APA Formatting -- Setting up Microsoft Word

Setting up MS Word for typing your APA formatted paper is pretty simple. Follow these steps BEFORE typing your paper to save yourself a lot of trouble.

Font:

Open Font Options Window:
under the “Home” tab in the ribbon, click on the small gray arrow in the corner of the font options menu.

In the Font Options Window:
select “Times New Roman” for your font, regular styling, size 12pt, and Font color: black.

Set As Default:
select “Set As Default” in the lower-left hand corner, choose “This document only?”, and click ok. This will keep the same font settings through your entire paper.
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Margins:

Under the “Page Layout” tab in the ribbon: click “Margins” and select “Normal”, this will put a 1” margin on all sides of your paper.

Paragraphs:

Open Paragraph Options Window: click on the small gray arrow in the corner of the paragraph options menu under the “Home” tab.

Set Paragraph Line Spacing: under “Spacing”, click the arrow and select “Double”, also put a checkmark next to “Don’t add line between….”

Enable Ruler: under the “View” tab in the ribbon, put a checkmark next to “Ruler” to make it visible.