Note about Word: each version of Word is slightly different. Though the tools work the same, menus are rearranged. I'm using Word 2010 for Windows.

Helpful keyboard shortcuts (note that for Macs, replace CTRL with Command/Apple):

Paste—CTRL-V
Cut—CTRL-X
Copy—CTRL-C
Save—CTRL-S
Print—CTRL-P
Find on page—CTRL-F

Introduction to menus: each menu has sub-menus, called tabs. For example, when I choose "insert", I have tabs specific to the "insert" menu. To return to the basic menu options, choose the "home" menu.
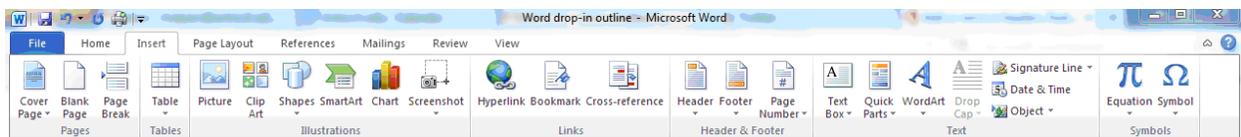
There are additional menu options when you right-click on the page. This menu allows you to copy, cut, paste; change the font or color of text; and change margins and other document attributes.

Note: you CAN right-click on a Mac! Hold down the Apple/command key while clicking.

Creating running heads and page numbers:

For APA papers, every page has a page number and a header.

The header for the first page is different than the rest of the text.

1. Double-click in the top margin of your document to open up the header menu.
2. In the middle of the menu, is a check box for "different first page." Select that, and you will now see that there are two header sections—one for first page header, and one for the rest of the document.
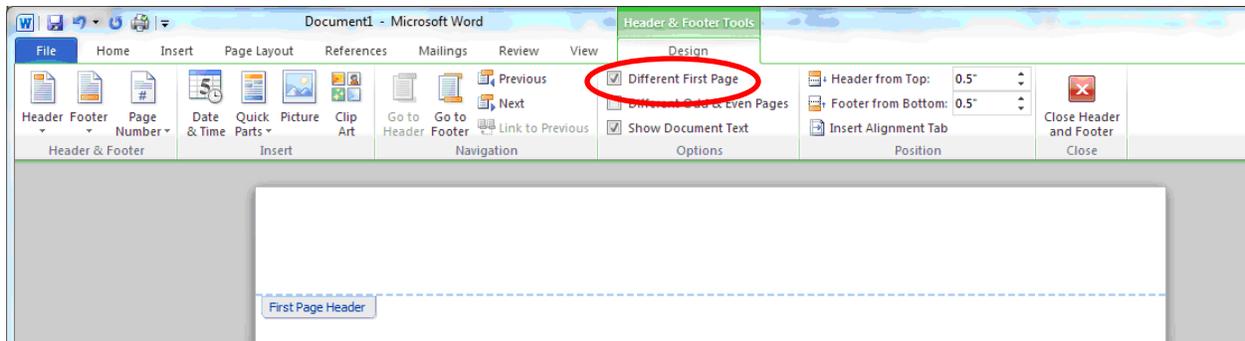
3. In the First Page Header, insert a page number in the upper right corner of the page.
4. Then, position the cursor just below the page number on the left-side, where you want your header to be. Type "Running head: TITLE OF PAPER"
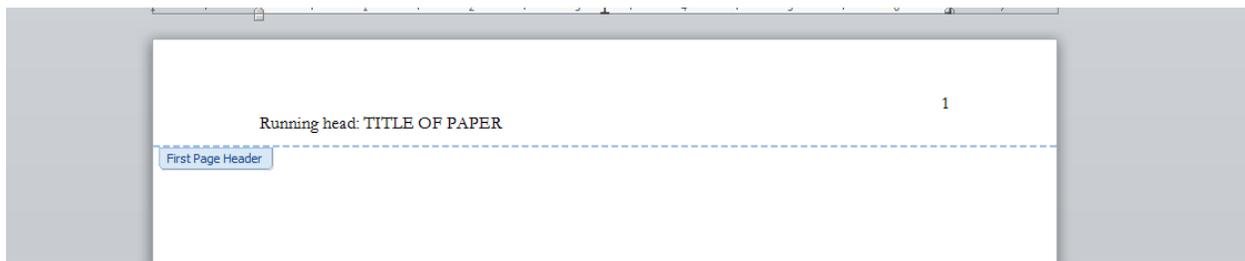
5. Scroll down to the 2ⁿᵈ page header and follow the same steps but with just the title of your paper.


6. To exit the Header menu, click Close Header and Footer.

**Hanging indentations: Getting your reference list perfect**

APA citation require that on a reference list, the second (and subsequent) lines of each reference be indented. This is known as a "hanging indentation" and looks like this:

Pullen, K. (2011). If Ya Liked It, Then You Shoulda Made a Video: Beyonce Knowles, YouTube and the public sphere of images. *Performance Research*, *16*(2), 145-153. doi:10.1080/13528165.2011.578846.

How to:

1. Highlight the citations and right-click.
2. Choose "Paragraph" from the right-click menu.
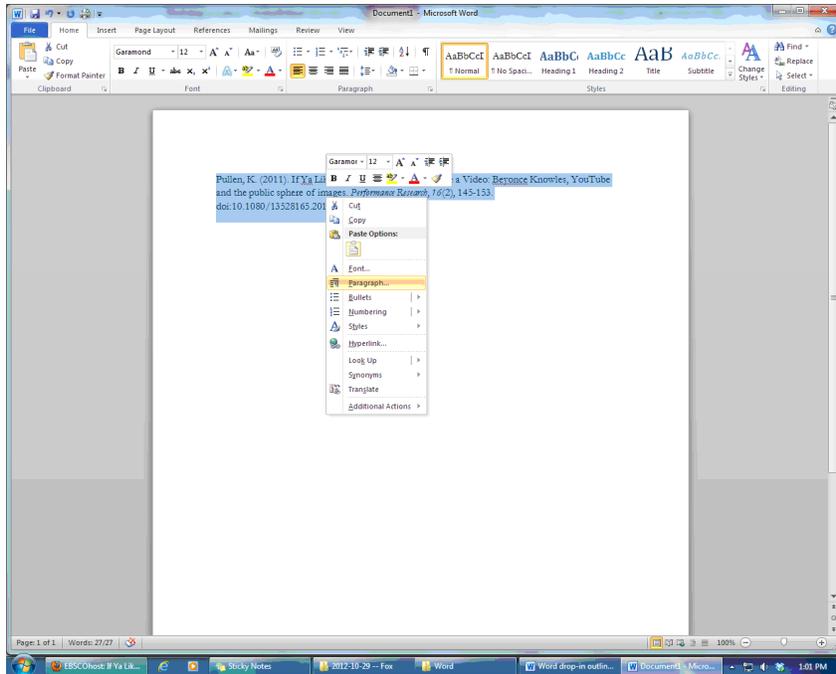
3. Under "Indentation" change the "Special" drop-down menu to Hanging and click OK.
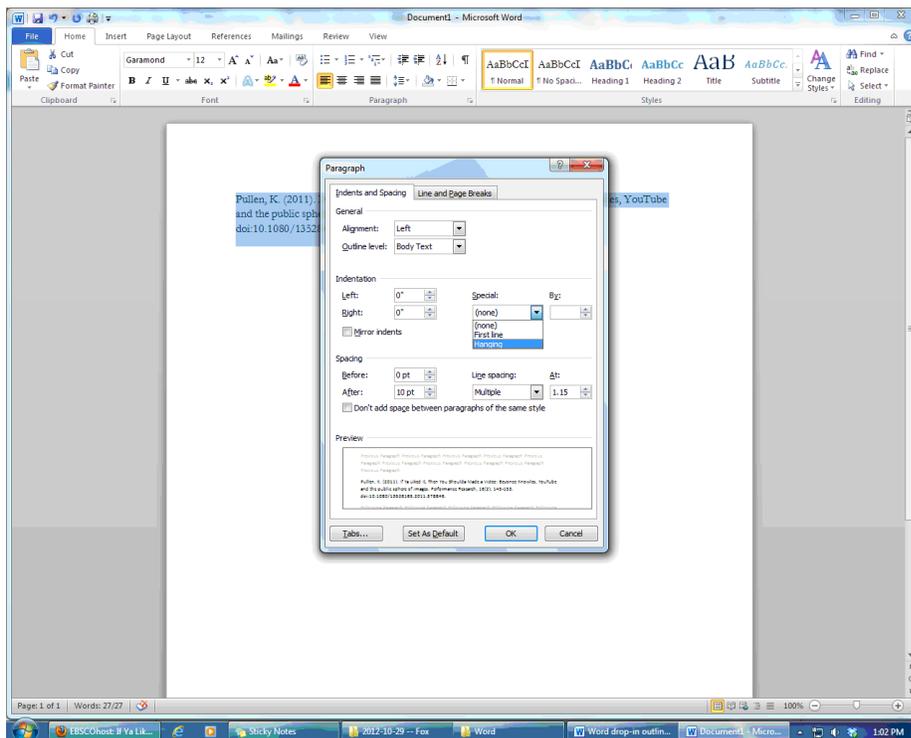
Any questions?

Email me, call, or drop by the library for more help!

Rebecca Halpern, Reference & Instruction Librarian

rhalpern@antioch.edu

310-578-1080 ext. 333