

The Portable Editor

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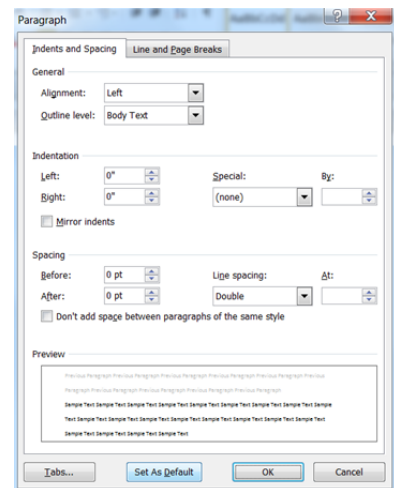
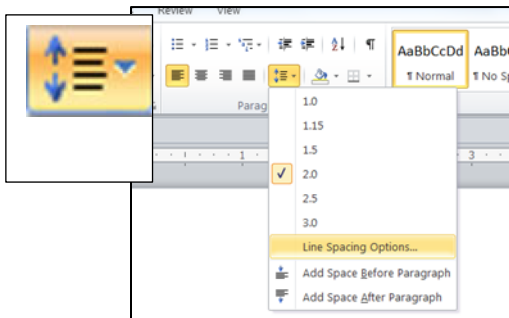
Although writers should focus on communicating content clearly, ensuring that a paper is properly formatted is just as important. In this latest issue, we explain a few basic formatting guidelines to help your papers shine.

Easy Tips for Customizing Spacing, Layout, and Breaks in APA Format Papers

Changing Word Defaults for Line and Paragraph Spacing

The default settings in Word add a blank line after paragraphs, an extra space above headings, and impose space-eating settings for single lines at the end or beginning of a page. You'll want to remove these extra lines of white space to comply with APA formatting and —perhaps more important—to recover the space for your text.

To change the default settings, find the **Paragraph** section on the Word Home Ribbon. Click on the **Line and Spacing** icon (double-end arrow with four lines) and choose **Line Spacing Options...** from the drop-down menu to open the **Paragraph** box. At the top of the box, choose the **Indents and Spacing** tab.



In the **Spacing** section, set the values to **0** for **Before** and **After** paragraph spacing.

Set **Line spacing** value to **Double**.

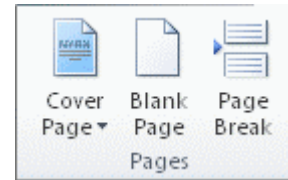
Next, click on the **Line and Page Breaks** tab at the top of the box, and then uncheck the box for **Widow/Orphan Control**.

Typesetters use the term *widow* to refer to a paragraph-ending line that creates a single line at the top of page, and the term *orphan* to refer to a paragraph-beginning line that creates a single line at the bottom of a page. The default Widow/Orphan Control setting prevents these single lines on pages by keeping at least two lines of text together, which is usually the cause of huge lower margins on some pages.

Click **OK** to apply the changes to the current document or choose **Set As Default** to apply these changes to all documents you create from this point forward.

Page Break and Section Breaks

A **page break** creates a new page with the same general formatting as the previous page. For example, use a page break to ensure the References section in your APA-formatted paper always starts on a new page. A **section break** allows you to change the format of part of a page or to create a new page with a format that differs from previous or subsequent pages. For example, use a section break to insert a page in landscape orientation between pages in portrait orientation.



Creating a Page Break Is Easy-Peasy

Place the cursor at the point you want to start a new page.

On the **Insert** tab of the Ribbon, go to the **Pages** section, click **Page Break**.

Creating a Section Break

To insert a section break, click **Page Layout**, click **Breaks** to see various types of breaks.

A **Continuous Section Break** creates a section within a page.

For example, add two continuous breaks to create a section in the middle of a page with a different format (e.g., triple columns) than the rest of the page. Place the cursor where you want to begin the section, and click on the **Continuous** break option. Space down two line spaces and insert another Continuous break. Add your columns between the two breaks. Adding two breaks helps avoid a formatting pitfall if you have to remove the breaks. Essentially, you're creating the following format:



Text with "normal" page layout
==== 1st section break ====
Text with special page layout
==== 2nd section break ====
Text with "normal" page layout

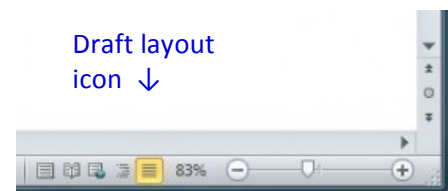
A **Next Page** break creates a new section on a new page. For example, use a Next Page break when you need to insert a page with a large table in landscape orientation. Place the cursor at the bottom of page where you want to insert the table, click **Page Layout**, click **Breaks**, and then click **Next Page**.



It's easier to find and delete a section break when you turn on **Show/Hide**. Click **Home**, and then click the Show/Hide icon ¶ to show section breaks and other formatting.

Sometimes when you try to delete Next Page section breaks, they just won't go away! If you find yourself in this predicament, try deleting

breaks in the **Draft** layout. Open the document and move the cursor to the bottom-right corner of the window where you'll find five layout icons (next to the page size slider). Click on the **Draft icon** (closest to the slider), which shows the section breaks as text:



.....:Section Break (Next Page):.....

Place the cursor at the beginning of the break and click delete. For an unknown reason, this maneuver works in the Draft layout when it won't work in Print layout. (Keep your fingers crossed for luck!).

Creating a Hanging Indent for the Reference Section

Instructions for creating a hanging indent appeared in an earlier *Portable Editor* available at <https://sww.unc.edu/files/web/CreatingaHangingIndentFormatPortableEditor.pdf>

The *Portable Editor* archives put a wealth of writing help at your fingertips! Go to the SSW Writing Resources and References Web page at <https://sww.unc.edu/students/writing>

Need One-on-One Writing Support?

Please email to schedule an appointment:

soswwritingsupport@gmail.com