

Creating or editing APA files in a text editor

1. Open a text editor.
Use an editor that supports Unicode or ASCII coding, for example, Windows Notepad or WordPad on a Windows-based computer or BBEdit on a Macintosh computer.
2. In the first line of the file, type !APA 1.0.
3. Type one or more statements, following the guidelines in [About creating raw APA](#).
4. If you want to enter a comment, start the line with an exclamation mark.
5. Save the file with an APA filename.
Valid filenames are Job.apa, Job.v1.apa, Job.v2.apa, and so on.
6. Locate the file in the Control folder of the job folders.
7. [Enable APA in a process template](#).