SAVE THIS FILE WHERE YOU CAN EASILY FIND IT!

After opening this file. Save it in a place where you can find it if you need to reinstall. Within this file, Click on the dropbox arrow under the “Change Styles” button in the Styles menu above; when open, move your cursor over the “Style Set” item and then move it down to and click “Save as Quick Style Set.” When the “Save” box opens you then choose a name (i.e. AU-APA) that will thereafter show as an option on you Styles menu.

NOTE: *This file is for PC operating systems only. Seek assistance from a Mac user to translate to MS Word for Apple systems.*

Use the following instructions when you need a section break between preliminary pages in order to format page numbers.

**Section break** instructions MS Word:

1. Remove all blank lines following last text on preliminary pages
2. Place cursor at end of last line on preliminary pages
3. Successively click on: Page layout/breaks/next page

This creates your section break but now you have to unlink the preliminary pages from the new section as follows:

1. Double click on the footer area to open the footer edit mode
2. Place cursor in footer area
3. Ribbon menu at top is “Header and Footer Tools
	1. Click “link to previous” to remove the link between the pages
	2. Repeat this in the header space as well
4. This will allow you to start new formatting of page numbers at beginning of chapter 1 and onward.

Rules for digital formatting:

1. Never cut and paste into your document without pasting as “text only”
	1. You will corrupt your template in so doing
2. Type headers and titles as you wish them to appear in the Table of Contents
	1. What you type is what you will get when you auto create your TOC
	2. The style buttons will make what you type conform to AU APA standards but the TOC will show up exactly as you type it.
3. Anything you do manually to create formatting will have to be undone manually!! Do all formatting digitally.
4. Never manually insert spaces by using the “Enter” key—use the spaces command key on the “Page Layout” tab on the Menu Ribbon
5. Never manually insert paragraph indent—your template “Normal” style button is programmed to automatically insert the indent.
6. DO NOT create the Table of Contents until the absolute, very last thing you do after writing, editing, and getting approval for the content and appendix of your paper. The auto create TOC function will do this for you but all changes must be finished before doing so..