

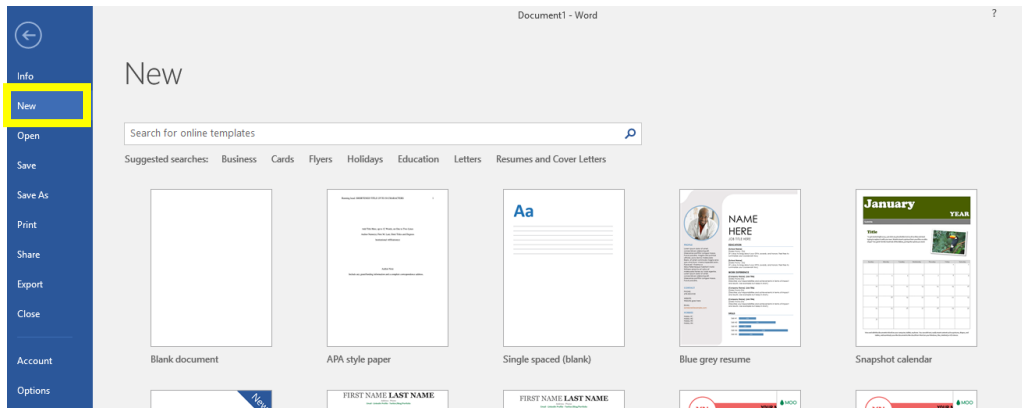
A Handy Guide to APA Templates in Microsoft Word

Microsoft Word has an APA Paper template that pre-formats the tricky stuff, like running heads (with and without the “Running head” label where appropriate), page numbers, indents, spacing, and margins. You absolutely should know how to do this manually, but the templates provide some great support too.

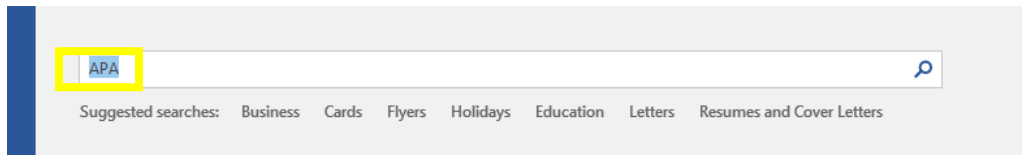
“But Dr. G., I don’t have Microsoft Word on my personal computer and I can’t afford to buy it! I want to use the template! What do I do?!”

Many colleges and universities provide access to a free version of Microsoft Office 365, including Word. Visit www.office.com/GetOffice365 and follow the prompts to download the software.

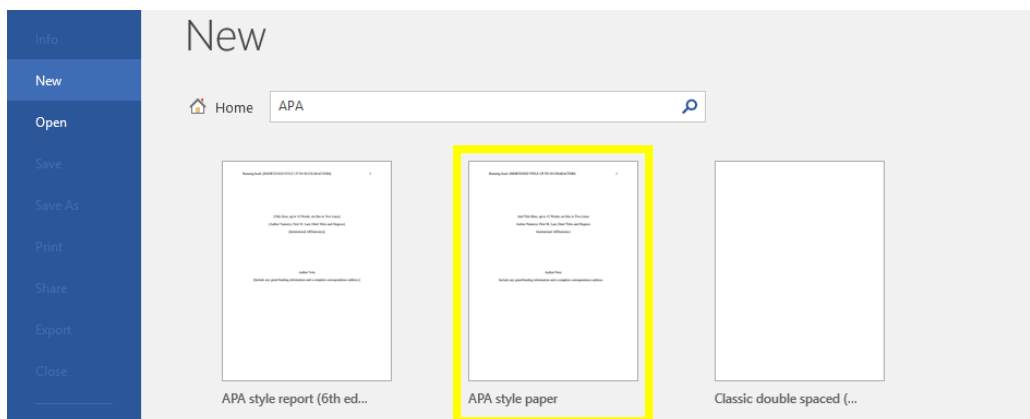
1. Open up Word, and click the “New” tab on the left. You’ll see a screen like this.



2. In the Search bar, type “APA”.

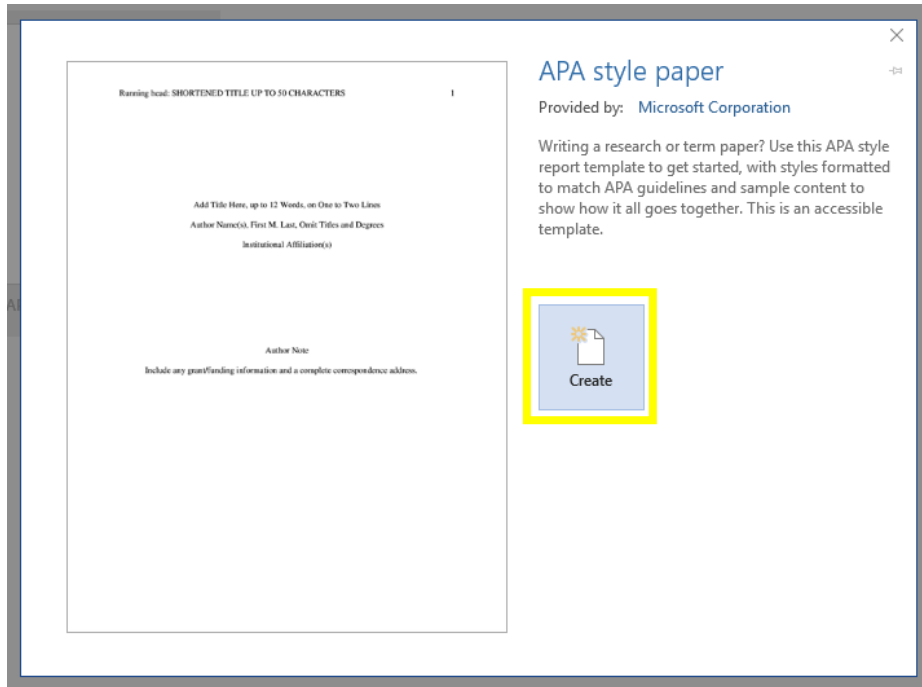


3. You’ll see three options pop up. The first and second one aren’t particularly different. Pick whichever appeals to you. (I prefer the second one).



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4. This descriptor screen will pop up. Click Create.



5. Voila! You have a template that is ready for typing.

A Few Notes

- Be sure to read the placeholder text in each area. It's informative and contains some important details about how to use each section. (Pay particular attention to headers at levels 3+)
- You won't necessarily need all header levels, so make decisions accordingly and delete the rest.
- Ultimately, this template is a guide. **It is incumbent upon you to verify, with the fancy blue APA Manual, that your paper abides by APA rules and guidelines.**