**Useful Keyboard Shortcuts**

**Universal Keys**
These keys work in nearly all situations:
- Ctrl + A = Select All
- Ctrl + C = Copy
- Ctrl + F = Find
- Ctrl + O = Open
- Ctrl + P = Print
- Ctrl + S = Save
- Ctrl + V = Paste
- Ctrl + W = Close
- Ctrl + X = Cut
- Ctrl + Y = Redo
- Ctrl + Z = Undo

**General; Word Processing Keys**
These keys work in most situations.
- Ctrl + B = Bold
- Ctrl + I = Italicize
- Ctrl + U = Underline
- Shift + ← ↑ ↓ → = Select text

**Word-Specific Keys**
These keys work specifically in Microsoft Word:
- Ctrl + 2 = Double space
- Ctrl + E = Center text
- Ctrl + T = Create hanging indent
- Enter = Line break with paragraph break
- Shift + Enter = Line break without paragraph break
- Ctrl + Enter = Page break
- Ctrl + Home = Cursor to top of document
- Ctrl + End = Cursor to end of document

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**DOWNLOADING AND USING MELISSA’S APA TEMPLATE A NUTSHELL GUIDE**

**Citing Sources in APA Style**

A journal article with a DOI is cited as follows:


For information about citing other types of sources in APA style, please see *APA in a Nutshell, Citing Online Sources in APA: A Nutshell Guide,* or *A Guide to APA Citation Style,* all available at the TRU WL Library or from libguides.tru.ca/williamslake/apa.

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**Setting up a Running Head**

To manually set up an APA style running head:

1. Click on the Insert tab.
2. Click on the Header icon.
3. Select Blank.
4. Check the box next to Different First Page.
5. Type Running head: SHORT VERSION OF TITLE
6. Press the TAB key twice.
7. Click on the Page Number icon
8. Select Current Position
9. Select Plain Number
10. Double click on the body of the document.
11. Press CTRL+RETURN to navigate to a new page.
12. Double click on the header.
13. Type SHORT VERSION OF TITLE
14. Repeat steps 6-10.

Note: This guide describes using Melissa’s APA Template to format a standard student paper in APA style. Always check with your instructors to see if their requirements differ from those described here.
ABOUT MELISSA’S APA TEMPLATE

All Word documents use template to determine how text is formatted. For example, when you open a regular, blank document in Word, the font is set to 11pt. Calibri, the line spacing is set to 1.08, etc. These are not the correct settings for APA, so Microsoft provides a special template for APA articles. Because this template complicated and somewhat difficult to navigate, Melissa has used it to create a streamlined version intended specifically for student papers.

Styles
Word templates use a feature called styles. For each element in a document — the title, the text, the headings, etc. — there is a style that can be used to format that element in a particular way. (For instance, in Melissa’s APA Template, the Ref Entry style formats references with a hanging indent in accordance with APA style.)

Text can be formatted according to a style either by activating the style before the text is entered or by applying the style to the text after the fact. In addition, pressing Enter will activate a default style, which if necessary can be changed by selecting a different style.

Fields
Some Word templates also use fields. Fields are areas that are preconfigured so that any text entered into them is automatically formatted in a particular style. In Melissa’s APA Template, there is a field that is configured so that any text entered into it is correctly formatted as a running head.

Using Melissa’s APA Template
When you open Melissa’s APA template, you will find that much of the work of formatting an APA paper has been done for you. In particular:
• The font is 12 pt. Times New Roman.
• The entire document is double spaced,
• The margins are set to 1” on all four sides.
• The running head is preconfigured so that all you have to do is enter text in the SHORTED TITLE field.
• The styles are configured to allow you to format various elements correctly according to APA style.

DOWNLOADING AND USING MELISSA’S APA TEMPLATE

Downloading the Template
1. Go to libguides.tru.ca/williamslake/apa.
2. Click on Melissa’s APA Template.
3. Select Open with Microsoft Word and click OK.
4. In the lower right corner, select the Print Layout icon.

Filling in the Running Head
1. Double click on the header, then click on the SHORTED TITLE field and enter a short version of your paper’s title. This text will also appear, properly configured for APA style, on the second and subsequent pages.
2. Double click on the main part of the document to exit the header.

Setting up Title Page
1. Format the title of your paper with the Title style. This will cause it to be centered and positioned a third of the way down the page.
2. Format your name and any other information required by your program or instructor with the Center style.
3. Enter the date (e.g., May 9, 2016) and format it with the Center style.
4. First press Enter, then select the Section style to center the curser at the top of the next page.

Formatting the Abstract
(Your instructor will tell you if an abstract is required)
1. With the Section style selected, type “Abstract” and press Enter to move the curser to the next line.
2. Format the text of the abstract with the Abstract style.
3. Press Enter, then activate the Section style to center the curser at the top of the next page.

Entering the Title at the Top of the First Page
1. With the Section style active, reenter the title.
2. Press Enter to move the curser to the next line and automatically activate the Normal style.

Formatting the Text of the Paper
1. Format the text of your paper with the Normal style.

Formatting the Headings
1. Format first level headings with the Heading 1 style, second level headings with the Heading 2 style, etc.
2. Press Enter to move the curser to the next line and return to the Normal style.

Formatting the Block Quotes
1. Format block quotes with the Block Quote style.
2. Press Enter to move the curser to the next line and return to the Normal style.

Formatting the References
1. With the Section style active, type References and press Enter to move the curser to the next line.
2. Format each reference with the Ref Entry style.
3. Italicize the titles of books and the names of journals.
4. Whether you have typed out the reference or pasted it into your document, don’t forget to proofread it!

Creating a Table of Contents (TOC)
(Your instructor will tell you if a TOC is required)
1. Position the curser where you want the TOC to go.
2. On the References ribbon, click on Table of Contents and select Automatic Table 2.
3. To update the TOC, click anywhere on the table, click on Update Table, select Update entire table, and click OK.