

# **APA Style Template**

## **is available in YCP Computer Labs!**

### **What the template will do:**

- Sets the proper margins and line spacing
- Creates a title page
- Creates an abstract page (optional), body of the paper, and reference page
- Puts the running head on every page
- Inserts short title and page number on upper right corner of every page
- Indents first line of new paragraph

### **From the APA Menu, you can:**

- Type the reference list
- Insert citations in the body of your paper
- Format subheadings
- Change the font of the entire document

### **Quick start**

To open the template, click:

Office Button - New - My Templates - APA6<sup>th</sup>Ed.wiz - OK

Additional APA commands can be found under the menu choice APA

### **Complete instructions and tutorial**

To read complete instructions, click:

Office Button - New - My Templates - APA 6<sup>th</sup> Ed Template Instructions - OK

### **Using the template after you've typed the body of your paper**

1. Start a new document with the template
2. Save the new document
3. Copy the body of your paper and paste it into the new document
4. Paste - Paste Special - Unformatted Text