## APA Format ~ Basic Set-up

<table>
<thead>
<tr>
<th>Margins</th>
<th>Line Spacing</th>
<th>Page number</th>
<th>Font (types of letter)</th>
</tr>
</thead>
</table>
| 1. new document  
2. layout  
3. margins  
4. normal | 1. home  
2. Line spacing options  
3. Spacing → double  
4. Set as default | 1. Insert  
2. Page number (top of page – header) | APA 7th edition allow for any of the following:  
1. 12 pt Times New Roman, Calibri  
2. 11 pt Arial, Georgia  
3. 10 pt Computer Modern, Lucida San Unicode  
**Check with professor for preference** |