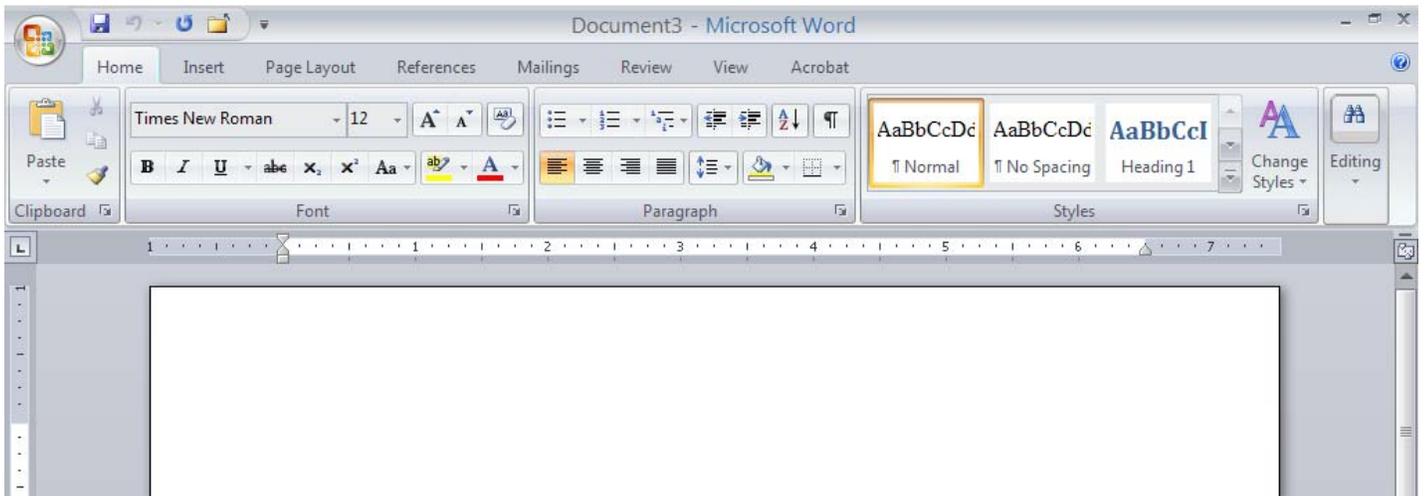
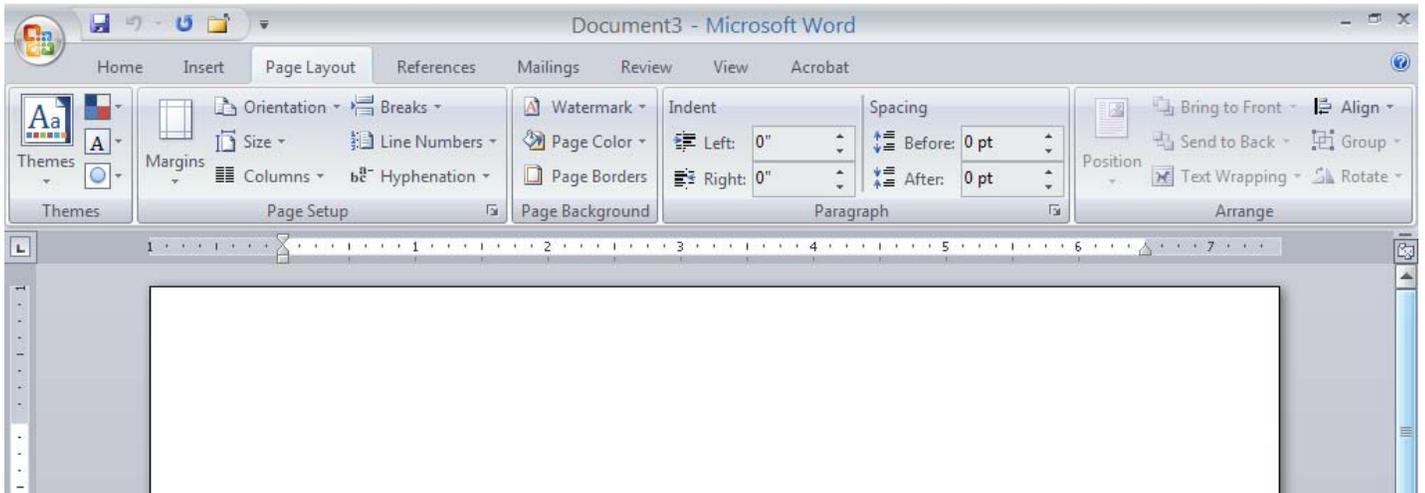


Formatting an APA Style Paper in Microsoft Word 2007

Before you begin typing, you must set up your paper to accommodate APA style. Prior to any typing, you need to select the Times New Roman font and your font size, which should always be 12. You can do this by clicking on the “**Home**” tab. You can see here that the font is set to Times New Roman and with a size of 12. However, if you see values different from those specified above, you change them by clicking on the drop-down menu and selecting the appropriate font and size.

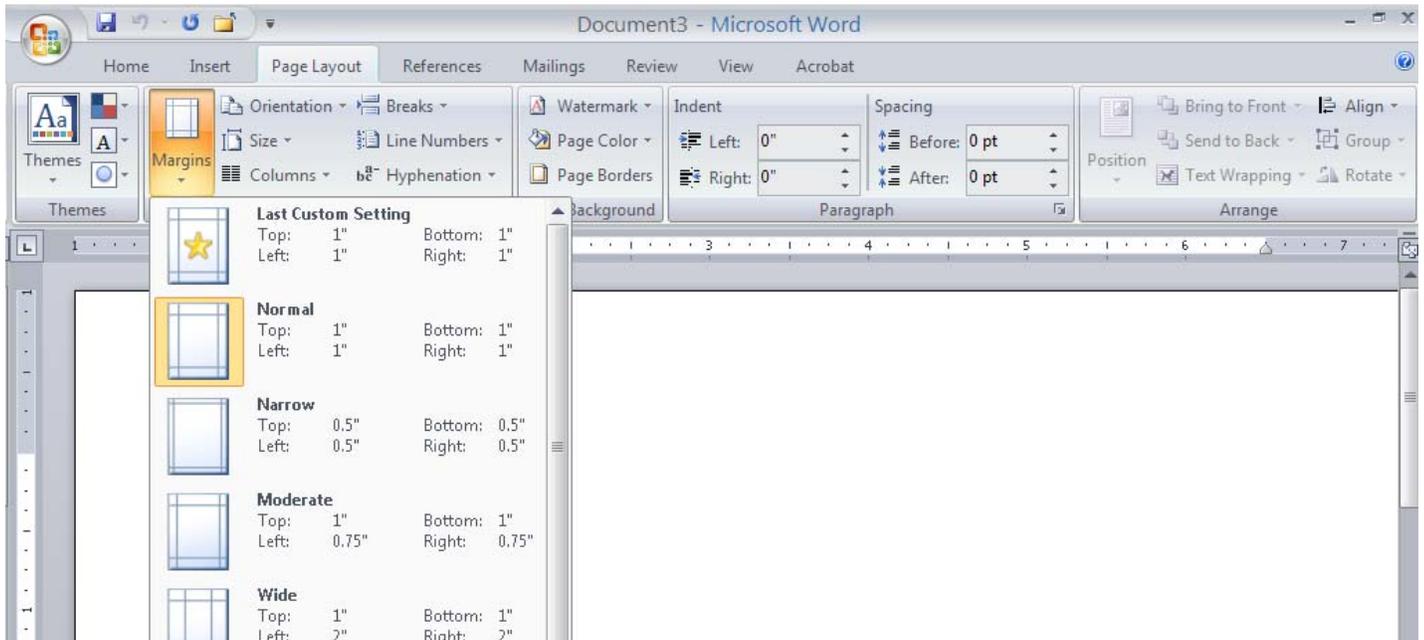


To set the margins, you will need to click the “**Page Layout**” tab and a set of new options will emerge.

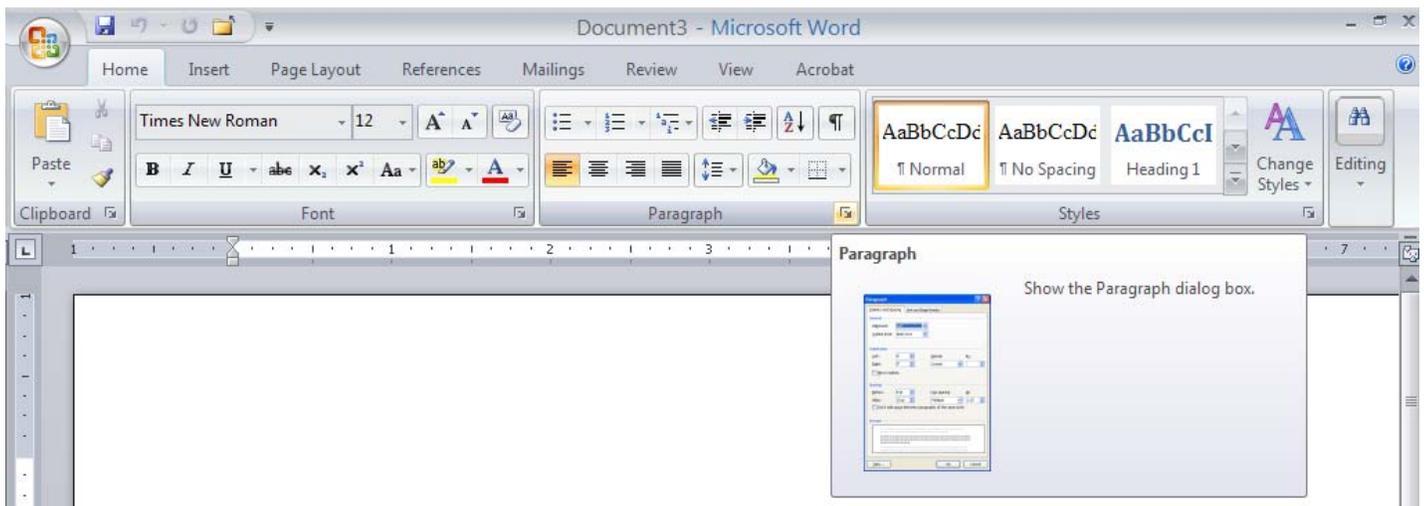


Examine the “**Spacing**” panel and make sure a value of “0” is to the right of both “**Before**” and “**After**” options. You likely will have “10” next to “**After**” as that is the default value of Word 2007. If you do not change the value to zero, then your spacing after a hard return will be almost triple spaced rather than double-spaced.

Next, click on the “**Margins**” option and then select the option showing 1” margins all around.

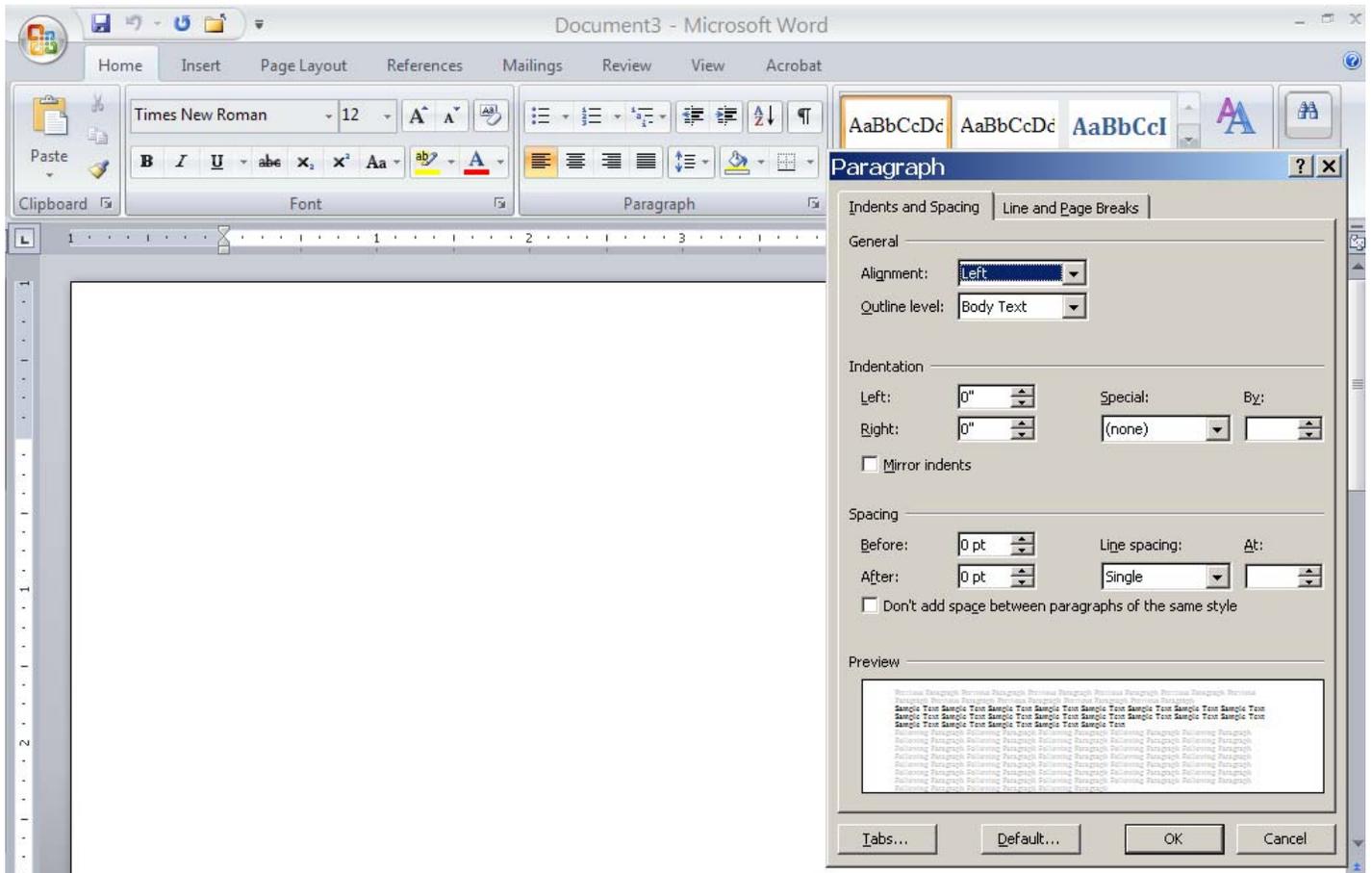


To set the line spacing to double, you click on the “**Home**” tab and then click on the diagonal arrow in the “**Paragraph**” panel.



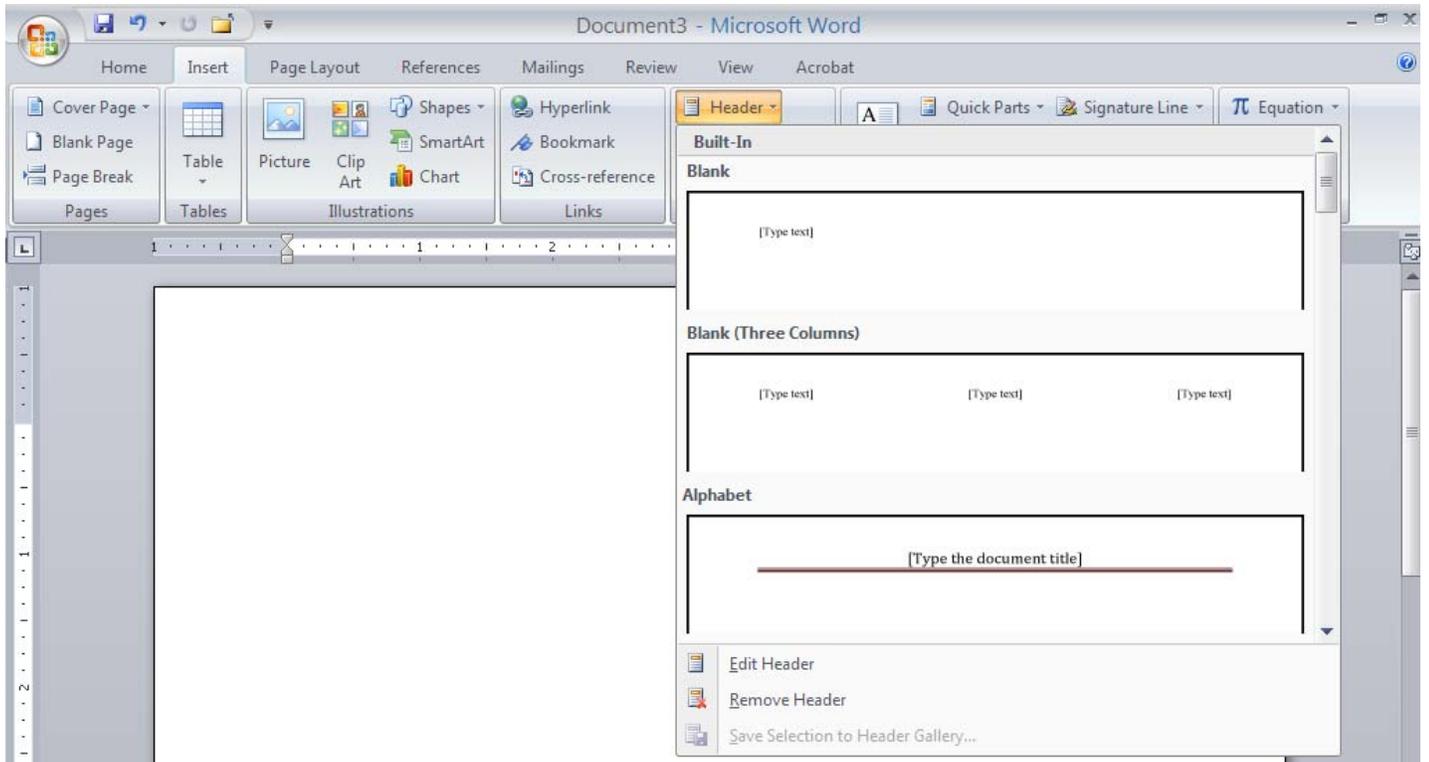
Doing so will bring up the paragraph setup window illustrated on the following page.

To set the line spacing to double-spacing, you simply click the “**Line Spacing**” option and select “**Double**” from the options that will appear.

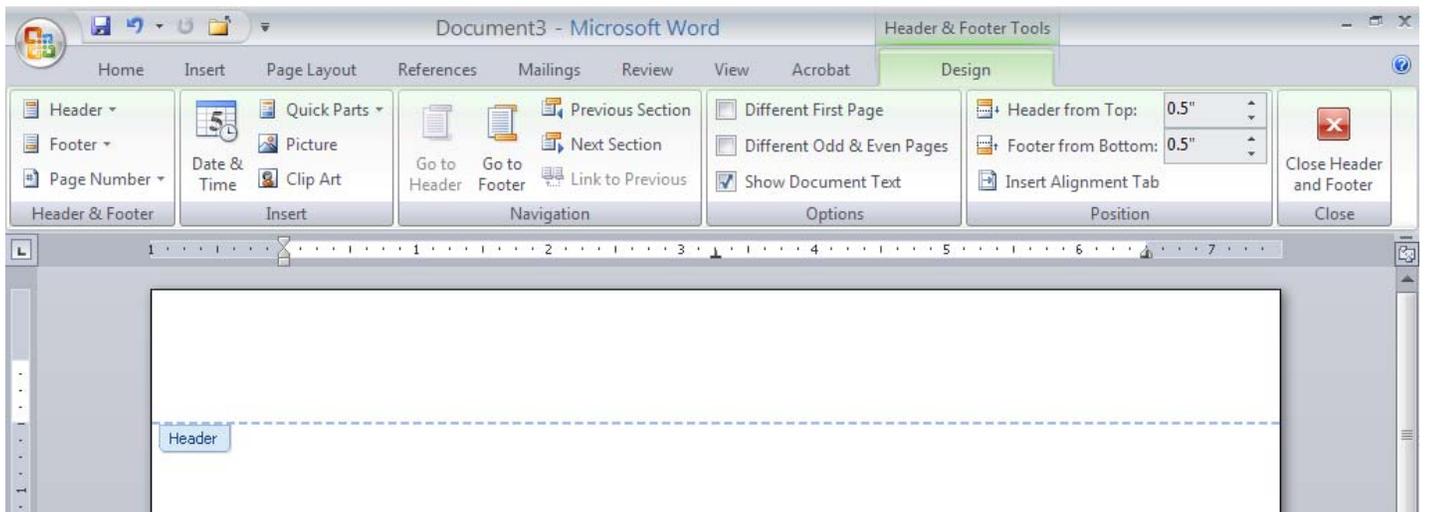


Next, you need to setup the running head.

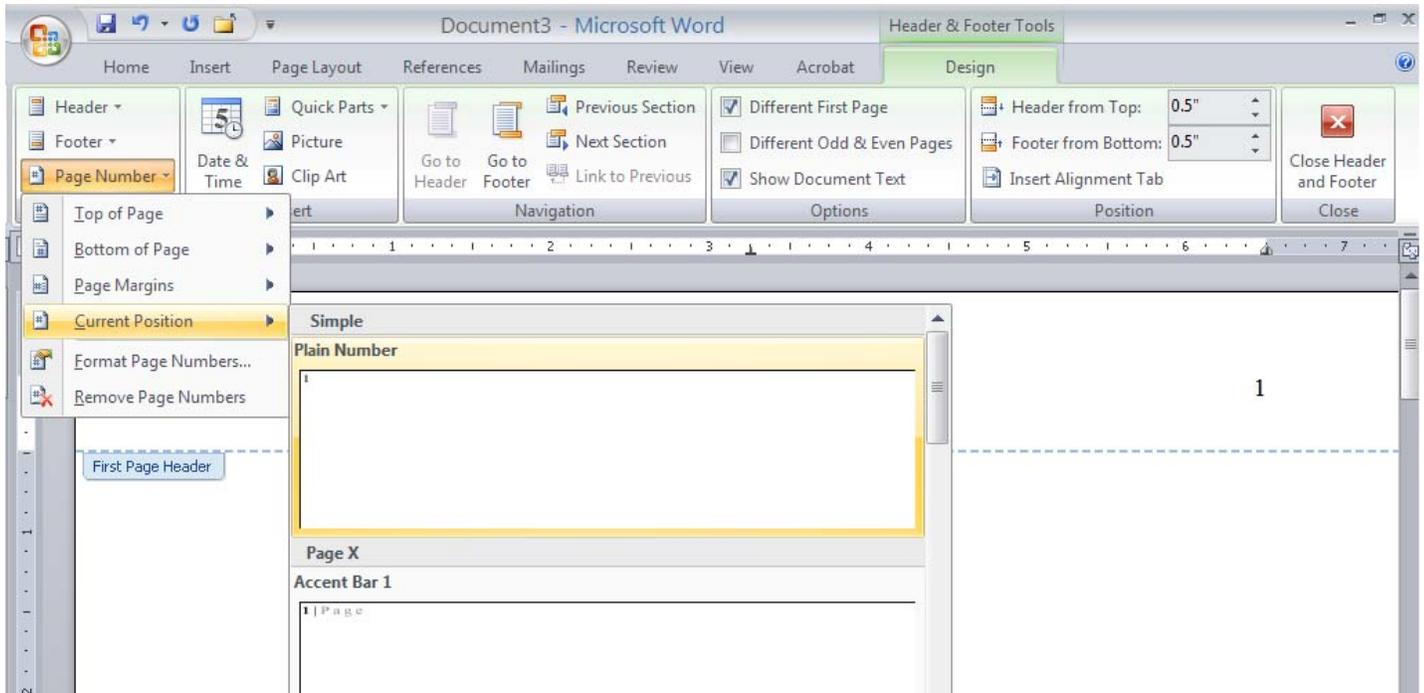
Start by clicking on the “**Insert**” tab and then select the “**Header**” option. When you do, the image below will appear. At this point, you may find it easier to simply select “**Edit Header**” at the bottom of that new window.



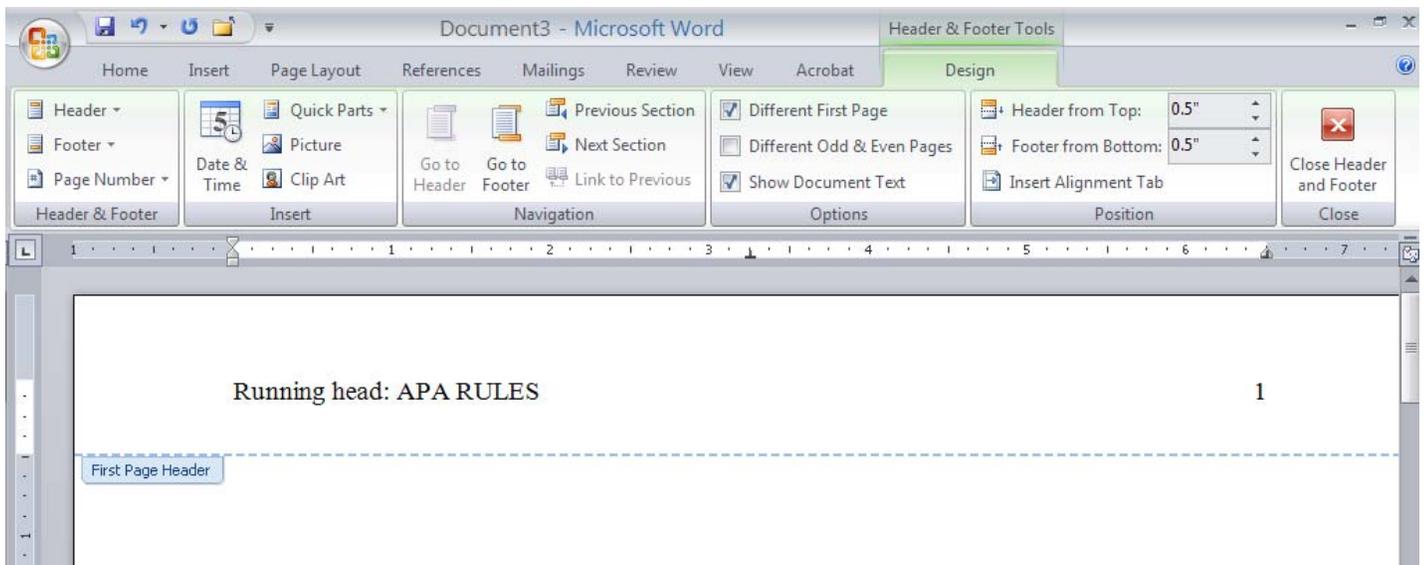
When you select the “**Edit Header**,” the following will appear:



First, in the “**Options**” panel, click on “**Different First Page**” as the running head has a different format on the title page. A check mark should appear in the box next to it. Next, type your running head and then tab over to the 1” right margin (should take 2 tabs) and select “**Page Number**” from the far left pane and then “**Current Position**” and then select “**Plain Number**” and the page number will be placed where the cursor is.



After you have done this, the format of your running head should look like this:



Click the “X” in the red box on the right to exit from the “**Header & Footer Tools**” menu.

Running head: WORD 2007 AND FORMATING APA PAPERS

A Brief Guide to using Word 2007 to Format Papers in the Publication Style of the American
Psychological Association

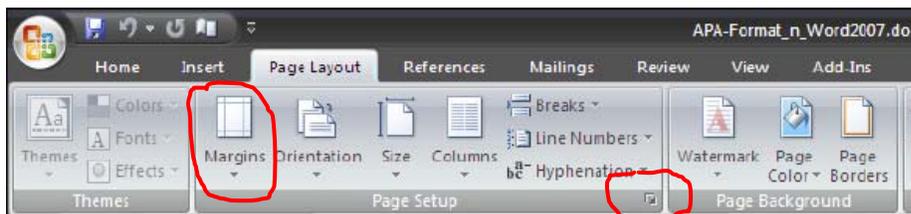
Jeff Aspelmeier

Department of Psychology

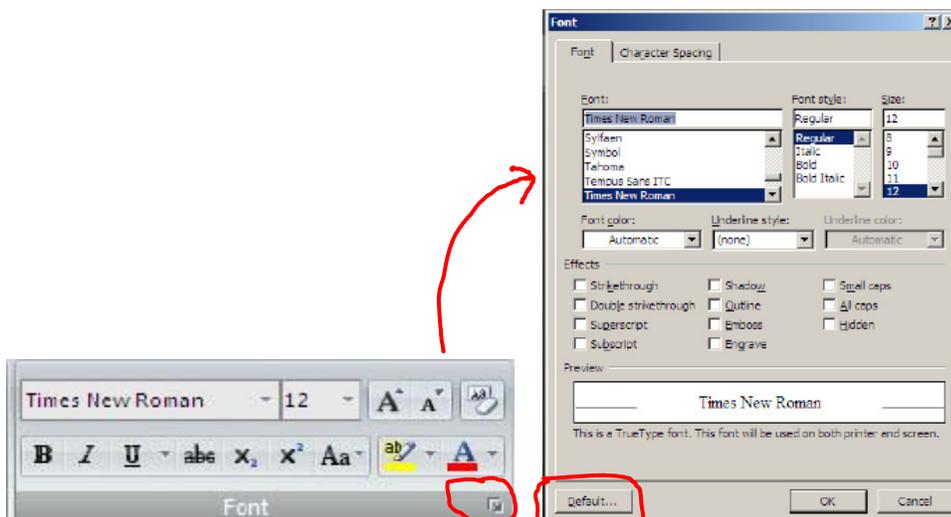
Radford University

A Brief Guide to using Word 2007 to Formatting Papers in the Publication Style of the American Psychological Association

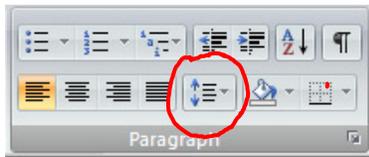
1. Setting up your margins – The 2007 default is 1 inch for top, bottom, left and right, which is consistent with APA format. In 2003 files, the default is 1.25 for left and right and had to be adjusted. In 2007, you can adjust the margins using the **Margins** tool, in the **Page Setup** group, on **Page Layout** tab or using the Page Setup window accessible by clicking the expansion button of the Page Setup group (circled in the figure bellow).



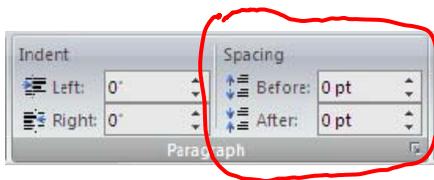
2. Setting up your font – Times Roman (Times New Roman) and Courier in 12 pt typeface are the preferred fonts in APA format. The default fonts in 2007 are Calibri and Cambria in 11pt. You will need to change these in the **Font** group of the **Home** tab. You can change the default font so that all future documents will use APA format in the **Font** dialogue box, which can be accessed by clicking the expansion button of the **Font** group (See the figure below).



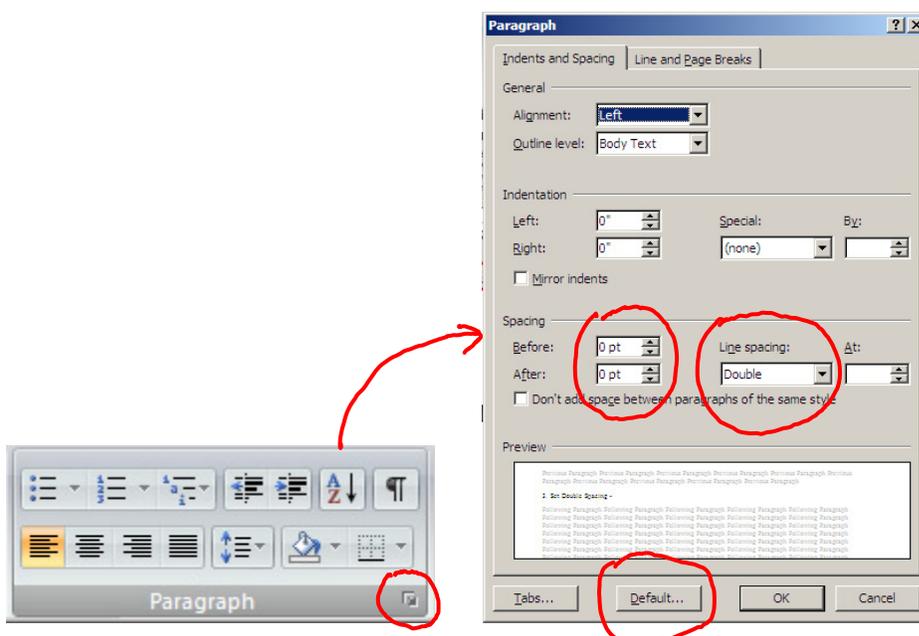
3. Set Spacing – Line Spacing: APA manuscripts are double spaced and the default for Word 2007 is Single spaced. You can switch to double spacing in the **Paragraph** group of the **Home** tab.



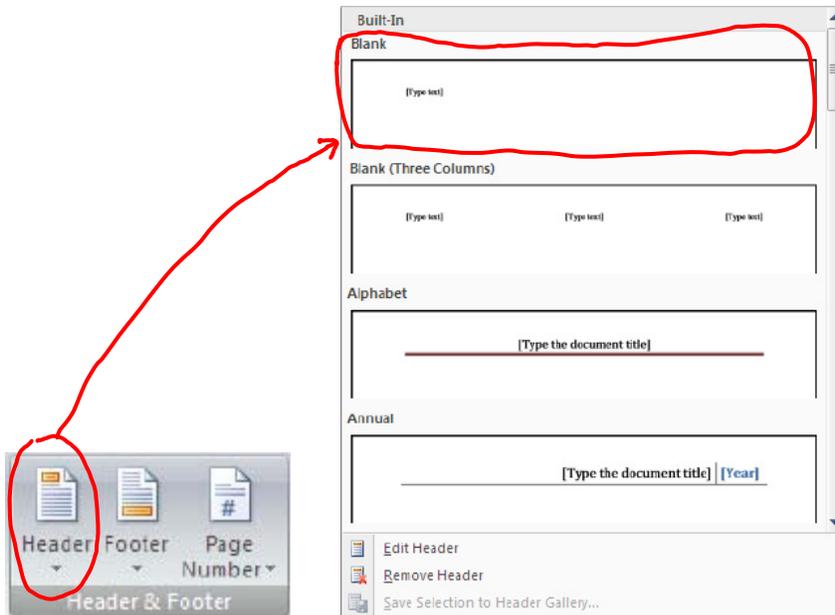
Paragraph Spacing: APA format does not add extra spacing (beyond the double space) between paragraphs. The default in Word 2007 is to add a 10pt space after paragraphs (in addition to the line spacing rules you have applied). The between paragraph spacing (both before and after) should be set to 0 pt. This is done in the **Paragraph** group of the **Page Layout** tab.



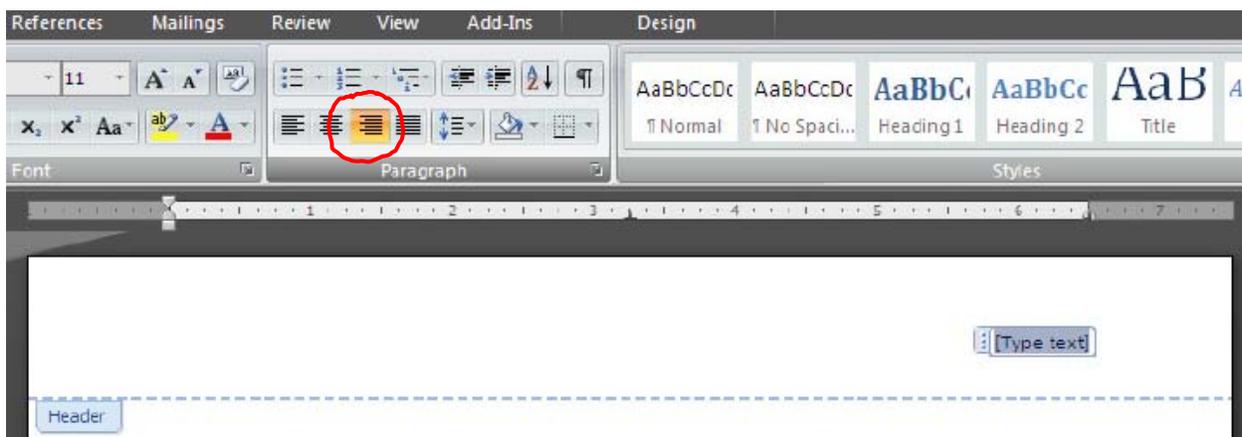
You can set the defaults to be double line spacing and 0 pt paragraph spacing from the Paragraph dialog box, which is accessible by clicking the expansion button on the **Paragraph** group on either the **Home** or **Page Layout** tabs. Choose your desired settings and click **Default....**



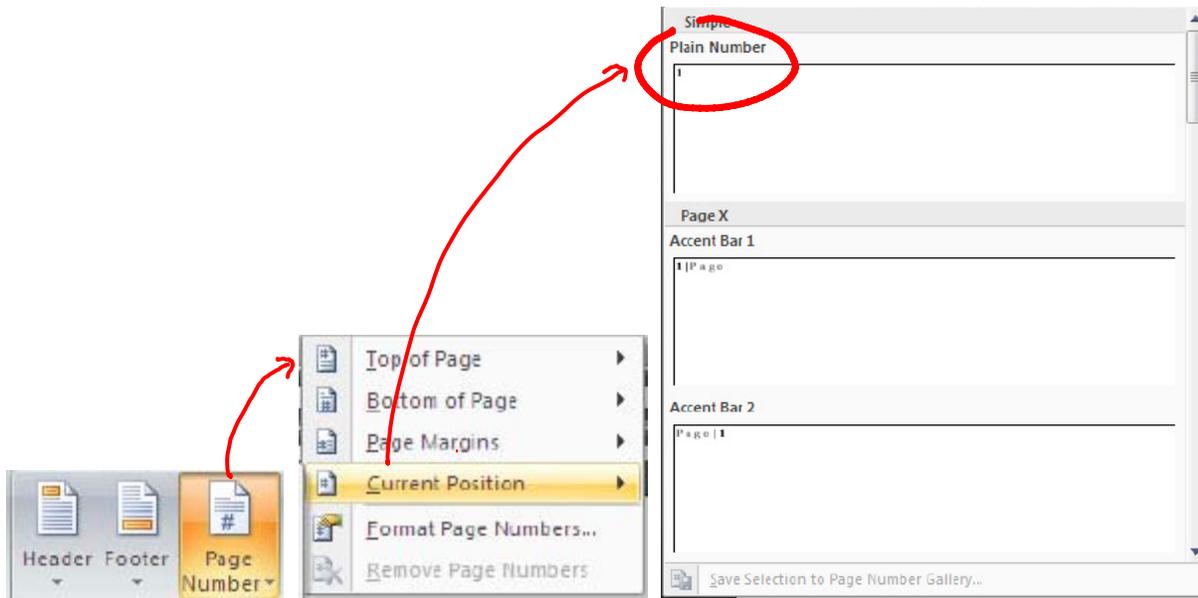
4. Creating a Header: The header appears at the top left of every page. It includes a short title (a shortened version of the running head) and page number, with five spaces between the short title and the number. Word 2007 allows you to insert this header automatically; you do not have to type it at the top of every page. Insert the page header using the **Header** tool in the **Header & Footer** group on the **Insert** tab.



Select the **Blank** format. This will add a header section to the top of the document page. You will need to change the justification to right hand alignment (**Home** tab, **Paragraph** group).



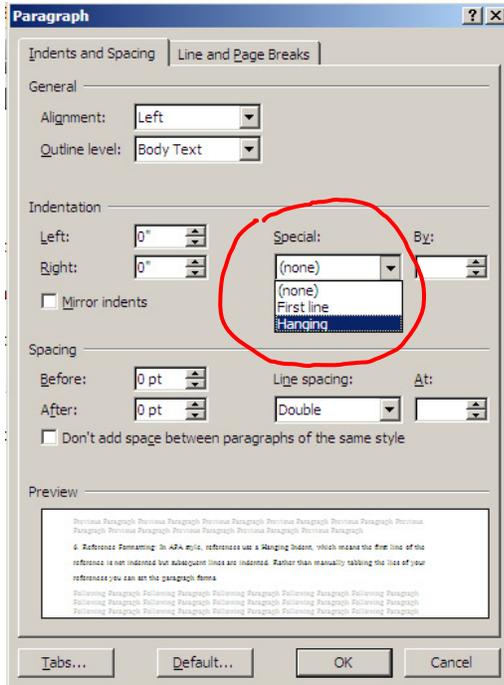
Click on the **Type text** box and then just start typing your short title. After the last word of the title, add five spaces and then insert a page number (**Insert** tab, **Header & Footer** group, **Page #** tool, **C**urrent Position, **P**lain Number).



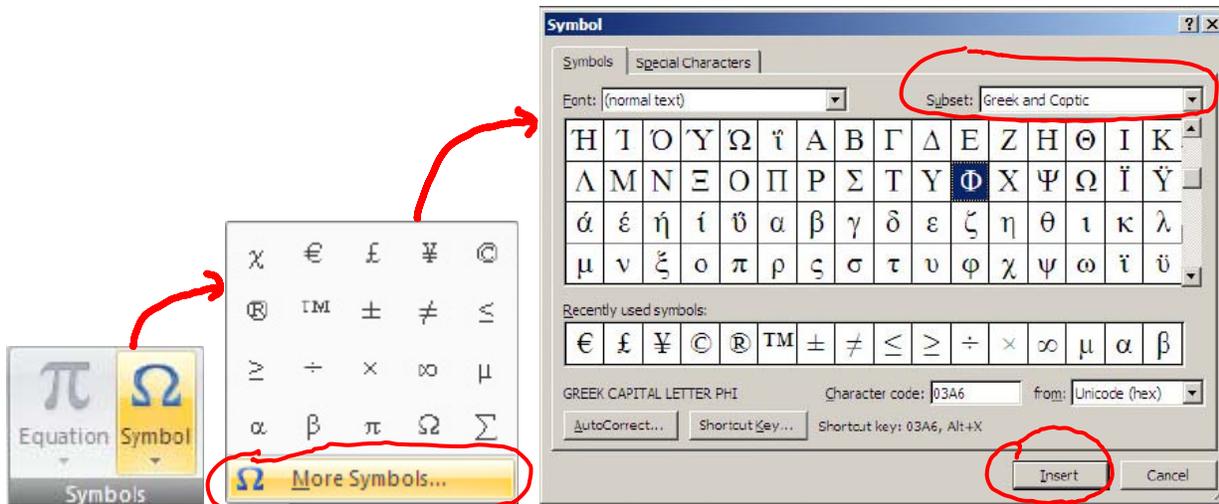
5. Page Breaks. APA format requires that different parts of the paper start on separate pages. Specifically, the title page, abstract, main body of text, references, appendices, figure captions, and figures should be separated by Page Breaks, rather than by just adding lines (typing enter button) until a new page starts. Using page breaks will keep you from having to add or remove lines every time you edit your document, and you will be able to include all parts of the paper (tables, figures, etc.) in a single document rather than splitting it up into three or four different files. To add a Page Break click the **Page Break** tool, in the **Page** group, of the **Insert** tab.



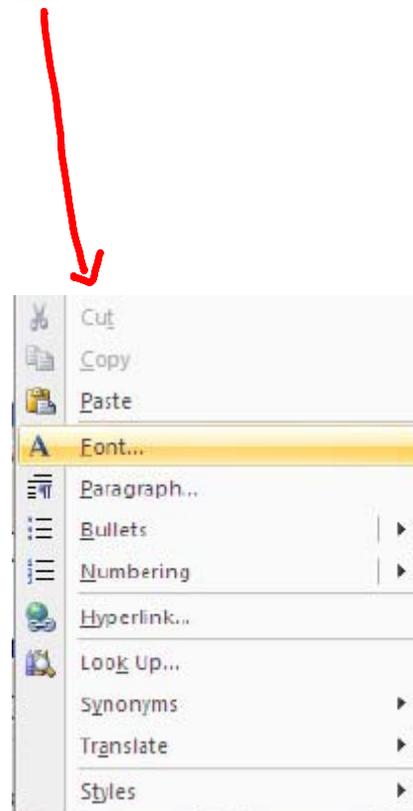
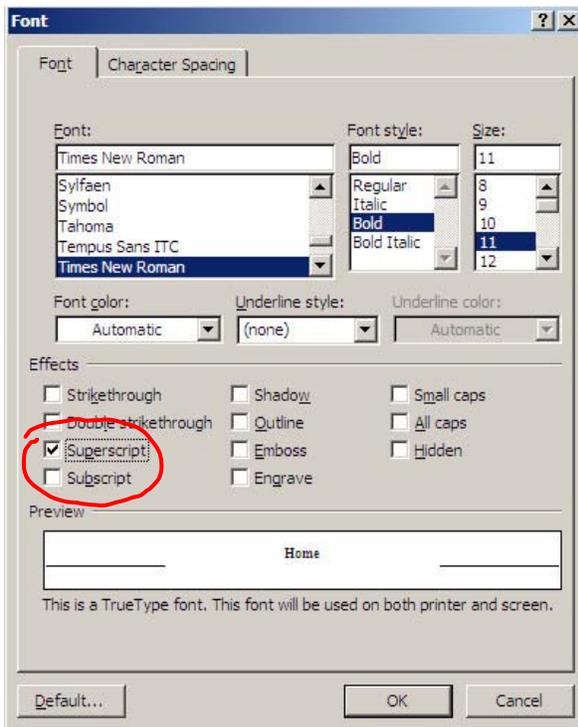
6. Reference Formatting: In APA style, references use a Hanging Indent, which means the first line of the reference is not indented but subsequent lines are indented. Rather than manually tabbing the lines of your references you can set the paragraph format to Hanging Indent. This can be done in the **Paragraph** dialogue box (accessible by clicking the expansion button on the **Paragraph** group on either the **Home** tab or **Page Layout** tab).



7. Writing out statistics: Research papers typically require you to report statistical results, which often make use of Greek letters and/or superscript numbers (e.g., χ^2 for Chi-Square). Greek letters can be selected from the Symbols dialogue box, which is accessed by clicking selecting **More Symbols...**, from the **Symbols** tool, in the **Symbols** group, of the **Insert** tab. You will have to change the symbol type to **Greek and Coptic**. You can insert the desired symbol by either double clicking the desired symbol or clicking it once and then clicking insert.

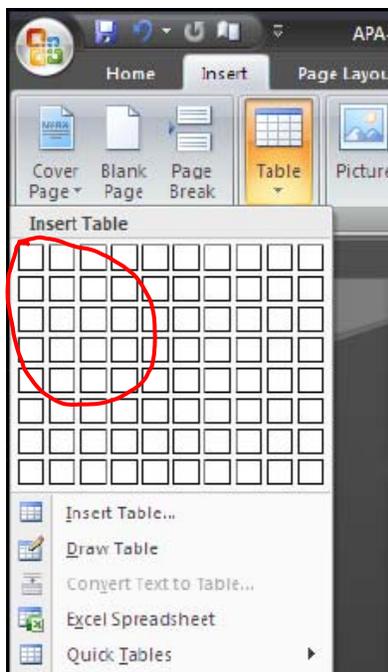


Superscript or subscript text can be added by opening the **Font** dialogue box (click the expansion button in the **Font** group on the **Home** tab). You can also type the text to made super script, select that text, and then right click the selected text and click **Font...** from the pop-up menu which will also open the **Font** dialogue box.

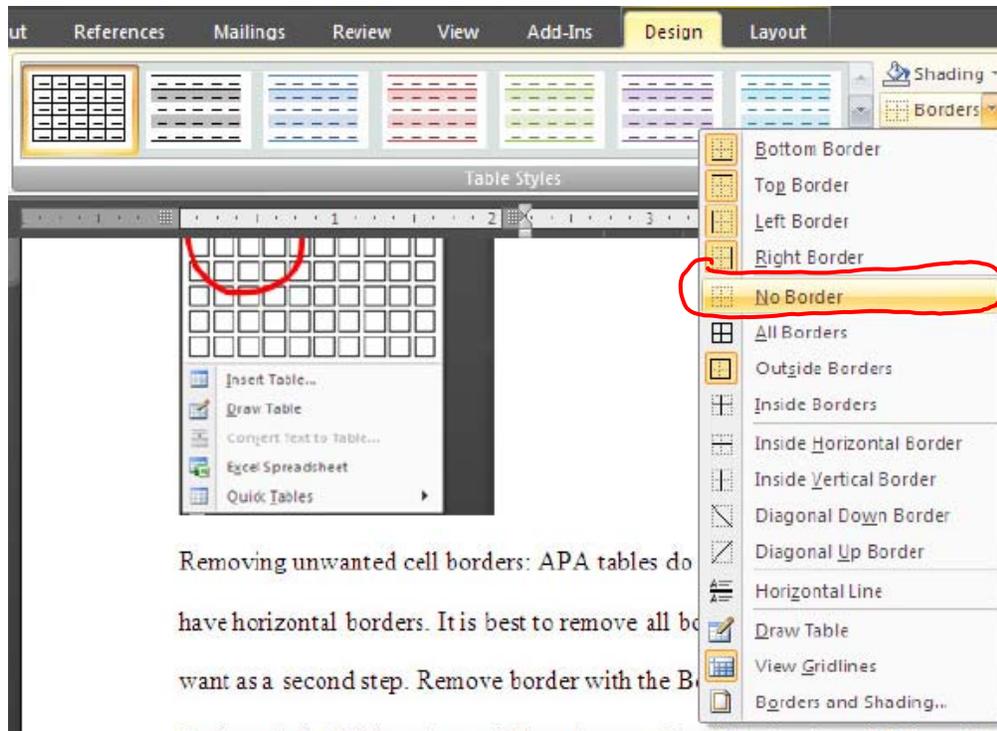


10. Tables: APA tables have some very specific formatting rules, but you can use the Word 2007 tables function to create APA tables. However, you will have to modify the Word table to make it fit.

Creating the Table: **Insert** tab, **Tables** group, click and drag the number of rows and columns desired. Be sure to turn off the double spacing for the table and double space manually or you will have trouble making the table look right.



Removing unwanted cell borders: APA tables do not have any vertical line and only certain rows have horizontal borders. It is best to remove all borders as the first step, then add in borders you want as a second step. Remove border with the **Borders** tool, in the **Table Styles** group of the **Design** tab (which is only available when a table cell(s) is selected. Select all cells in the table and then click the **No Border** icon



After removing the borders, the table becomes quite invisible, which makes it difficult to work with. You can make the non-bordered gridlines visible by clicking the View Gridlines tool, in the Table group of the Layout tab (which is only visible when a table cell is selected). This will allow you to see the cell on your computer, but they will not show up when you print.

Adding Borders to Desired Rows: To add the horizontal borders used in APA tables simply select the cells a given row and then choose either the **Bottom Border** or **Top Border** options from the **Borders** tool. The **Border** tool is also available in the **Paragraph** group of the **Home** tab.

Merging Cells: Sometimes you need to add label to column labels. For example, below I have added the label Sex to the columns Male and Female. I did this by merging the cells directly above the cells for Males and Females and added a border.

Sex	
Males	Females

You can merge cells by selecting the desired cells and selecting the **Merge Cells** tool from the **Merge** group on the **Layout** tab (only visible when a table cell is selected). Or you can select the cells, right click on the selection and then choose **Merge Cells** from the pop up window.

Cell Alignment: You can align your text within cells by highlighting the desired cells (right, left, top or bottom), right clicking and choosing the desired from of alignment from the **Cell Alignment** tool. Also, you can adjust the alignment in the **Alignment** group of the **Layout** tab (only visible when a table cell is selected).

9. Short Cut Keys: Learning these keys can really make life easier for you. To use the shortcut, just push control (Ctrl) and the corresponding key together (press control, hold it down, and then press the second key without releasing control key).

Copy (Ctrl C)

Save (Ctrl S)

Paste (Ctrl V)

Bold (Ctrl B)

Cut (Ctrl X)

Underline (Ctrl U)

Undo (Ctrl Z)

Italics (Ctrl I)

Page Break (Ctrl Enter)

Print (Ctrl P)

USING MICROSOFT WORD 2007® FOR APA TASKS

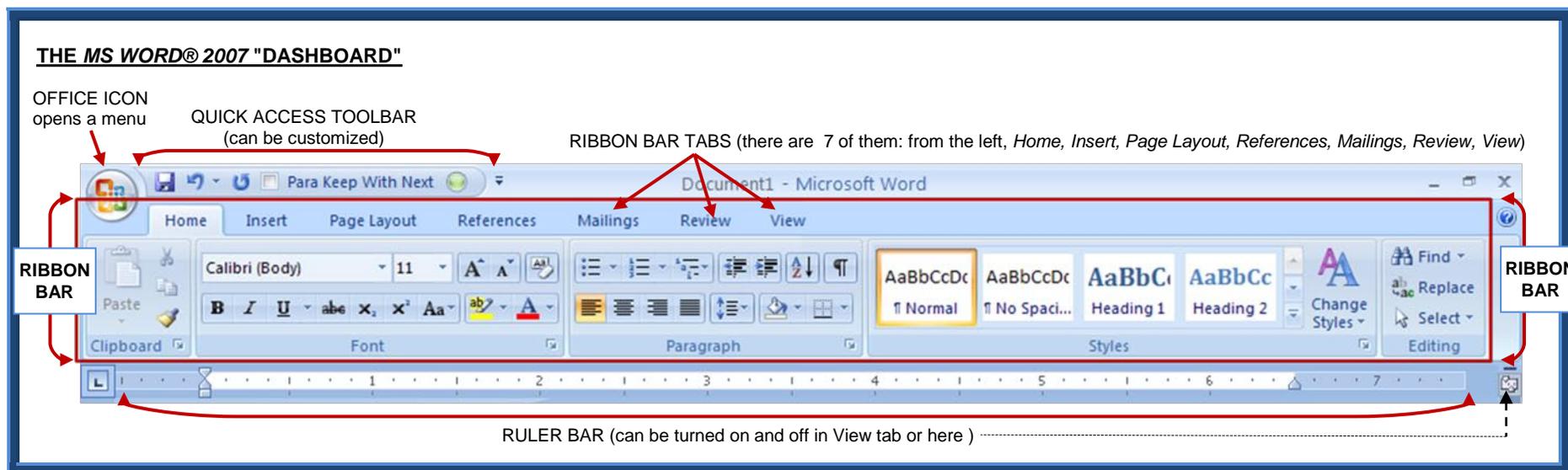
This booklet is not formatted in APA style.

TABLE OF CONTENTS

General Tips	2	Indentation	9
APA References	2	Hanging Indents for Reference Page	9
Backspace and Delete	2	Alphabetize References	9
Dashes and Hyphens	2	Blocked Quotes	10
Center	3	With Ruler Bar	16
Grammar Check	3	Word Count	10
Page Breaks	3	Headings, "Orphaned," preventing	11
Show/Hide	4	Autoformat Settings	12
Undo	4	Electronic Comments	13
Initial Setup of APA Papers	4	Table of Contents, Dot Leaders	15
Typeface (fonts)	5	Ruler Bar	16
Margins	6		
Alignment	7		
Indents	7		
Line Spacing	7		
Page Numbers	8		
Page Headers	8		
Keep Page Number Off Title Page	8		

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GENERAL TIPS

The diagram above is to assist you with terminology in this section. For more word processing information, the University Library has Word 2007 manuals for student use. The Writing Center also offers assistance. Beginners should enroll in a word processing course or workshop.

The feature that most distinguishes MS Word 2007 from earlier versions of Word is the **Ribbon Bar**. The Ribbon Bar is loaded with features, many of which you will never use, but the features cannot be changed or customized. However, Word 2007 also has a **Quick Access Toolbar** that *can* be customized and moved to a more convenient location.

The directions throughout this booklet are based upon use of the Ribbon Bar because that is what all Word 2007 users have in common. In a special section of this book, however, you will find directions for customizing and using the Quick Access Toolbar, which can make your work faster and easier. Refer to the table of contents at the beginning of the booklet.

Backspace and Delete

The keyboard has *two* delete keys: *Backspace* and *Delete*. What's the difference?

- The *Backspace* key deletes characters and spaces to the *left* of the cursor (see the arrow pointing to the left?).
- The *Delete* key deletes characters and spaces to the *right* of the cursor .

For example, in the sentence below—where the cursor has been placed after the *n* in *frustration*—pressing the Backspace key twice will erase the *n* and the *o*, whereas pressing the Delete key twice will erase the space and the *b*.

Save yourself some time and frustration **|** by using the keys correctly:

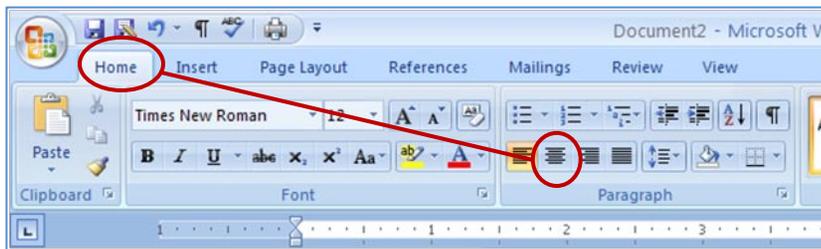
Dashes and Hyphens

- Hyphens are used to connect words and parts of words. The hyphen key is located next to the 0 on the keyboard. Type hyphens with *no space before or after* (for example, "a rags-to-riches story").
- Dashes are intended to separate words and phrases. To create a dash, type two hyphens with *no space before, after, or between them*. Use dashes to indicate an interruption (e.g., "Students in Group 2—those who received no training—were least successful at accomplishing the task.")

Center

Never center text by tabbing or spacing. If you do, any revisions will throw the text off center. Use the Centering function of the word processor. It will automatically adjust centering as you revise. You can center text before or after it is typed. If you center after typing, you'll need to highlight the text, then center it. To center text,

Click the Centering icon  on the Ribbon Bar "Home" tab, Paragraph section)



Grammar Check

A word of caution about grammar check . . .

The grammar checker can be a useful tool, but it cannot think the way a human does. If you type something that doesn't fit one of the grammatical patterns stored in the grammar checker's memory, it will give you an "alert," meaning it can't find a matching pattern. Think of the alert as a question rather than a command. It is asking, *Is this the pattern you really want?* For example, the grammar check usually alerts writers to use of the *passive voice*,* because passive voice is usually best avoided. However, it is not necessarily wrong, and on occasion it may even be preferred to active voice. You must decide to keep, discard, or modify text that sets off the grammar alert. Don't change something just because the grammar check highlighted it.

*Passive voice is explained in the Writing Center's *Introduction to the APA and Other Writing Tips* and in the APA manual.



APA References and Word 2007

The 4th tab on the Word 2007 Ribbon Bar is *References*. If you click on it, you will see a listing for APA style. Alas, the style is not correct. Word 2007 does not (1) format titles, volumes, or issues correctly, (2) does not space lines correctly, and (3) does not create hanging indents. Aside from that, you may find Word's *References* useful. Just be sure to make the corrections after you use it. Throughout this booklet you will find other ways Word 2007 can make APA formatting much easier.

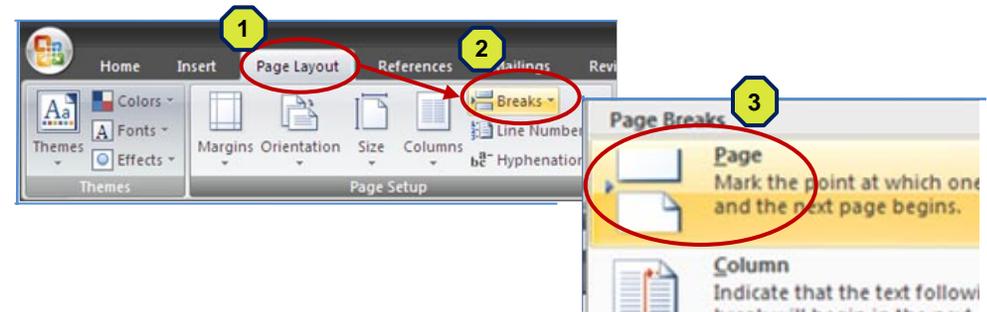
Page Breaks

Generally, the word processor automatically creates page breaks as your typing spills over from one page to another. However, at times you need to *force* a page break: for example, at the end of the title page or abstract, or before starting the reference page.

Do not force a page break by pressing the Enter key repeatedly. This will cause text to move down the page every time you revise, leading to unsightly gaps between sections.

Instead, use the Page Break function of MS Word as follows

1. On the Ribbon Bar, click the *Page Layout* tab.
2. In the *Page Setup* section of the Page Layout tab, click the *Breaks* icon as shown at in the diagram below
3. When the *Page Breaks* menu opens, click the *Page* option.



• **SHORTCUT** • **SHORTCUT** • **SHORTCUT** • **SHORTCUT** •

There is a shortcut keyboard option for forcing a page break: Ctrl+Enter (Hold down the Control key while you press Enter).

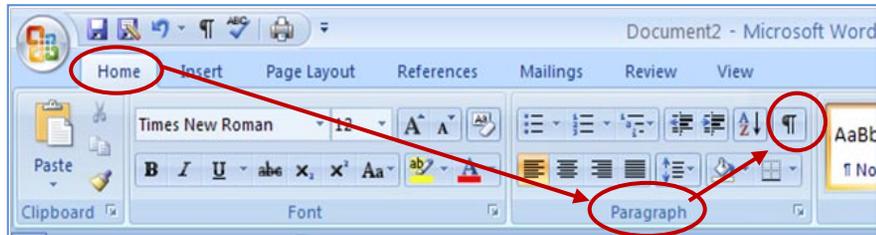
To view the page breaks you have entered, see *Show/Hide* in the section below.

(General Tips)

Show/Hide ¶

The Show/Hide function allows you to see hidden formatting codes—a helpful tool when you need to correct or modify formatting. **To find the Show/Hide icon,**

1. On the Ribbon Bar, click the *Home* tab.
2. In the *Paragraph* section of the Home tab, find the Show/Hide icon: ¶
3. The Show/Hide icon is a toggle switch: Click once to turn it *on*, and click again to turn it *off*.

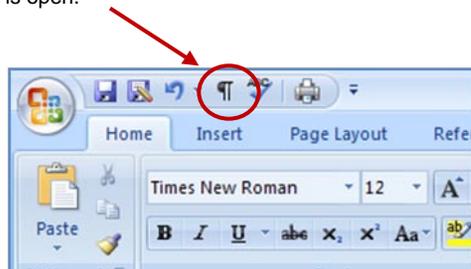


The Show/Hide icon ¶ reveals the following codes:

Symbol	Meaning
¶	Manual line feed (Enter button pressed)
→	Tab space
•	Space inserted (space bar)
....Page Break...	Manual page break inserted (Ctrl+Enter).

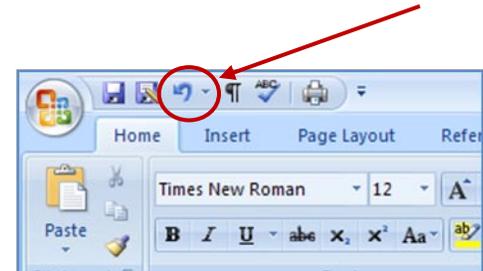
• SHORTCUT • SHORTCUT • SHORTCUT • SHORTCUT •

The Show/Hide icon also appears on the Quick Access toolbar, which is visible no matter what tab is open.



Undo

The *Undo* icon ↶ is located on the Quick Access Toolbar (see diagram page 2). Clicking the Undo icon allows you to cancel your last command (if you click Undo once) or your last several commands (if you click repeatedly). Make a mistake? Just click Undo!



INITIAL SETUP OF APA PAPERS

(Numbers in brackets indicate corresponding sections of the APA manual)

Get started off right! Set up APA format before you begin typing. You can set formatting just for your current APA paper, or you can change the **default** so that the formatting stays set for future APA papers. (You can set the default back to MS Word's original settings at any time.) As you become more familiar with Word 2007 for APA, you will find shortcuts for some of the tasks described in this section. **The directions below allow the option of changing your default settings so you won't have to keep reformatting each time you start an APA paper.**

TYPEFACE (Fonts)[5.02]

The APA recommends a serif* 12-point typeface. The University standard is Times New Roman. Keep typeface the same throughout the paper, even for page numbers and headers. *Do italicize the type in headings and certain words (refer to APA manual). Do not use boldface or underline in APA papers.*

To set font,

1. On the Ribbon Bar, click the *Home* tab.
2. In the *Font* section of the Home tab, click the arrow in the right corner.
3. When the *Font* setting window opens, select Times New Roman, Regular, 12.

Note: Rather than scroll through the list of fonts, you can type the font name in the box.

4. To set the font for the current paper only, click OK.
5. To keep this font setting for all papers, change the default as follows:
 - a. Click the *Default* button at bottom left of the Font menu.
 - b. When the next window opens, click the *Yes* button..

*Serifs are the tiny lines that dangle on the ends of letters.

(Initial Setup, Typeface)

MARGINS

APA papers use margins of 1 inch on all sides (except for doctoral papers, which use a left margin of 1.5"). Most word processors are set automatically (default) for 1.23" on left and right, so you will probably need to reset your margins as follows:

To set margins,

1. On the Ribbon Bar, click the *Page Layout* tab.
2. In the *Page Setup* section of the Page Layout tab, click the arrow in the right corner.
3. When the Page Setup window opens, select the *Margins* tab if not already open.
4. Make sure all four margins are set at 1". *
5. To make this the setting for all papers, change the default setting as follows:
 - a. Click the Default . . . button at bottom left.
 - b. When the next window opens, click Yes.

*Doctoral students use a left margin of 1.5"

(Initial Setup, Margins)

PAGE LAYOUT

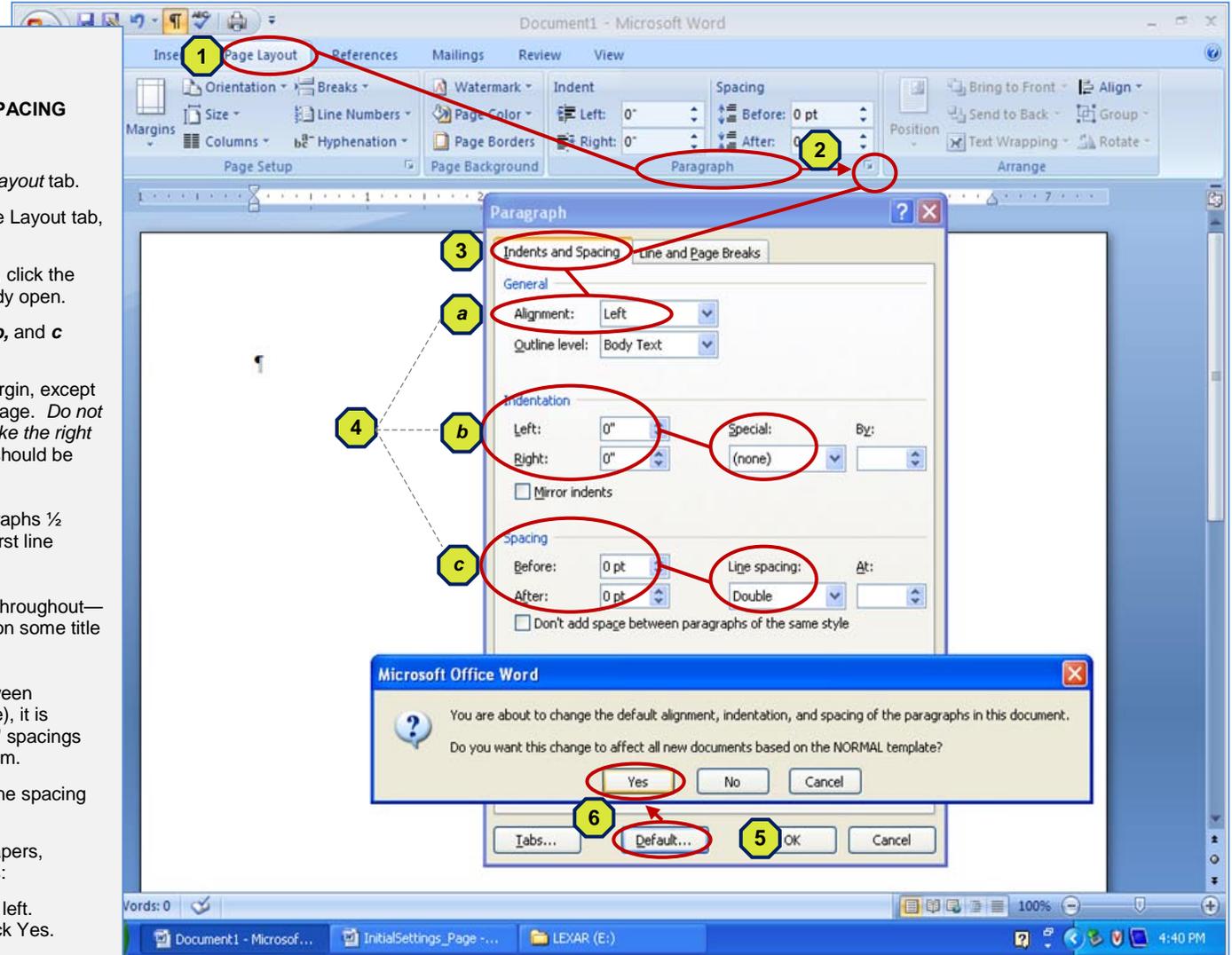
ALIGNMENT • INDENTS • LINE SPACING

To set page layout,

1. On the Ribbon Bar, click the *Page Layout* tab.
2. In the *Paragraph* section of the Page Layout tab, click the arrow in the right corner.
3. When the Paragraph window opens, click the *Indents and Spacing* tab if not already open.
4. Set heading as illustrated by the **a**, **b**, and **c** circles at right.
 - (a) APA text is aligned to the left margin, except for centered headings and title page. *Do not set alignment at "justified" to make the right margin even.* The right margin should be ragged.
 - (b) Use the Tab key to indent paragraphs ½ inch. All indentation, including first line indent, should be set at 0.
 - (c) In APA lines are double-spaced throughout—never more, never less (except on some title pages).

If you find irregular spacing between paragraphs (usually an extra line), it is because the "Before" and "After" spacings are not set at 0 (see 4c in diagram).

5. To set the alignment, indents, and line spacing for the current paper only, click OK.
 6. To make these the settings for all papers, change the default setting as follows:
 - a. Click the *Default* button at bottom left.
 - b. When the next window opens, click Yes.
- To create hanging indents on the reference page, see p. 9 of this booklet.
 - To indent blocked quotes, see p. 10 of this booklet.



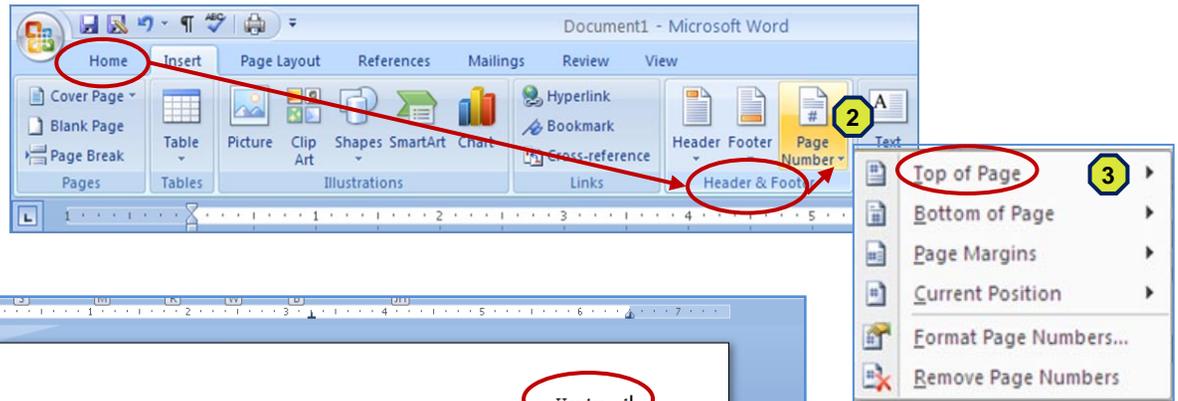
(Initial Setup: Alignment, Indents, Line Spacing)

PAGE NUMBERS AND PAGE HEADERS [5.06 and 6.03]

The APA manual calls for page numbers and page headers on every page, including the title page. However, your program may want a variation on that style. The directions here are for APA style.

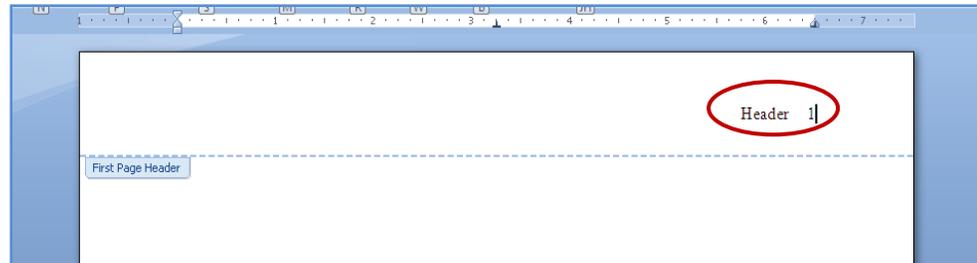
Insert Page Numbers

1. On the Ribbon Bar, click the *Insert* tab .
2. In the *Header & Footer* section of the Insert tab tab, click the *Page Number* icon.
3. Click arrow to right of *Top of Page* selection
4. In the new menu (not shown in diagram), click the illustration showing page number at top right of page.
5. Page number will insert automatically



Insert Header

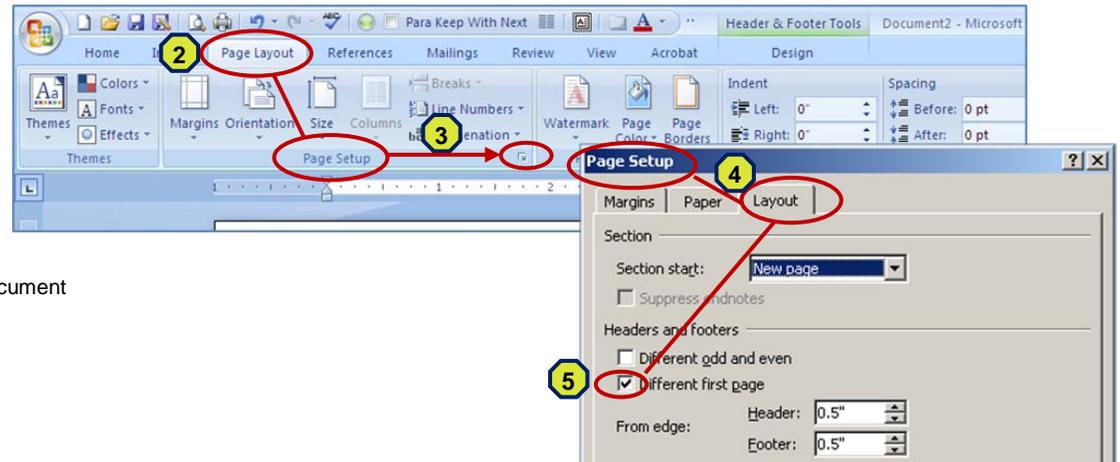
1. After page number is inserted, type the header in front of it, followed by 5 spaces.
(The header can be the first word or two of your title, or any short phrase that identifies the paper.)
2. Make sure header and page number are set to Times New Roman 12 to match font of paper.



Keep Page Number and Header off First Page

To keep page number and header off title page (if instructor requests),

1. Insert page number and header as described above.
2. On the Ribbon Bar select the *Page Layout* tab.
3. In the *Page Setup* section of the Page Layout table, click the arrow in the right corner.
4. When the Page Setup menu appears, select *Layout* tab.
5. Click the *Different first page* tab to insert a check.
6. Click OK at the bottom of the Page Setup box to close and return to document



(Page Number and Page Headers)

INDENTATION: HANGING INDENTS AND BLOCKED QUOTES



Do not create hanging indents "manually" by inserting line breaks and tabs or spaces. If you do, you will not be able to revise your reference page. Instead, follow the directions below to allow MS Word to insert automatic hanging indents that self-adjust as you revise.

Hanging Indents for the Reference Page

You can set hanging indents before or after typing the text. If you format hanging indents *after* typing the text, you'll need to highlight the text before formatting. You will also need to remove all Tabs, if you inserted any, from the Reference list. (See Show/Hide in this section.)

To set hanging indents before typing the first reference entry (but after typing the page heading):

1. On the Ribbon Bar, click the *Home* tab.
2. In the Paragraph section of the Home tab, click the arrow in the right corner.
3. When the Paragraph setting box opens, click the arrow next to "Special:"
4. Select Hanging . The settings will look like this:

Special:	By:
Hanging	0.5"

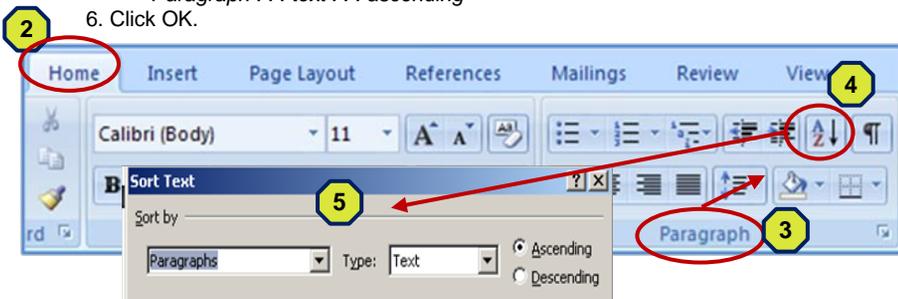
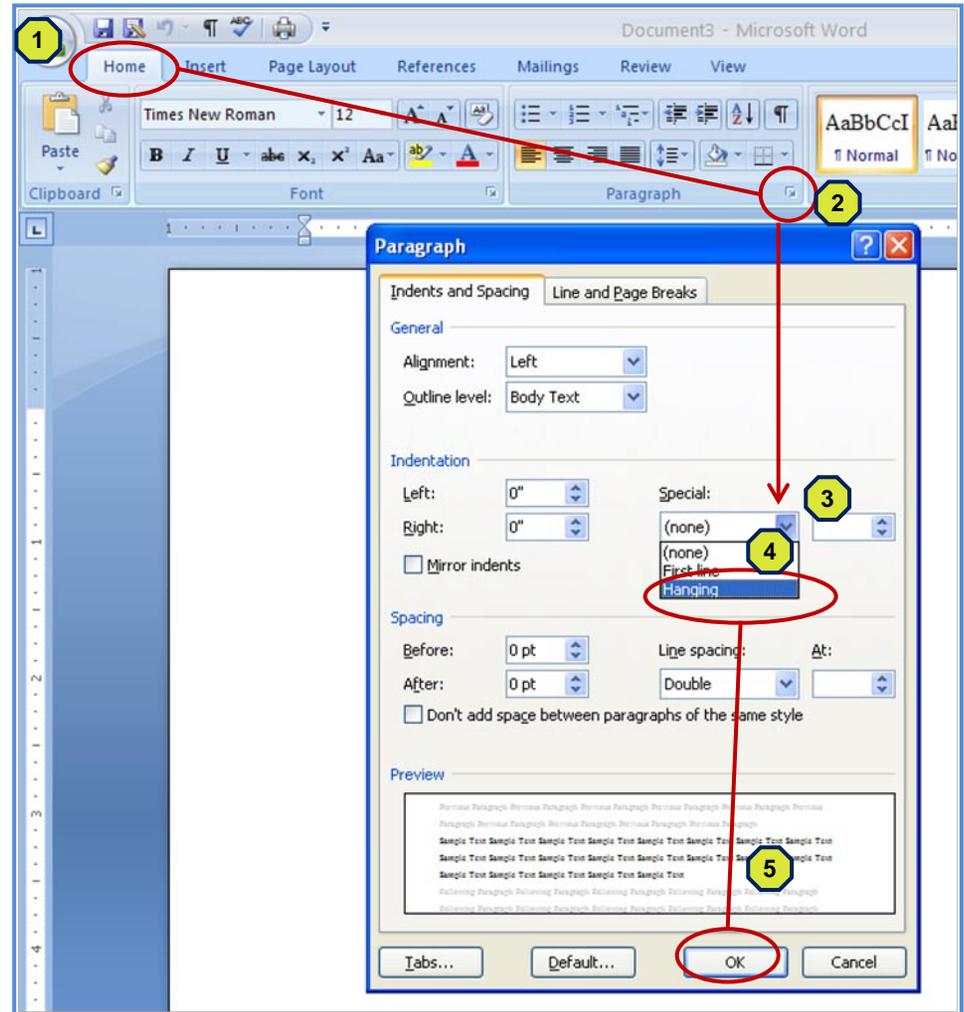
5. Click OK to close.

When you type reference entries, just allow the lines to wrap and indent automatically. Don't press the Enter button until you are ready to type the next entry.

Alphabetize Reference Entries Easily

If—and only if—you have created hanging indents automatically as shown above, you can quickly and easily alphabetize the list.

1. Remove any extra blank lines after the last entry.
2. Highlight the reference list (but not the title).
3. On the Ribbon Bar, click the *Home* tab.
4. In the *Paragraph* section of the Home tab, find and click the "sort" icon:
5. When the sort menu opens, make sure settings are as follows:
Paragraph . . . text . . . ascending
6. Click OK.



(Hanging Indents and Alphabetizing)

Indenting Blocked Quotes

Note: Use direct quotes sparingly, if at all.

Quotes of 40 words or more must be "blocked" rather than placed in quotation marks (see APA pp. 118-119).

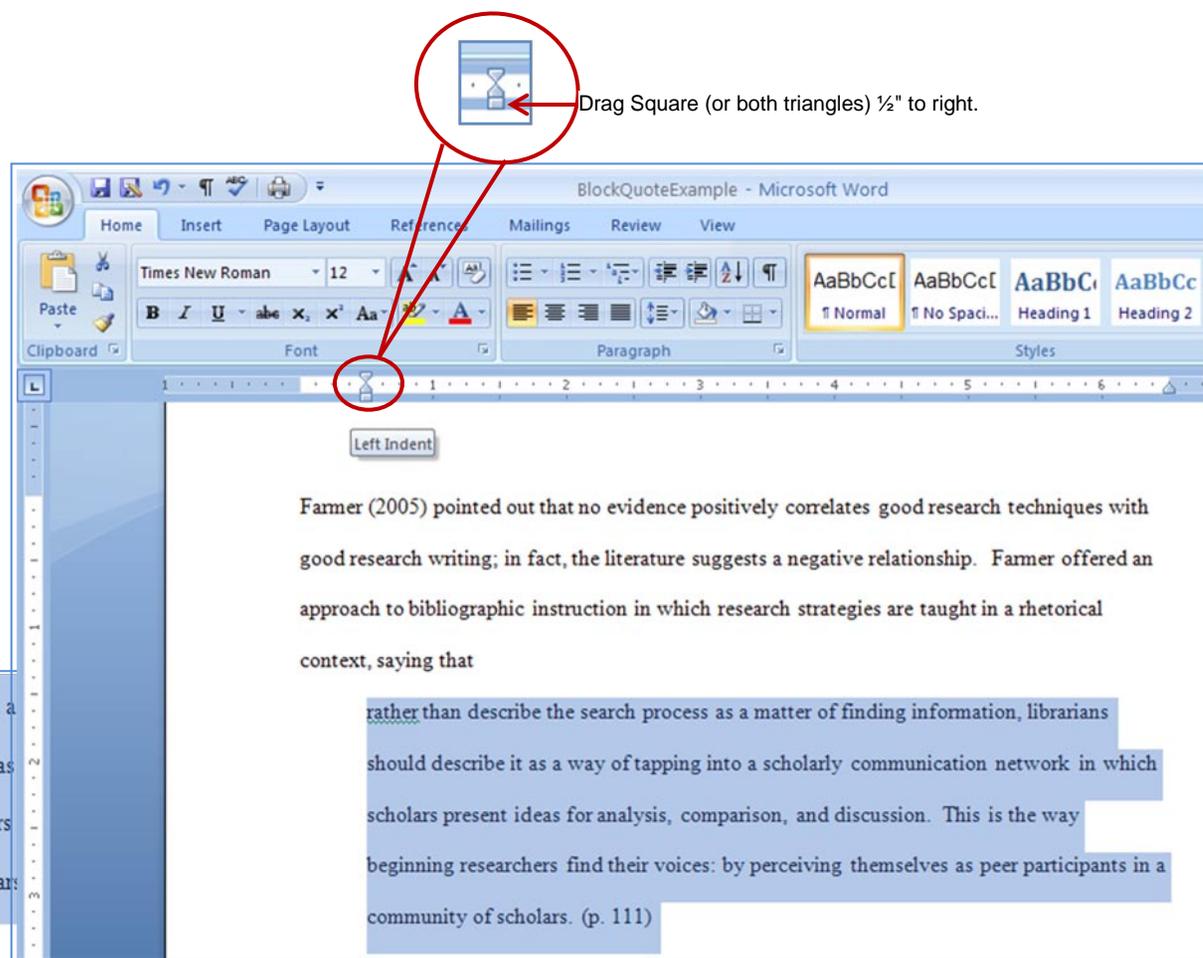
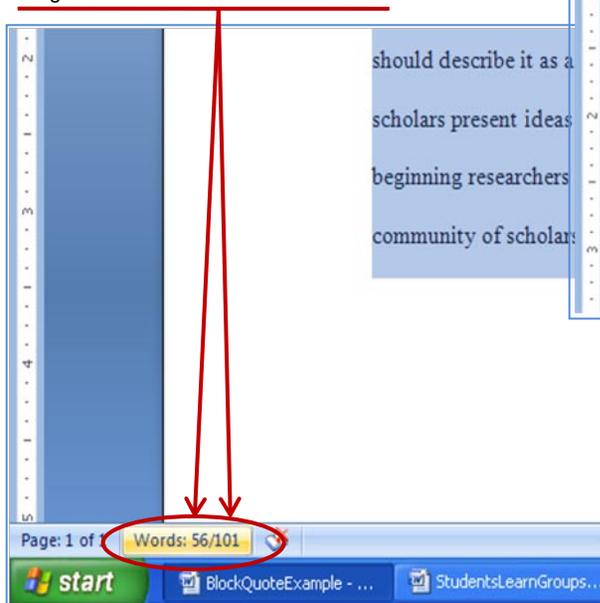
To create a block quote,

1. Type the quote, double-spaced.
2. Highlight the quoted text.
3. Locate the Left Indent on the Ruler Bar (right diagram).
4. Drag the little box beneath the two triangles to the ½ mark (see diagram at right and the *Ribbon Bar* section of this booklet).
5. Release the mouse button.

Word Count

To count words quickly,

1. Highlight the text containing the words you want counted.
2. Look near the bottom left of your screen. You will see a ratio: on the left is the number of words you highlighted; on the right is the number of words in the entire document.



(Blocked Quotes and Word Count)

"ORPHAN" HEADINGS

(Numbers in brackets indicate corresponding sections of the APA manual)

For an explanation of APA heading styles and formatting, see the Writing Center's *Introduction to the APA and Other Writing Tips* as well as the APA manual, pp. 111-115.

Prevent "Orphan" Headings

Headings that stand alone on a line can get separated from their text when they occur at the bottom of a page. (Turning on widow/orphan control won't help with headings.) The following procedure will ensure that headings remain with the text that follows them.

NOTE: Do not use this command with APA style 4 indented headings. Use it only for headings that appears alone on a line.

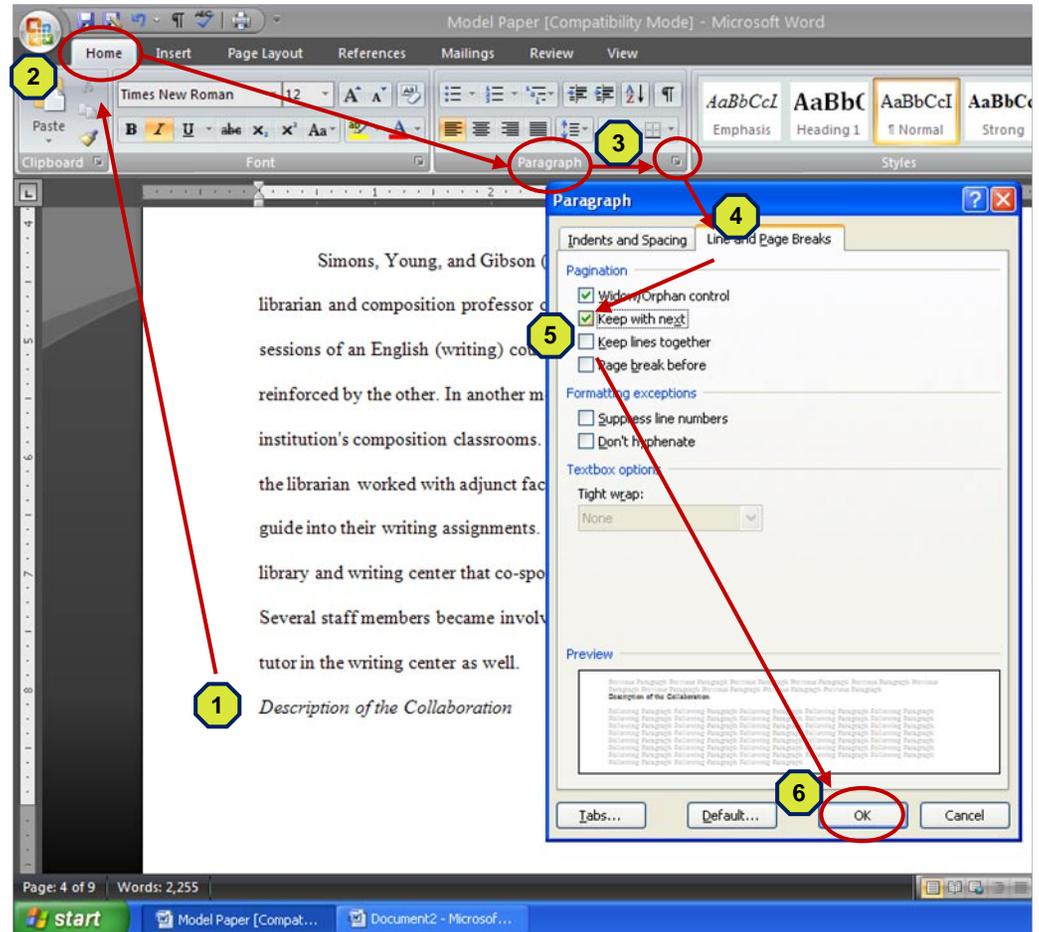
To prevent heading from separating the their text . . .

1. Place the cursor in front of the first letter of the heading (or before you type the heading).
2. On the Ribbon Bar, click either the *Home* tab or the *Page Layout* tab.
3. In the *Paragraph* section of the Home tab or Page Layout tab, click the arrow in the right corner.
4. When the *Paragraph* menu opens, click the *Line and Page Breaks* tab.
5. Click to place a check in the *Keep with next* box.
6. Click OK.

It's a good idea to set all headings at *Keep-with-next*, even at the tops of pages, because headings move as you revise.

• SHORTCUT • SHORTCUT • SHORTCUT • SHORTCUT •

To avoid repeating the steps above every time you type a title, you can place an icon on the Quick Access toolbar that completes the steps with a click of a button. See the section called "Customizing the Quick Access Toolbar."



("Orphan" Headings)

AUTOFORMAT SETTINGS

Word 97 is installed with autoformat settings that may be inconvenient for you when you are working on APA papers. You can easily change these autoformat settings to fit your needs. Suggestions are below, but you can customize autoformat as it suits you. (Autoformat changes will be maintained for all documents until you change Autoformat again.)

For example, many people are annoyed by the "check-spelling-as-you-type" autoformat setting because it places red underlines on the screen when the Spell Check doesn't recognize a word such as a cited name. The "check-grammar-as-you-type" autoformat setting places green underlines on the screen to indicate "fragments" when you place periods after a reference element.

You can turn off those autoformat settings and still check grammar and spelling after you have finished the paper.

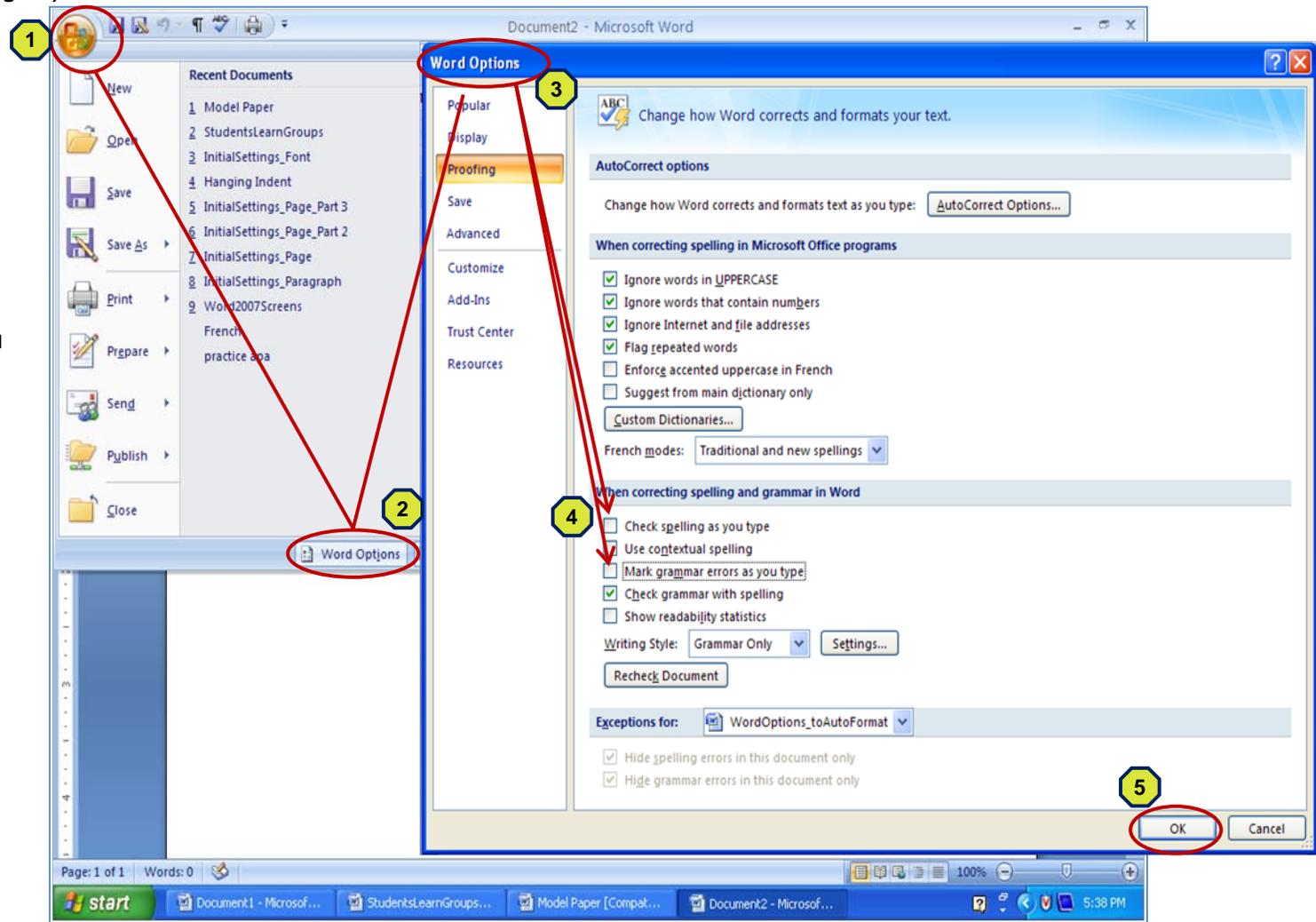
To change an autoformat setting,

1. Click the Office Icon at the far top left of the screen .
2. When the Office menu opens, click *Word Options* at the bottom of that menu.
3. When the Word Options menu opens, click the *Proofing* button on the menu at left.

4. When the menu opens, click off the boxes for *Check-spelling-as-you-type* and for *Mark-grammar-errors-as-you-type*.

Note that near the bottom of the menu, you have the option of saving the new autoformatting settings just for the current document (checked box) or for all documents (unchecked box).

5. Click OK to close.



(Autoformat Settings)

USING ELECTRONIC COMMENTS

When you send a paper for review, the reviewer can insert comments into the margins of your text. (Electronic comments are standard procedure when Writing Center staff review papers online.) The comments can be operated a number of ways. These directions will help you manage them. You can also insert comments into your own document.

These instructions are for Microsoft® Word 2007. Comments may appear and function differently in another version of Word.

Show Comments in a Document

If a reviewer inserted electronic comments, they should appear in the right margin of your text. **If not,**

1. On the Ribbon Bar, click the *Review* tab.
2. In the *Tracking* section of the Review tab, select "Final Showing Markup" or "Original Showing Markup" from the first drop-down menu

Hide Comments in a Document

To hide the comments without deleting them,

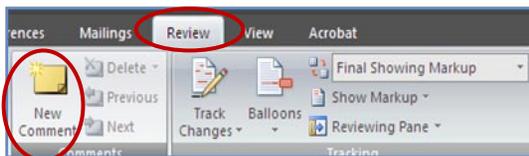
1. On the Ribbon Bar, click the *Review* tab.
2. In the *Tracking* section of the Review tab, select either "Final" or "Original" from the first drop-down menu. The comments will be hidden. If you print, the hidden comments will not show.

Permanently Delete Comments From a Document

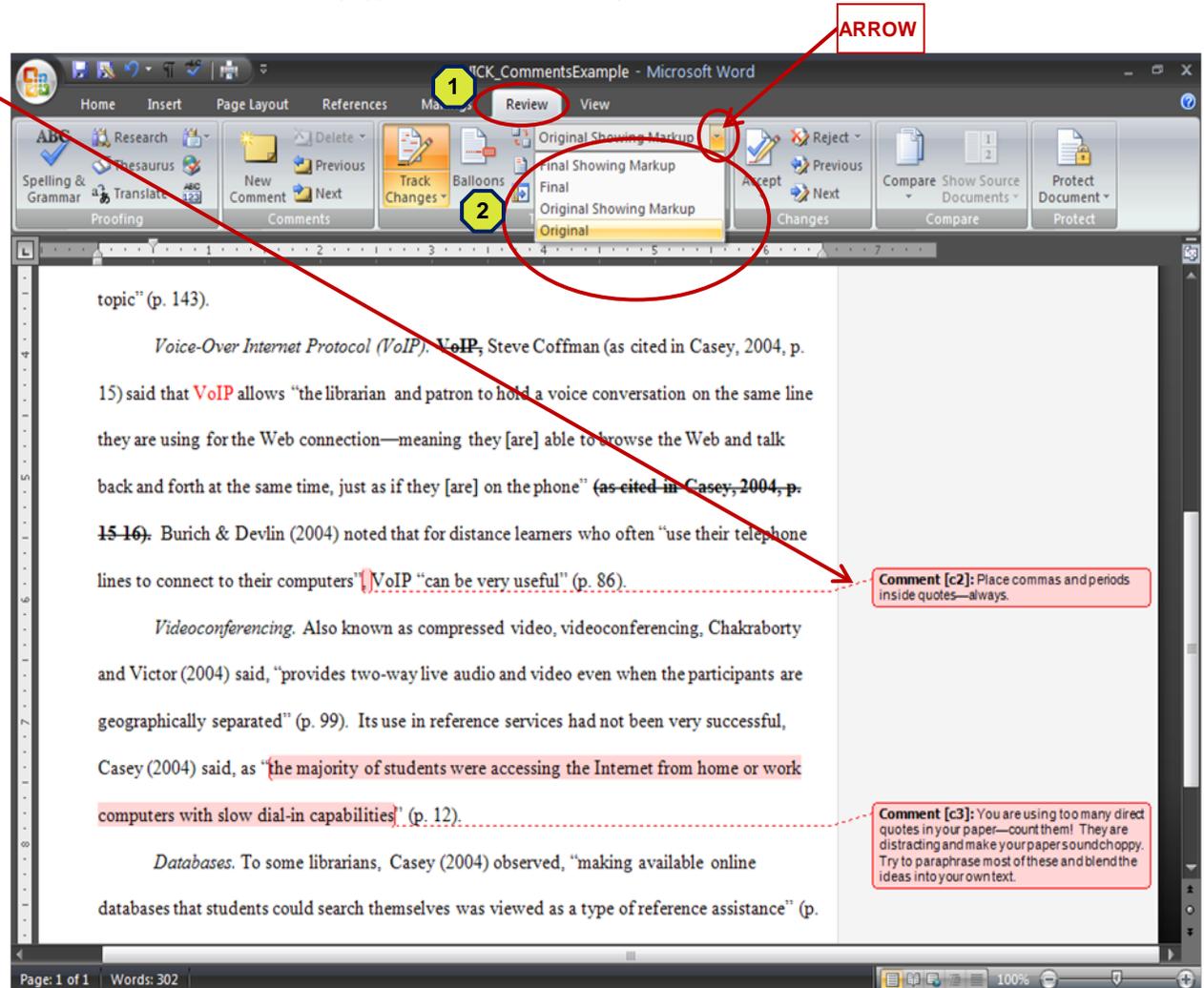
1. *Right click* inside the comment.
2. Click Delete Comment

Add Your Own Comments to a Document

1. Place the cursor at the insertion point in the text, or highlight a string of text.
2. On the Ribbon Bar, click the *Review* tab.
3. In the *Comments* section of the Review tab, click the *New Comment* icon as shown below:



4. Type your comment.

A screenshot of the Microsoft Word 2007 interface. The Review tab is selected on the ribbon. A red circle labeled '1' highlights the Review tab, and another red circle labeled '2' highlights the 'Original Showing Markup' option in the Tracking section. A red arrow labeled 'ARROW' points from the 'Original Showing Markup' option to a comment box in the right margin. The document text includes several paragraphs with red highlighting and two comment boxes. The first comment box contains the text: 'Comment [c2]: Place commas and periods inside quotes—always.' The second comment box contains the text: 'Comment [c3]: You are using too many direct quotes in your paper—count them! They are distracting and make your paper sound choppy. Try to paraphrase most of these and blend the ideas into your own text.' The status bar at the bottom shows 'Page: 1 of 1' and 'Words: 302'.

(Using Electronic Comments)

ELECTRONIC COMMENTS (Continued)

Remove Strikethrough or Double-Underline

Sometimes Writing Center consultants underline words *in your text* to suggest that you omit or replace them, or consultants may double-underline words to indicate suggested additions or replacements..

To remove strikethrough or double-underline,

1. Highlight the text that contains strikethrough or double-underline.
2. *Right click* inside the highlighted text.
3. When the new menu opens, click *Font*.
4. When the *Font* menu opens, click off the check in the *Strikethrough* (or *Double Underline*) box.
5. Click OK.

The strikethrough or double-underline will be removed, but the words will remain.

2

3

4

5

6

(Remove Strikethrough or Double Underline)

DOT LEADERS FOR TABLE OF CONTENTS

What Are Dot Leaders?

APA provides no guidelines for a table of contents; however, some instructors do one. Generally a table of contents calls for *dot leaders*—rows of dots from entries to their page numbers, like this:

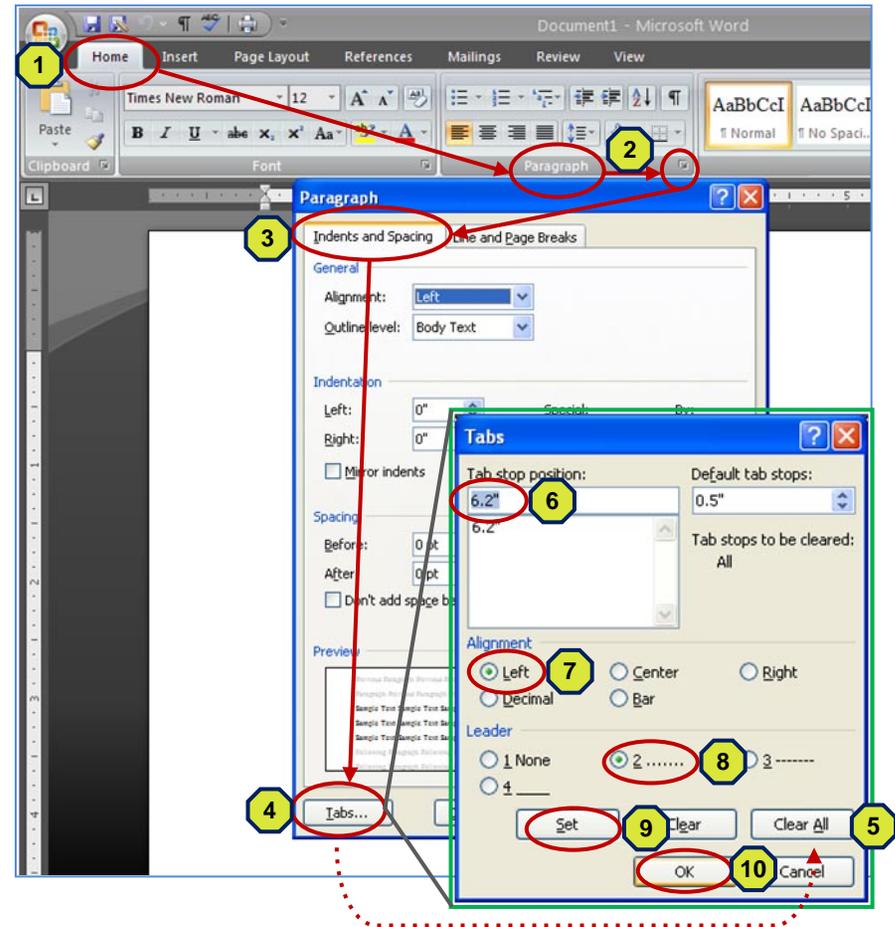
Statement of the Problem.....	3
Research Questions	4
Definition of Terms.....	5
History of the Charter School Movement.....	9

You will never make your page numbers line up, and you will wear yourself out typing dots if you don't set up *dot leaders* for your tab stops. Dot leaders automatically insert dots when you press the tab key, and the dots adjust automatically to proportioned characters, giving you a straight column on the right.

The first step for creating a table of contents is to type the Table of Contents heading, centered, at the top of your page. Next, double space and return cursor to left margin. Then follow the procedure below.

To set up dot leaders . . .

1. On the Ribbon Bar, click either the *Home* tab or the *Page Layout* tab.
2. In the *Paragraph* section of the Home tab or Page Layout tab, click the arrow in the right corner.
3. When the *Paragraph* menu opens, click the *Indents-and-Spacing* tab.
4. At the bottom left of the Indents and Spacing menu, click the *Tabs* button.
5. When the Tabs menu opens, first click the *Clear All* button (it's ok if 0.5" stays in the Default tab stops box at the top right).
6. In the *Tab-stop position* box at the top left of the Tabs menu, type 6.2" (you can readjust if necessary).
7. Under *Alignment*, click *Left*.
8. Under *Leader*, click 2 for dots.
9. **Click the Set button.** (This step is frequently overlooked, resulting in a loss of the setting.)
10. Click OK.
11. Return to your document to begin typing headings. After each heading, press the Tab key to insert dot leaders for page numbers.



NOTE: By setting dot leaders, you have turned the Tab key into a dot leader command. You cannot now use the tab key to indent subheadings in the table of contents. If your table of contents requires indented subheadings, continue to the next page.

(Dot Leaders for Table of Contents)

Subheadings in the Table of Contents

If your table of contents contains subheadings, *you cannot indent them with the Tab key*, which now inserts dot leaders. The only way to indent subheadings without dot leaders is to use the Ruler Bar to drag subheading into place.

Statement of the Problem.....	3
Research Questions	4
Definition of Terms.....	5
History of the Charter School Movement.....	9
Urban Changes	10
Inner City Crises	12
Private Initiatives.....	13
Legislation	15

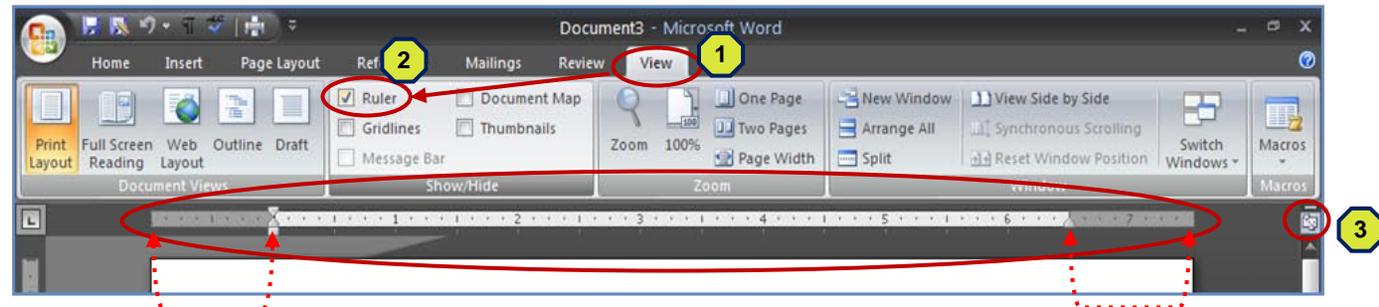
 Use the Ruler Bar, not the Tab key to indent subheadings in the table of contents.

About the Ruler Bar

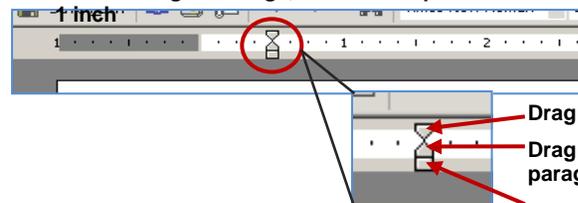
The ruler bar runs the width of the editing screen and is located beneath the Ribbon Bar.

If the Ruler Bar is not showing on your screen, **turn it on as follows:**

1. On the Ribbon Bar, click the *View* tab.
2. In the *Show/Hide* section of the View tab, click inside the Ruler Bar box.
3. An alternative way to turn the Ruler Bar on and off is to click the icon on the far right of the Ruler Bar.



Gray zones at either end of Ruler Bar denote margin settings, in this example



Parts of the "Hourglass"

- Drag upper triangle to indent first line of paragraph.
- Drag lower triangle to indent subsequent lines of paragraph.
- Drag square to move both triangles. To indent a block of text, highlight the text and drag the square.

Indenting with the Ruler Bar

To indent with the toolbar,

1. Place the cursor where you want to begin the indent.
2. Drag the indenting "hourglass" on the Ribbon Bar to the appropriate 1/2" marker.

Note that the "hourglass" is divided into 3 sections that can be dragged separately. Refer to the drawing at right to select the appropriate segment of the "hourglass" to drag.

(Indent Subheadings on Table of Contents)