Microsoft Word 2007 Tips

This document contains directions for creating a title page (with headers) and how to create hanging indents in a reference page. Please print it so you can refer to it when writing your paper.

Title pages, abstracts, references, and hanging indents are required for all papers. Papers are to be double-spaced and typed in Times New Roman with a font size of 12. All margins are to be set at 1 inch. Please note: Spacing between sentences are to be two, not one, as this is a new change for the APA 6th edition. Instructions on how to do all of this are as follows:

**Double-Spacing:** Click on the home tab. Click on the line spacing icon located in paragraph section, and click left of the 2.0. See photo shot below. Next, open page layout tab, look at the paragraph section. Make sure the indents for left and right are set at 0, and the spacing for before and after are set at 0 pt. Use arrows to set to 0 if necessary. Select default. See photo shot below. Your paper is now correctly set.

**Times New Roman Font and Font size of 12:**

![Times New Roman Font](image)

Click on home tab and then click on the little icon located at the bottom right corner of the Font section. A drop down menu titled font will appear. See next photo.

![Font Selection](image)

Click on the font tab (if not already open). Under the font section highlight Times New Roman, under the font style highlight Regular, and under Size highlight 12. Font color should state automatic and the Underline Style should say (none). Nothing should be checked under effects and you should see Times New Roman under preview.
these are all set, click the default tab. Clicking default ensures that each time you open a
document to write a new paper, these settings will remain as you just set them until you change
them.

**Margins and Header Spacing:** Click **page layout tab.** Look for page set up section and click
on the small arrow (located at the bottom right in the page set up section). A pop-up screen
will appear. See photo below on left). **Click on margins tab.** Make sure that one inch (1”)
appears in Top, Left, Bottom, and Right boxes. Use the arrows next to each box to change to 1”.
Make sure gutter is set at 0” and gutter position is set at Left. Next, click on layout tab and make
sure that the header and footer are set at 0.5 inches. Use arrows to correct. When done **click
default.** If it asks you if you want to change the settings, please select yes. This will
automatically keep your margins set at 1 inch, and spacing in the header and footer set at 0.5
inches every time you use Microsoft Word.

**Title Page/Header/Running Head:** APA format shows us that the only time we use the words
“Running head:” are in the header on the title page. See pp. 41-60 in the Full APA Manual 6th
dition (sample papers). This is not addressed in the Concise Rules. Look at this document and
take note of the information located in the header for this page and the other
pages below. Instructions for performing this task are listed below.

**Double click** at the very top of this paper (under the ruler or toolbar). The **header will open**
and a new tab called a **design tab** will **appear** in the toolbar above (see green tab in photo
below). Under the **options** part of this tab (located directly under the green tab) make sure that
the “Different First Page” and “Show Document Test” boxes are checked.
Click page number (located far left under the header and footer section of the design tab). Select top of page, then plain number 3 (see photo below on next page). A number 1 will appear at the top right corner of your paper. The cursor will be located to the left of the number. This is where it is supposed to be. Immediately type in Running head: FOLLOWED BY THE TITLE OF YOUR RUNNING HEAD FOR YOUR PAPER. For this paper the running head is titled CHANGING INFORMATION IN HEADERS. Next, press the tab key until the words Running head and its title are aligned left on the paper. Your page number will remain far right. Click the “Close Header and Footer Icon” (red box) located far right in the large tool bar or ribbon. Your header will close and your design tab will disappear from the toolbar.
Click the insert tab and select “Page Break” located far left in the pages section (see photo below). This will bring you down to the top of the next page.

Double click at the very top of the second page to reopen the header and design tab. Click on the “Header” icon (far left) and click on “Edit Header” (located near the bottom of the drop down box).

You will now need to create a new page number. Click “Page Number” (located far left under the header and footer section of the design tab). Select “Top of Page”, then select “Plain Number 3” (see second photo in this document for visual reminder). The second paper will
automatically be labeled page 2 and any other pages that appear in the document will follow suit. Type only the TITLE OF YOUR HEADER. **DO NOT** type “Running head:” before your title. **Press tab key** until the title aligns left. **Close header.** For now on only the title page will contain the actual words Running head. You are now set to finish your title page.

From the top of your paper click enter 3 times, type the **title of your paper, click enter once,** type the **name of the assignment,** and click enter once, type your **name,** click enter once, continue to type information per title page format. (See title page example above for how the title page should look and what else needs to be on the title page). Highlight information on title page. While **keeping the information highlighted,** click on **home tab,** then **click on center text icon.** Your information will automatically be centered. See first page of this document for what a title page should look like containing a header.

**Please note:** To have rest of your paper start at very top of the next page you must **place your cursor at the end of the year on the title page.** Go back to the **page set up pop up window** and **change vertical alignment to top.** Go to **Apply to:** and change it to read **this point forward,** then **click ok.** You will be brought down to the top of the very next page of your document.

**PLEASE NOTE:** Sometimes, after creating the header and closing out of the header, the font size and font in the header do not match with what is in the rest of the paper. To fix this just double click in the header (to open it up), then click the control key and the D key at the same time and make the changes. Then click ok.