Document Formatting Made Easy

If you follow these step-by-step instructions all your papers will:

- be properly double spaced
- be in the correct font and size
- have pre-set APA heading styles
- have pre-set hanging indents for references

To begin:

- Set VIEW>ZOOM to 75%, resize the window and move to one side of your screen.
- Open a blank WORD document.

On the HOME tab, click to open all styles – (if they are already open – they would be on the right hand side of your screen)
Make sure the settings match this.

This is what you should see in the right hand pane.
Now, find “Normal” in the right hand window. Mouse over the paragraph icon until it turns into a down arrow. Click on the down arrow and select “Modify Style...”
Change the settings to match these.

When the settings are correct, click on the Format button and select "Paragraph."

Add to Quick Style list
Now you will pre-set headings so they are APA compliant.

Then Click OK and Click OK on the Modify Style dialogue box.

Now your papers will always be in Times New Roman, 12 point, double-spaced, and the first line of a paragraph will be indented. All you need to do is type.

In addition, the NORMAL style will be in the STYLE ribbon at the top of your screen.

Now you will pre-set headings so they are APA compliant.
Mouse over the paragraph icon next to Heading 1 until it turns into a down arrow. Click on the down arrow and select "Modify Style..."
When the settings are correct, click on the Format button and select “Paragraph.”

Make sure the settings match these.
Change the setting to match these.

Then Click OK and Click OK on the Modify Style dialogue box

Now first level headings are pre-set. Repeat these steps for second level headings.
Find Heading 2. Mouse over the paragraph icon until it turns into a down arrow. Click on the down arrow and select “Modify Style...”
When the settings are correct, click on the **FORMAT** button and select "Paragraph."

Make sure the settings match these.
Match these settings.

**Then Click OK and also Click OK on the Modify Style dialogue box**

You have now pre-set Headings 1 and 2.

Now, try it out.

In your blank document, type your name. Then in the **Styles** menu on the **HOME** tab click on Heading 1. Then click on Heading 2. Then click on Normal.

The line should change to each of the different styles.
Now you will pre-set the hanging indent for the References list.

Find REFERENCES in the Styles pane. Mouse over the paragraph icon until it turns into a down arrow. Click on the down arrow and choose MODIFY STYLE...

Match the following settings.
When the settings are correct, click on the **FORMAT** button and select "**Paragraph**."
Match these settings.

The next time you type a references page, just type in NORMAL style – making sure your references are in alphabetical order. When you are done, select all the references and CLICK on the REFERENCES style.

Try it on the sample below. Cut and paste the text into your document. Click on the REFERENCE style box under STYLES in the HOME tab.

Now change the settings so that these styles are standard for all of your papers.

From the Format menu choose STYLE.

Then click on ORGANIZER.
When the Organizer pane opens, use the SHIFT key to choose all of the styles in the left hand list of styles. Then click on COPY.

You will then be asked if you want to replace the styles in the global template (right list) with the styles in the current document (left list). WARNING: Replying YES or YES TO ALL may reset styles that you want to keep for other documents.
You are done. What you have done is reset the default style in MS Word to be APA compliant with basic formatting requirements. Every word document you type will conform to this style.

You will also be able to generate a table of contents automatically for a dissertation or any document requiring a table of contents.