* Set Font Type to **Times New Roman**
* Set Font Size to **12pt**
* Set your margins **1 inch left, right, top, and bottom**
* **Heading 1** Must be on a dedicated page
* **Headings 2 through 6** Does not have to be on a dedicated page
* **CAUTION This Yellow box is not supposed to be here!**
* **BEWARE THIS TEMPLATE has CUSTOM STYLES PRE SET**

**Used Documentation APA 6th Edition**

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Institutional Affiliation

Professors Name

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*Below this yellow box is a section break if you delete, it will make the page-numbing table contents start at one instead of roman numerals.*

# Introduction to APA

## The Five Easy Steps to Use APA in Your Word Document

### Use Your Library.

 Stop by the Library and pick up your copy of the APA Documentation, which contains many useful samples.

### APA Formatting and Style Guide.

 Web Link: [Direct to owl.purdue.edu](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

### Format Your APA Headings.

 Web Link: [Direct to owl.purdue.edu](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_headings_and_seriation.html)

### Using Microsoft Word with APA Style 6th Edition: by Samuel Forlenza.

Watch: <https://www.youtube.com/watch?v=VKWKswH29kM> 1:90mins

### How to Create an Automatic Table of Contents in Word 2016 by Robert McMillen.

Watch: <https://www.youtube.com/watch?v=Y8WAmWazmAQ> 1:10 min

## Word Shortcuts

|  |  |
| --- | --- |
| **Key Combo** | **Description** |
| CTRL + S | Saves the document |
| CTRL + P | Opens Print Dialog Box |
| CTRL + X | Shortcut for the CUT Command |
| CTRL + C | Copies the selected |
| CTRL + V | Pastes whatever is on the clipboard |
| CTRL + A | Select everything in the document ready to be copied or cut. |

# References

APA Style 6th Ed.: Title Page and Running Head - NEW VERSION IN DESCRIPTION.

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