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 APA Formatting for Major Field Papers: Science Majors
 Instructions for Word 2003 and Word 2007

Feature	Word 2003	Word 2007
Margins	<ol style="list-style-type: none"> 1. Click on the FILE menu 2. Select PAGE SETUP 3. Check to see what the margin settings are: If the settings are what you need, select OK 4. If the settings are not what you need, make the necessary changes and then click OK 	<ol style="list-style-type: none"> 1. Click on PAGE LAYOUT menu 2. Select MARGINS in the PAGE SETUP section 3. Look through the list of settings currently on your computer. If you see the settings you need, click on that set of margin settings 4. If you do not see the settings you need, click on CUSTOM MARGINS at the bottom of the margins window 5. Create the settings you need 6. Click OK
Page Numbers: Footer (Preliminary)	<ol style="list-style-type: none"> 1. Click on the VIEW menu 2. Select HEADER AND FOOTER 3. Click on the center alignment button on the toolbar or use the FORMAT menu, select PARAGRAPH, and select CENTER alignment 4. Click on the # icon in the header/footer toolbar (to insert the page number) 5. Click on the third icon (FORMAT PAGE NUMBER) in the header/footer toolbar to format your page numbers for this section: In the Number Format box, click on the pull-down menu and select the lower case Roman numerals 6. In the bottom window (Page Numbering), make sure the Start At window shows i (lower case Roman numeral for "1") 7. Select OK 	<ol style="list-style-type: none"> 1. Click on INSERT menu 2. Click on FOOTER in the Header & Footer section 3. Select the BLANK (THREE COLUMNS) option 4. Click your cursor on the [TYPE TEXT] button in the center of the footer window 5. Click on the INSERT menu 6. Select PAGE NUMBER 7. Select CURRENT POSITION 8. Select the PLAIN NUMBER option in the window that opens up 9. Select PAGE NUMBER menu again 10. Select FORMAT PAGE NUMBERS 11. In the Number Format window, click on the pull-down menu and select the lower case Roman numerals 12. In the bottom window (Page Numbering), make sure the Start At window shows i (lower case Roman numeral for "1") 13. Select OK

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Page Numbers: Header (Body)	<ol style="list-style-type: none"> 1. Click on the VIEW menu 2. Select HEADER AND FOOTER 3. Click on the center alignment button on the toolbar or use the FORMAT menu, select PARAGRAPH, and select RIGHT alignment 4. Click on the # icon in the header/footer toolbar (to insert the page number) 5. Click on the third icon (FORMAT PAGE NUMBER) in the header/footer toolbar to format your page numbers for this section: In the Number Format box, click on the pull-down menu and select the lower case Roman numerals 6. In the bottom window (Page Numbering), make sure the Start At window shows i (lower case Roman numeral for "1") 7. Select OK 	<ol style="list-style-type: none"> 1. Click on INSERT menu 2. Click on HEADER in the Header & Footer section 3. Select the BLANK (THREE COLUMNS) option 4. Click your cursor on the [TYPE TEXT] button at the right side of the screen 5. Click on the INSERT menu 6. Select PAGE NUMBER 7. Select CURRENT POSITION 8. Select the PLAIN NUMBER option in the window that opens up 9. Select PAGE NUMBER menu again 10. Select FORMAT PAGE NUMBERS 11. In the Number Format window, click on the pull-down menu and select Arabic numerals 12. In the bottom window (Page Numbering), make sure the Start At window shows 1 13. Select OK
Superscript	<ol style="list-style-type: none"> 1. Click on the FORMAT menu 2. Select FONT 3. Click on SUPERSCRIPIT 4. Click OK 5. Type the number you want to superscript 6. Repeat steps 1 – 4 to turn off the superscript <p>NOTE: If you prefer, you can start subscript by pressing these 3 keys <u>at the same time</u>: CTRL, SHIFT, and =</p> <p>Do not forget to press those 3 keys again to stop the superscript</p> <p>NOTE: If you type the number first, highlight it and then press the 3 keys at the same time. This method will apply the superscript to that number only; you will not have to turn the superscript off.</p>	<ol style="list-style-type: none"> 1. Click on the HOME menu 2. Select the SUPERSCRIPIT icon (x²) which is in the window with your Bold, Italics, and Underline icons 3. Type the number you want to superscript 4. Repeat steps 1 – 2 to turn of the superscript <p>NOTE: If you do not see the superscript icon, you can start subscript by pressing these 3 keys <u>at the same time</u>: CTRL, SHIFT, and =</p> <p>Do not forget to press those 3 keys again to stop the superscript</p> <p>NOTE: If you type the number first, highlight it and then press the 3 keys at the same time. This method will apply the superscript to that number only; you will not have to turn the superscript off.</p>

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Subscript	<ol style="list-style-type: none"> 1. Click on the FORMAT menu 2. Select FONT 3. Click on SUBSCRIPT Click OK 4. Type the number you want to subscript 5. Repeat steps 1 – 4 to turn off the subscript <p>NOTE: If you prefer, you can start subscript by pressing these 2 keys <u>at the same time</u>: CTRL and =</p> <p>Do not forget to press those 2 keys again to stop the subscript</p> <p>NOTE: If you type the number first, highlight it and then press the CTRL and = keys at the same time. This method will apply the subscript to that number only; you will not have to turn the subscript off.</p>	<ol style="list-style-type: none"> 1. Click on the HOME menu 2. Select the SUBSCRIPT icon (x_2) which is in the window with your Bold, Italics, and Underline icons 3. Type the number you want to subscript 4. Repeat steps 1 – 2 to turn of the subscript <p>NOTE: If you do not see the subscript icon, you can start subscript by pressing these 2 keys <u>at the same time</u>: CTRL and =</p> <p>Do not forget to press those 2 keys again to stop the subscript</p> <p>NOTE: If you type the number first, highlight it and then press the CTRL and = keys at the same time. This method will apply the subscript to that number only; you will not have to turn the subscript off.</p>
Left Alignment	<ol style="list-style-type: none"> 1. Select the LEFT ALIGNMENT icon in the toolbar at the top of your screen <p>OR:</p> <ol style="list-style-type: none"> 1. Click on the FORMAT menu 2. Select PARAGRAPH 3. In the GENERAL section, in the window next to ALIGNMENT, select LEFT 4. Click on OK 	<ol style="list-style-type: none"> 1. Click on the HOME menu 2. Click on the LEFT ALIGNMENT icon in the toolbar

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Widows/ orphans	<ol style="list-style-type: none"> 1. Click on the FORMAT menu 2. Select PARAGRAPH 3. Select the LINE AND PAGE BREAKS tab at the top 4. In the Pagination section, select WIDOW/ORPHAN CONTROL 5. Select OK 	<p>Good news! WORD 2007 automatically is set for widows and orphans. However, if the setting has been changed on your computer, follow these steps:</p> <ol style="list-style-type: none"> 1. Select the paragraphs in which you want to prevent widows and orphans (the paragraphs which you want to keep at least 2 lines together at the beginning or end) 2. Click on the PAGE LAYOUT menu 3. Click on the small blue arrow button in the bottom right-hand corner of the PARAGRAPH section to open up the Paragraph Dialog Box 4. Click LINE AND PAGE BREAKS tab 5. Look at the box in front of WIDOW/ORPHAN CONTROL – if the box has a check mark, the feature is in place; if the box does not have a check mark in it, follow the remaining steps of the procedure 6. Select the WIDOW/ORPHAN CONTROL check box 7. Click OK

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<p>Styles</p>	<p>METHOD 1: CREATE/APPLY STYLE, THEN TYPE CREATE</p> <ol style="list-style-type: none"> 1. Click on FORMAT menu 2. Select STYLE 3. Make the needed changes/selections 4. Give the style a name you will recognize 5. Apply whatever format you need 6. Save by clicking OK <p>TYPE</p> <ol style="list-style-type: none"> 1. Select the style you need 2. Type the heading 3. Press ENTER to go to the next line 4. Select NORMAL style to continue with your paper <p>METHOD 2: TYPE FIRST, THEN APPLY STYLE TYPE</p> <ol style="list-style-type: none"> 1. Type the heading 2. Leave your cursor in the heading <p>SELECT/APPLY STYLE</p> <ol style="list-style-type: none"> 1. Click on FORMAT menu 2. Select STYLE 3. Press ENTER for a new line 4. Select NORMAL STYLE to continue with your paper 	<p>CREATE A NEW QUICK STYLE</p> <ol style="list-style-type: none"> 1. Select (highlight) the text in your paper that you want to create as a new style 2. On the mini toolbar that appears above your selection, make the formatting changes that you want to capture in your style (for example, make the text bold) 3. Right-click the selection, point to STYLES, and then click SAVE SELECTION AS NEW QUICK STYLE 4. Give the style a name (for example, Main Heading) and then click OK <p>MAKE CHANGES TO A QUICK STYLE</p> <ol style="list-style-type: none"> 1. On the HOME menu, in the STYLES group, right-click the style that you want to change in the Quick Style gallery 2. Click MODIFY on the shortcut menu 3. In the MODIFY STYLE dialog box, change the style the way you want to (ie, add underlining or change the font style) and then click OK 4. When you change a style, all instances of the style are automatically updated throughout your document <p>SAVE A CUSTOM QUICK STYLE SET</p> <ol style="list-style-type: none"> 1. On the HOME menu, in the STYLES group, click CHANGE STYLES and then point to STYLE SET 2. Click SAVE AS A QUICK STYLE SET 3. In the SAVE QUICK STYLE SET dialog box, type a name for your new Quick Style set, and then click SAVE <p>TO FIND A STYLE Click CHANGE STYLES in the STYLES group and then point to STYLE SET</p> <p>TO APPLY A STYLE</p> <ol style="list-style-type: none"> 1. On the HOME menu, click on the small blue arrow button in the bottom right corner of the STYLES section 2. Select the style you want from the pull-down menu

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<p>Dot leader (for table of contents, etc.)</p>	<ol style="list-style-type: none"> 1. Click on the FORMAT menu 2. Select TABS 3. Set the tab position (somewhere between 6.0 and 6.75 may be a good setting to try) (if it turns out that that location is not good, you can adjust it later) 4. Under ALIGNMENT, select RIGHT 5. Under LEADER, select option 2 (the dots) 6. Click on SET 7. Click on OK <p>TO USE THIS TAB SETTING:</p> <ol style="list-style-type: none"> 1. Start at the left margin 2. Type the words/abbreviations you want on the left side 3. Press the TAB key (you should see a line of dots that end at the right side of the page) 4. As you type the information that you want on the right side of the page, your letters will move in from the right edge, deleting dots as they go so that your typing will always line up on the right edge and your line of dots will be adjusted in front of the those words) 5. For the rest of this page, you should not have to format the tab any more – just type on the left side, press the tab key to get the line of dots, and type on the right side of the page 	<ol style="list-style-type: none"> 1. Type the text you want to appear on the left side of the line 2. On the PAGE LAYOUT menu, click on the small blue arrow button in the bottom right corner of the PARAGRAPH section to open the paragraph dialog box 3. In the PARAGRAPH dialog box, click the TABS button at the bottom 4. Set the tab position (somewhere between 6.0 and 6.75 may be a good setting to try) (if it turns out that that location is not good, you can adjust it later) 5. Under ALIGNMENT, select RIGHT 6. Under ALIGNMENT, select RIGHT 7. Under LEADER, select option 2 (the dots) 8. Click on SET 9. Click on OK 10. Press the TAB key on your keyboard – a line of dots should appear, with your cursor blinking at the end of the line 11. Type the information you want to appear at the right side of the page – notice that as you type, the line of dots will become shorter and the letters you type will move in from the right margin 12. Press the ENTER key when you are done with that entry in order to get a new line 13. For the rest of this page, you should not have to format the tab any more – just type on the left side, press the tab key to get the line of dots, and type on the right side of the page
<p>Help</p>	<ol style="list-style-type: none"> 1. Click on HELP menu 2. Select first option (blue circle with question mark in it: Microsoft Office Word Help) 3. Type the feature in the Search For box 4. Click the green arrow or hit the ENTER key 	<ol style="list-style-type: none"> 1. Click on the blue circle with question mark in it at the right end of the menu bar 2. Type the feature in the Search For box 3. Click the green arrow or hit the ENTER key <p>NOTE: Some features may offer help in the form of a video</p>