

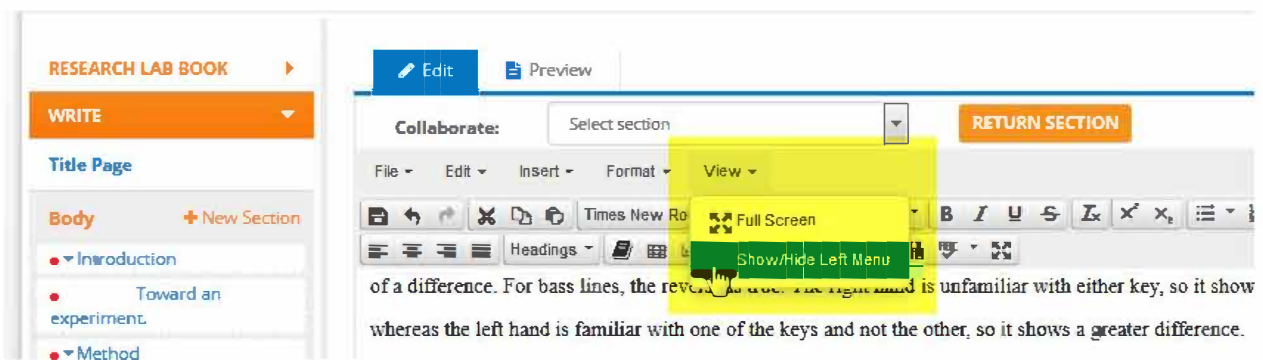
Customizing the APA Style CENTRAL® Writing Center Display

The APA Style CENTRAL Writing Center offers a wealth of tools to help you manage the process of writing a manuscript or paper. The Writing Center was built to be as flexible as possible – if there are more tools displayed than you need, or if you prefer more space to work, you can hide them.

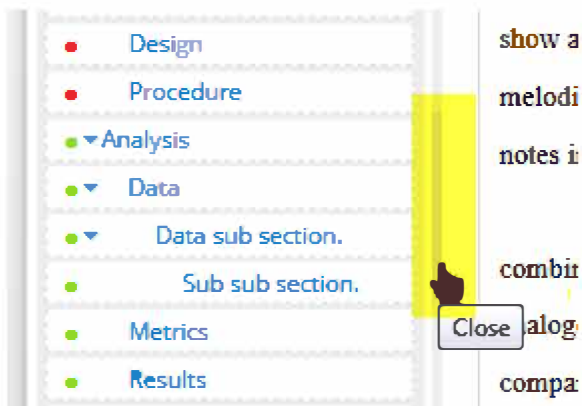
Hide the Left Menu

There are three ways to hide the left menu, which contains the paper outline and other tools. Use the same methods to display this menu again at any time.

Option 1: Click **View**, and then **Show/Hide Left Menu**.



Option 2: In the gray bar between the left menu and the writing pane, click the **dark gray portion**.

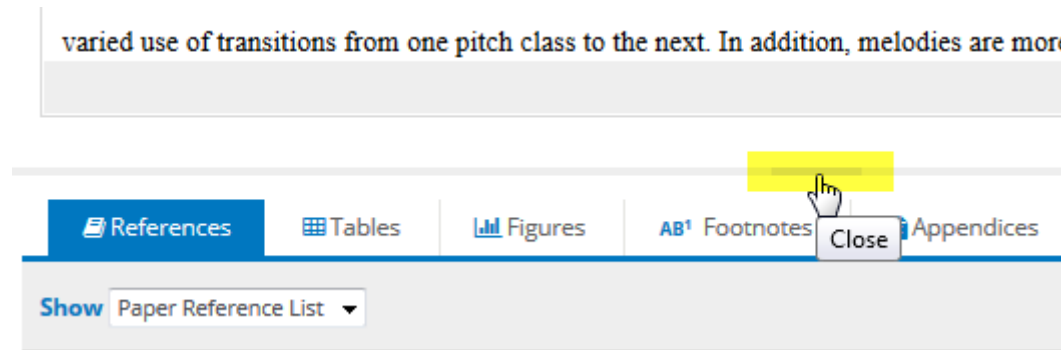


Option 3: Use the keyboard shortcut. Click anywhere on the page except within the text of the paper, and use **ctrl + left arrow**.

Hide the References Pane

There are two ways to hide the references pane. Use the same methods to display it again at any time.

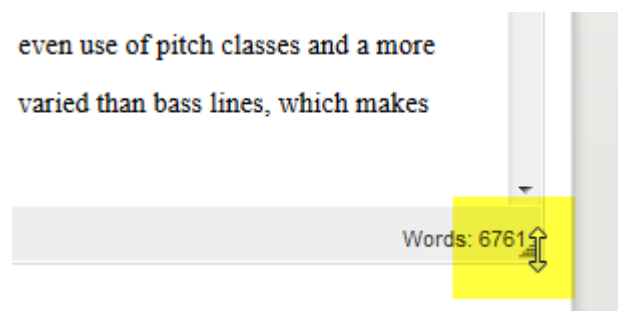
Option 1: In the gray bar between the references pane and the writing pane, click the **dark gray portion**:



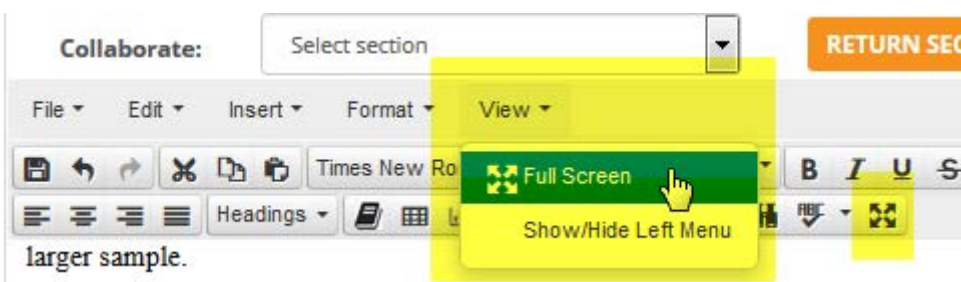
Option 2: Use the keyboard shortcut. Click anywhere on the page except within the text of the paper, and use **ctrl + down arrow**.

Expand the Writing Pane

You can make the writing pane longer by hiding the references pane, and then clicking and dragging the **grab-to-expand tool** at the lower right corner.

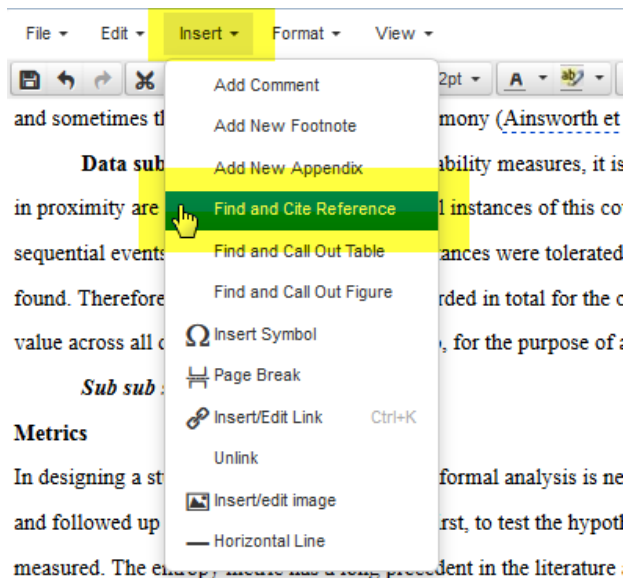


The writing center also offers a full-screen mode, which expands the writing pane to fill your entire screen, hiding everything except the text editing menu. To enter full-screen mode, click **View** and then **Full Screen**, or select the **Full Screen icon** in the menu bar.

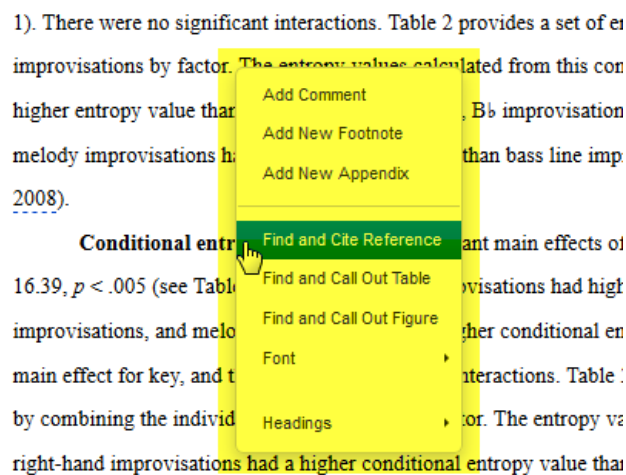


Right Click to Find and Cite References

If you have hidden the references pane, you can cite a reference by clicking **Insert** and then **Find and Cite Reference**.



You can also **right click** in the body of the paper to open a contextual menu.



Contact Us

For additional information or assistance with APA Style CENTRAL, contact support@apastylecentral.org or call us at (202) 336-5650 or (800) 374-2722. TDD/TTY: (202) 336-6123.

Have a specific question about APA Style®? Write to StyleExpert@apa.org.