Word Document Settings for APA formatting: Word 2011 for Mac
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This document explains how to change the default settings for Word 2011 for Mac so that all new documents automatically conform to APA requirements (font, margins, paragraph and line spacing, etc.). For more information about APA format, go to http://libguides.norquest.ca/content.php?pid=66321&sid=4033349.

Changing Font and Line and Paragraph Spacing

1. In the very top menu bar, select “Format” and then “Style...”

The Style Dialogue box will appear:

2. Ensure that the “Normal” style is highlighted, and then click the “Modify...” button.
Changing Font and Line and Paragraph spacing default settings (cont’d)

This will bring up the “Modify Style” box:

3. In this box, change the font settings to Times New Roman, size 12.

4. Click on the drop-down menu in the bottom left hand corner that reads “Format”

5. In the menu that appears, go to “Paragraph...”
Changing Font and Line and Paragraph spacing default settings (cont’d)

You should now see a box labelled “Paragraph”.

6. In this box, make sure the Alignment is Left.

Change the Spacing to 0 pt for both Before and After.

Line spacing should be Double.

7. Click “OK”.

You should see the Style Box again.

8. Click Apply to save your changes!

All future documents that you start in Word from now on should conform to the changes you made.
Setting the Margins in Word 2011 for Mac

1. In the very top menu bar, select Format and then “Document...”

The Document dialog box will appear.

2. Set all four margins at 1” (one inch) or 2.54 cm.

3. Click on the “Default...” button at the bottom of the dialog box to make the settings standard.
Headers in Word 2011 for Mac

There are two ways to set a “Different First Page” for your headers.

Method One

1. Under the “Format” menu, go to “Document...”

2. In the Document dialogue box, under “Headers and Footers”, select “Different First Page”.

3. To make this the default setting, click “Default.”. Otherwise just click “OK”.

Method Two (current document only)

1. Double click in the top margin of the document where you want to put the header.

2. When the “Header and Footer” menu appears on the menu ribbon, check “Different First Page”.
Hanging Indents for Word 2011 for Mac

Here are two methods of setting a hanging indent for a References page.

**Method One**

1. Select the text that you want to be formatted.
2. Under the Format menu, go to “Paragraph...” to get the Paragraph dialogue box.
3. In the “Indentation” section, under “Special”, select Hanging.
   
   Set the indent to 0.5 inches.
4. Click “OK”.

**Method Two**

1. Select the text you want to be formatted.
2. Look at the ruler above the document. Note the two triangles pointing to each other with the little rectangle underneath. (If you do not see a ruler, go to the View menu at the top and select Ruler from the drop menu.)
3. With the mouse, click and hold the bottom triangle and drag it 0.5 inches (half an inch) to the right. Let go. The selected text should now be formatted with a hanging indent.