaks as your typing spills over from one page to another. However, at times you need to **force** a page break: for example, at the end of the title page or abstract, or before starting the reference page.

**Do not force a page break by pressing the Enter key repeatedly.** This will cause text to move down the page every time you revise, leading to unsightly gaps between sections.

Instead, use the following shortcut key: fn+shift+enter. (Hold down the fn and shift key while you press Enter).

To view the page breaks you have entered, see *Show/Hide* in the section below.

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 find the Show/Hide icon,**

1. The Show/Hide icon is a toggle switch: Click once to turn it on, and click again to turn it off.
The Show/Hide icon reveals the following codes:

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>⬆️</td>
<td>Manual line feed (Enter key pressed)</td>
</tr>
<tr>
<td>→</td>
<td>Tab space entered</td>
</tr>
<tr>
<td>.......</td>
<td>Spaces inserted (1 dot = 1 space)</td>
</tr>
<tr>
<td>——Page Break—</td>
<td>Manual page break inserted (fn+shift+enter)</td>
</tr>
</tbody>
</table>

### Undo

The *Undo* icon is located on the Quick Access Toolbar (see diagram). Clicking the Undo icon allows you to cancel your last command (if you click Undo once) or your last several commands (if you click repeatedly). Make a mistake? Just click Undo!

![Undo icon on Quick Access Toolbar](image)

### Remove 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 must be converted to “normal” text:**

1. Highlight the hyperlink
2. Then press `command+k`
3. The click remove link

![Remove Link](image)

URLs (Internet addresses) appear on your reference page but should never be inserted as in-text citations.
INITIAL SETUP OF APA PAPERS

Get started off right! Set up APA format before you begin typing. You can set formatting for your current APA paper only, or you can change the default so that the formatting stays set for future APA papers. (You can set the default back to MS Word's original settings at any time.)

The standard for APA (p. 212) and for student papers at Saint Mary's University is *Times New Roman* 12. Setting the typeface for a single paper is easy. For a MAC you are going to create a custom style. You will likely name it *APA Style*.

Select Style from the Format drop down menu, then select New
Then Follow these steps

1. Name the **Style APA Format**
2. Set Style type to **Paragraph**
3. Set Style Based on to **Normal**
4. Set Font to **Times New Roman**
5. Set font size to **12 pt**
6. Justify **Left**
7. Set Spacing to **Double**
8. Check **Add to template**
9. Select **Format Paragraph**
10. In the **Indent** section of **Format Paragraph**, set **special** to **First Line, 0.5”**
11. Set **Before** and **After** Spacing to **Zero**
12. Click **OK**
13. Then Click **Ok** in the **New Style Window**.

You will then be able to select APA format in the Style Bar:
MARGINS
Margins need to be set to 1” on all sides. To do this you will select Document from the Format drop down menu.

In the Document Window under margins,
1. Set Top to 1”
2. Set Bottom to 1”
3. Set Left to 1”
4. Set Right to 1”
5. Set Header to 0.5”
6. Set Footer to 0.5”
7. Click Default
8. Click Ok

PAGE NUMBERS AND PAGE HEADERS
The APA manual calls for a page number and a running head, both inserted into the header box, ½-inch from the top edge of each page, including the title page and page headers on every page, including the title page. Check to see if your program requires a different arrangement.

To create a Running Header and Page Numbers, select Page Numbers from the Insert Drop Down Menu

1. Position: Top of page
2. Alignment: Right
3. Click OK
With the page number in place, type a short version of your title in ALL CAPS on the left hand side of the header. To type in the header, double click on the header.

INDENTATION: HANGING INDENTS AND BLOCKED QUOTES

Hanging Indents

Do not create hanging indents "manually" by inserting line breaks and tabs or spaces. If you do, you will not be able to revise your reference page. Instead, follow the directions below to allow MS Word to insert automatic hanging indents that self-adjust as you revise.

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.)

Instructions for creating hanging indents are as follows:

1. Select Paragraph from the Format dropdown menu,
2. Set Indentation—Special: Hanging
3. Set Spacing—Line spacing: Double
4. Click OK
Indenting Blocked Quotes

Note: Use direct quotes sparingly, if at all. If used, quotes of 40 words or more must be "blocked" rather than placed in quotation marks (see APA pp. 118-119)

To indent a block quote, type it double spaced, highlight the text, then press the increase indent button once.

LISTS: BULLETED OR NUMBERED

Use numbers when the order of the items is important—for example, in presenting a set of ordered steps in a process. Use bullets when the order of items is not a factor.

- Numbers and bullets should be ½ inch from the left margin, in line with paragraph indents.
- Use lists to summarize. They should not replace a detailed explanation or commentary.
- Items in lists must be grammatically parallel.
- Lists are double-spaced like the rest of the text.

Use these buttons to create lists:
WORD COUNT

1. Highlight the text containing the words you want counted
2. Select Word Count from the Tools drop down menu

ALPHABETIZE

To alphabetize quickly,

1. Remove any extra blank lines after the last entry.
2. Highlight the reference list (but not the title).
3. Select Sort from the Table drop down menu
4. Select Sort by Paragraph and Text
5. Check Ascending
6. Click OK
"ORPHAN" HEADINGS (For an explanation of APA heading styles and formatting, see the Writing Center’s Introduction to the APA and Other Writing Tips as well as the APA manual, pp. 111-115.)

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.) The following procedure will ensure that headings remain with the text that follows them.

NOTE: Do not use this command with APA Level 3, 4, and 5 indented headings. Use it only for headings that appear alone on a line.

To prevent heading from separating, . . .

1. Place the cursor in front of the first letter of the heading (or before you type the heading).
2. Select Paragraph from the Format Drop down Menu
3. Click on Line and Page Breaks
4. Check Keep with Next
5. Click OK.
DOT LEADERS FOR TABLE OF CONTENTS

APA provides no guidelines for a table of contents; however, some instructors do require one. 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

To make your page numbers line up on the left (and to spare yourself typing hundreds of dots), you must 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 give you a straight column of page numbers on the right. To create a table of contents . . .

Select Paragraph from the Format drop down menu,
1. Click on Tabs…
2. Press Clear All
3. Set Tab Stop Position to 6.5
4. Set Alignment Right
5. Set Leader as dots
6. Click Set
7. Click OK
Indent Subheadings in the Table of Contents

If your table of contents contains subheadings, you cannot indent them with the Tab key, which now inserts dot leaders.

To indent subheadings without dot leaders

1. Click on or highlight the heading
2. Click the Increase Indent icon on the Home Tab of the Ribbon Bar.

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

Indent with Increase Indent icon: