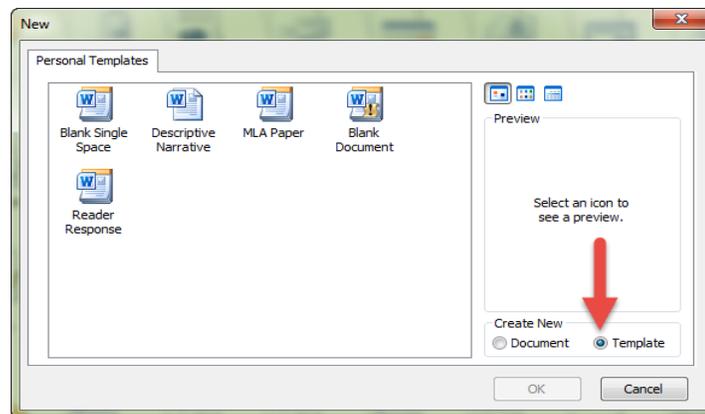


How to Create an APA Essay Template in Microsoft Word on a PC

This document will teach you how to create a Microsoft Word document template for quickly creating essays in APA format. It will save you several minutes of formatting time whenever you need to write an APA-style essay. All you will need to get started is some basic knowledge of Microsoft Word and a computer that runs the Windows operating system and has Microsoft Word 2007 or later installed.

Getting Started

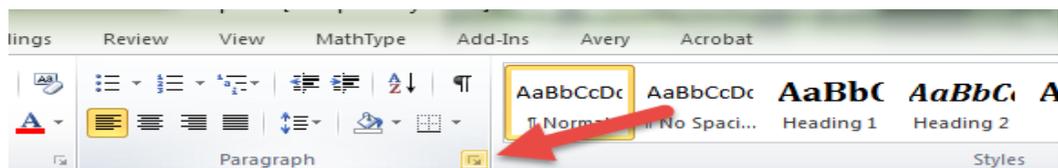
1. On your PC, find and open Microsoft Word. This will give you a blank document.
2. Click on the **File** tab in the upper-left corner and click **New**.
3. Under **Available Templates**, click **My Templates**.
4. Select **Template** in the lower-right corner of the dialog box and click **OK**.



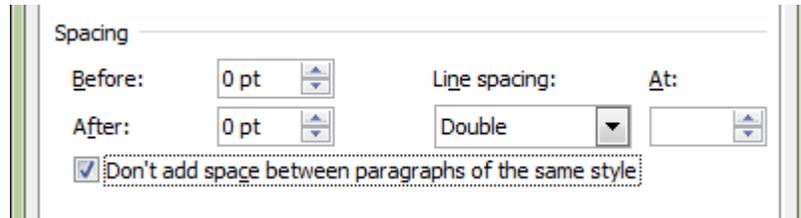
5. You should now see an open blank document called “Template1.”

Setting the Font and Spacing

1. On the **Home** tab, in the **Font** section, select Times New Roman 12.
2. From the **Home** tab, open the **Paragraph** dialog box by clicking the grey arrow in the lower-right corner of the **Paragraph** section.



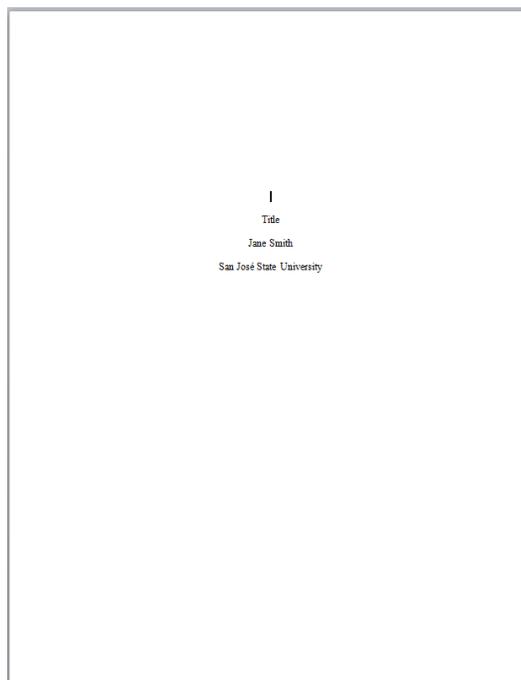
3. Check the box labeled “Don’t add space between paragraphs of the same style.”
4. Set the amount of space added **Before** and **After** to **Opt**.
5. Change the **Line Spacing** to **Double**. Your options should now look like this:



6. Click **OK**.

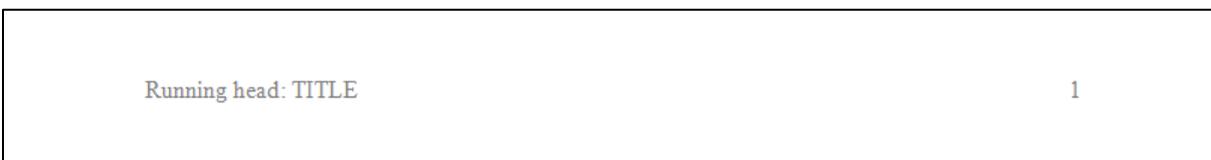
Formatting the Cover Page

1. Press **Enter** until the cursor is about 1/3 of the way down the page.
2. On the **Home** tab, in the **Font** section, select the **Center** option or hit **Ctrl + E** on your keyboard.
3. Type “Title” and hit **Enter**.
4. Type your first and last name and hit **Enter**.
5. Type the full name of your college and hit **Enter**. Your cover page should look like this:

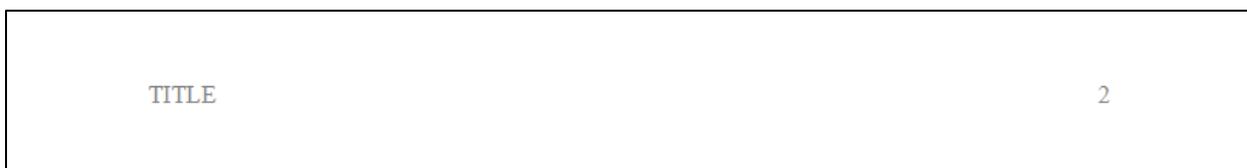


Formatting the Header

1. Double-click near the top of the document to open the Header.
2. Type “Running head: TITLE.” Pay close attention to capitalization!
3. Press the **Tab** key twice to move the cursor to the right side of the page.
4. On the **Header & Footer Tools** tab, in the **Header & Footer** section, click **Page Number**, select **Current Position**, and then select **Plain Number** (the first option).
5. Select everything in the Header, including the page number, and change the font to Times New Roman 12. Your cover page header should now look like this:



6. Double-click outside of the Header to close it.
7. On the **Page Layout** tab, in the **Page Setup** section, click **Breaks** and select **Next Page**.
8. On the second page of the template, double-click near the top to open the Header.
9. On the **Header & Footer Tools** tab, in the **Navigation** section, click **Link to Previous** to deselect it.
10. Delete the text “Running head:” from the header, leaving only “TITLE.”
11. Double-click outside the Header to close it. Your header on page one should be unchanged, and your header on page two should look like this:



Formatting the Abstract

1. On page two of your document, with your text still centered, type “Abstract” and hit **Enter**.

2. On the **Home** tab, in the **Font** section, select the **Align Text Left** option or hit **Ctrl + L** on your keyboard.
3. On the **Page Layout** tab, in the **Page Setup** section, click **Breaks** and select **Next Page**. You should now be on page three. This section will hold the body of your paper.

Formatting the References Page

1. On the **Page Layout** tab, in the **Page Setup** section, click **Breaks** and select **Next Page**. You should now be on page four.
2. On the **Home** tab, in the **Font** section, select the **Center** option or hit **Ctrl + E** on your keyboard.
3. Type “References” and hit **Enter**.
4. On the **Home** tab, in the **Font** section, select the **Align Text Left** option or hit **Ctrl + L** on your keyboard.
5. Select the entire page below the word “References.”
6. On the **Home** tab, open the **Paragraph** dialog box by clicking the grey arrow in the lower right corner of the **Paragraph** section.
7. Under **Indentation**, select **Hanging**. Click **OK**.

Saving Your Template

1. From the **File** menu, click **Save**.
2. Give your template a name and click **Save**.

Congratulations! You have successfully created an APA document template.

Using Your Template

1. From the **File** menu, select **New**.
2. Select **My Templates**.
3. Select your APA template, select **Document** and click **OK**.

4. Replace “Title” on the cover page with the title of your paper in normal title capitalization (upper and lowercase letters).
5. In the headers on the first two pages, replace “TITLE” with your title in ALL CAPS.