

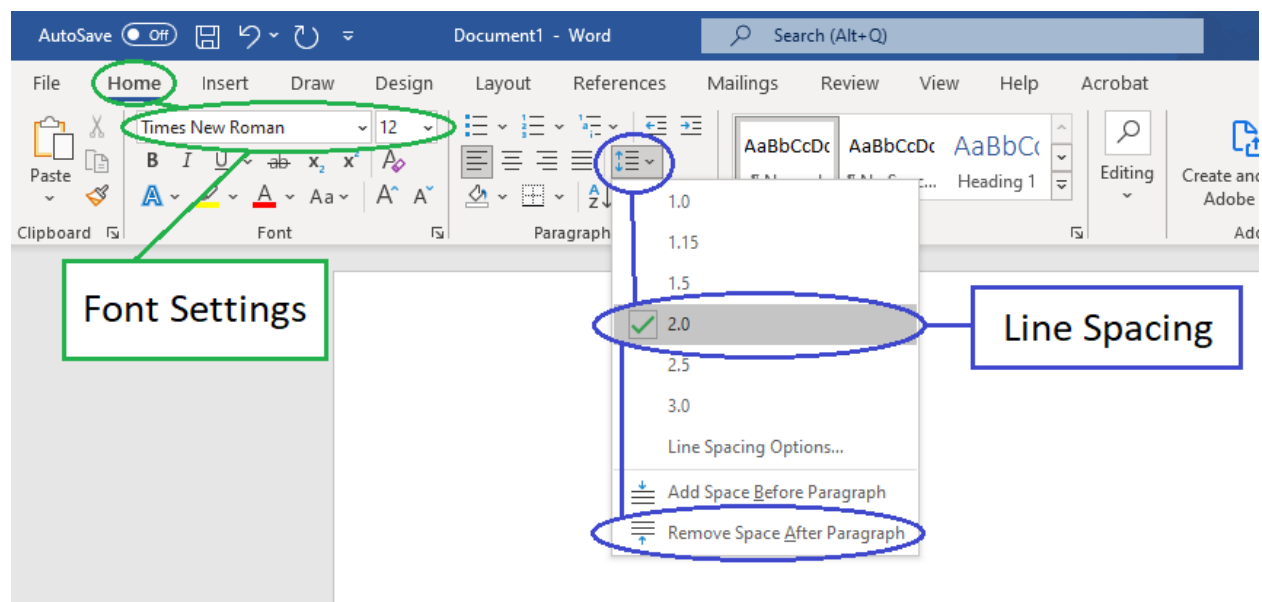
MLA Format in Microsoft Word

Opening Microsoft Word

- On the computer desktop, double click *Microsoft Word*. (Or on the Taskbar at the bottom of the screen, click the *Microsoft Word* icon.)

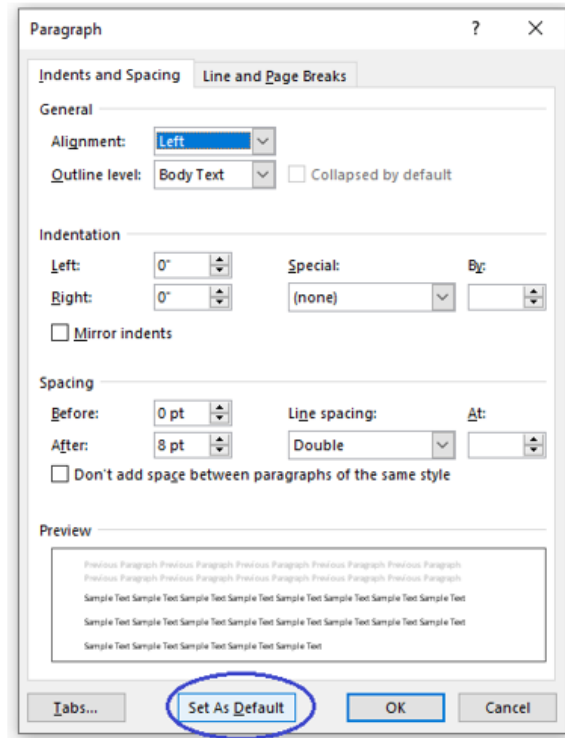
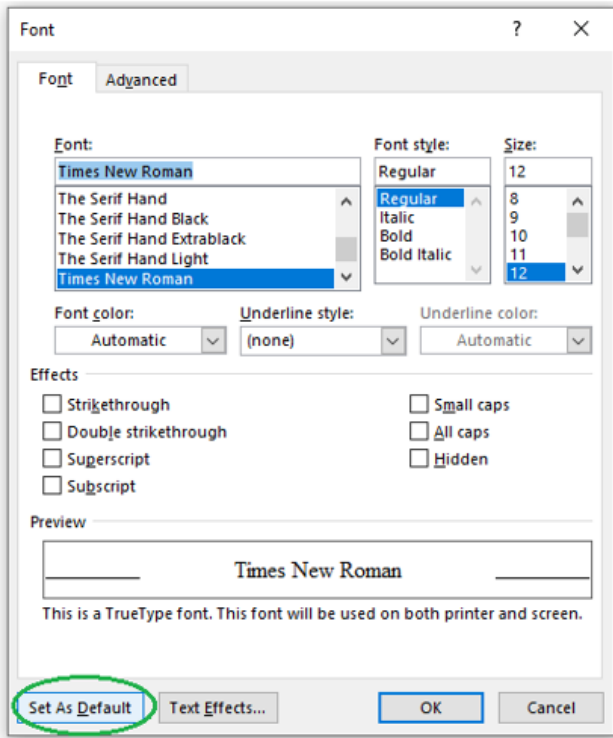
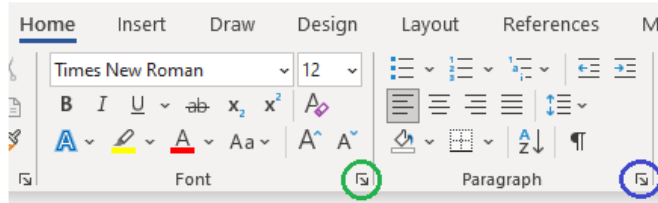
Setting Up the Paper in MLA Format

- Click the *Line Spacing* button in the *Paragraph* group. Choose *2.0*. (If you do not see the *Line Spacing* button, click the *Home* tab.)
- If *Remove Space After Paragraph* is at the bottom of the *Line Spacing* drop-down menu, click on it.
- If necessary, click the arrow next to the *Font* box, and choose *Times New Roman*. Click the arrow next to the *Font Size* box, and choose *12*. Or choose a preferred font and size.

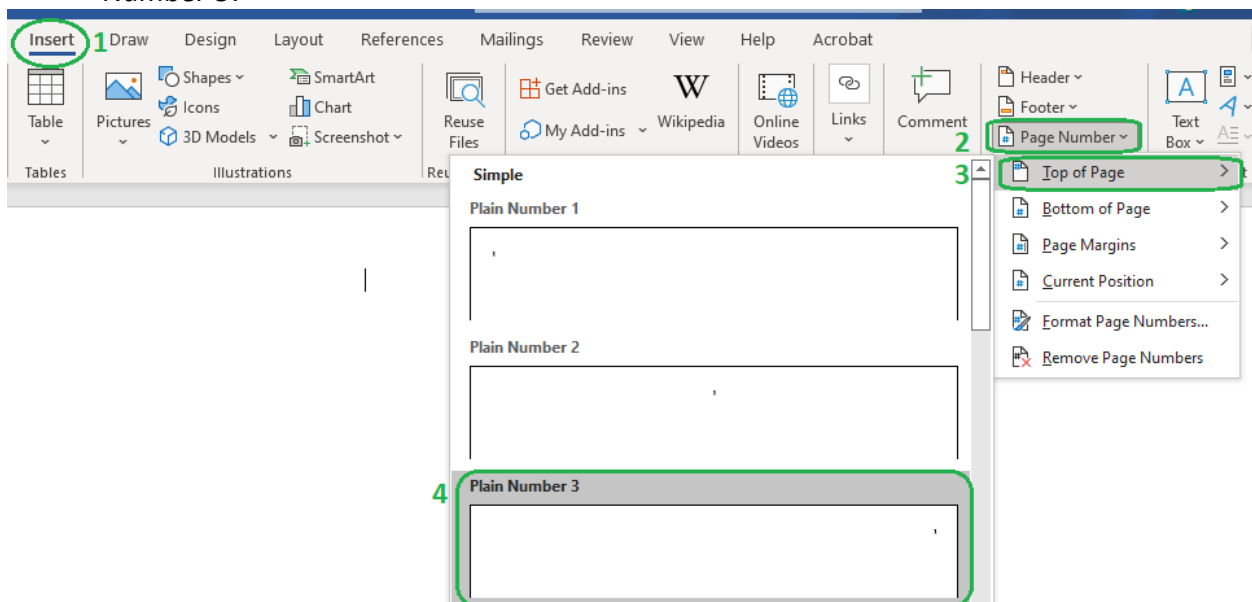


Setting Defaults

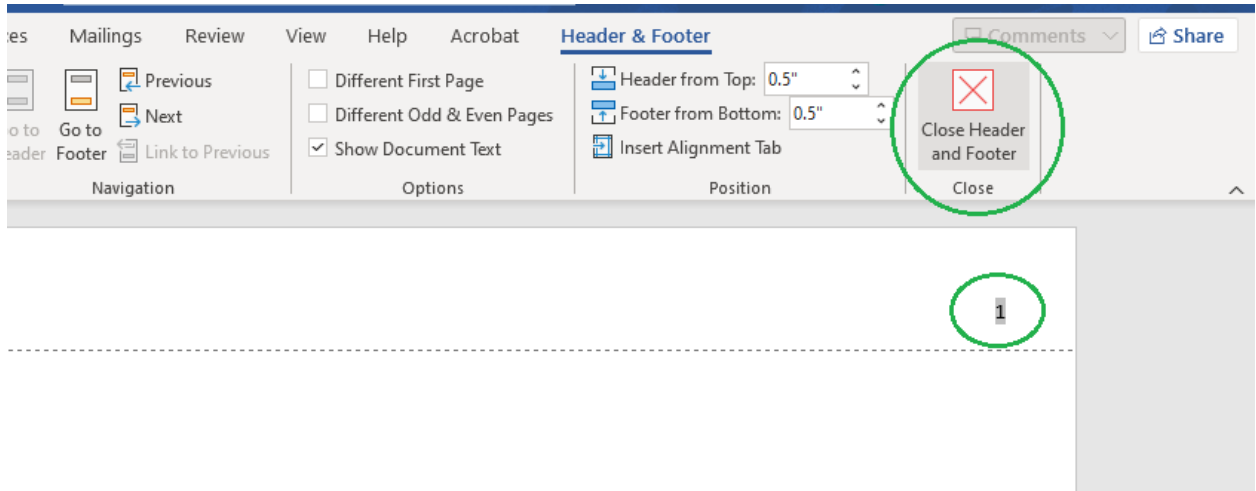
- To set the above font and paragraph settings as defaults (automating settings), go to *Font* and select *Set as Default* and, under *Paragraph Settings*, select *Set As Default*. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.



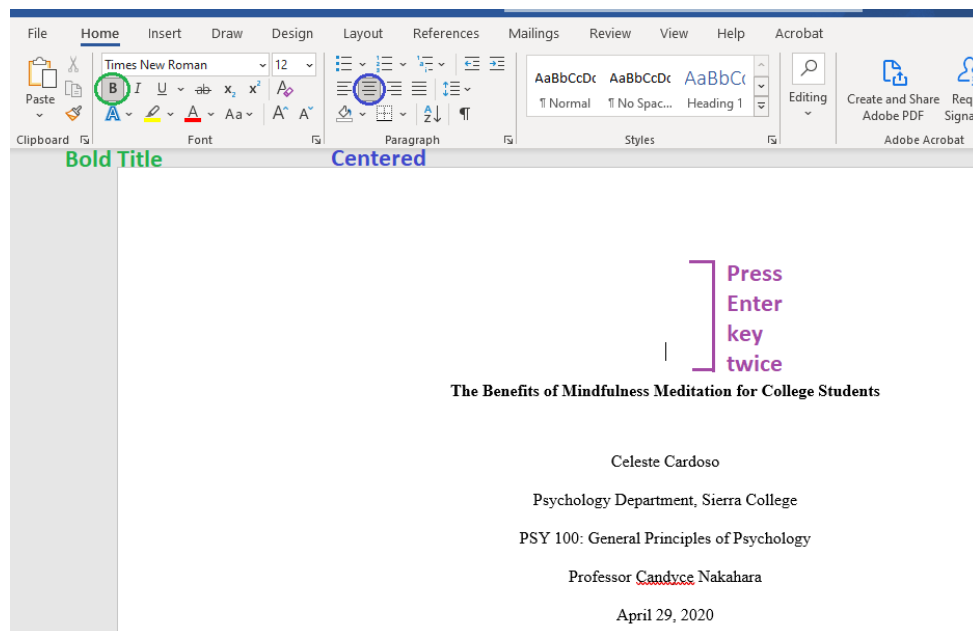
- Click the *Insert* tab. Click *Page Number*, choose *Top of Page*, and then choose *Plain Number 3*.



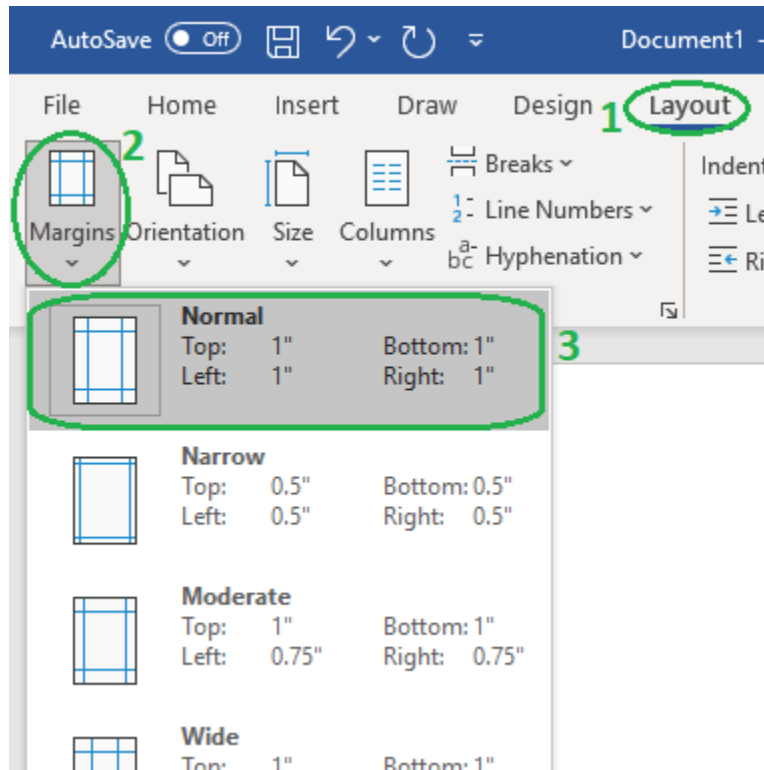
- Type your last name and one space.
- If your last name and the page number are not in *Times New Roman* or your preferred font, highlight them, click on the *Home* tab, and change the font and size.
- Double click below the dotted line or click *Close Header and Footer*.
- All the pages will be automatically numbered correctly.



- Type your name, the instructor's name, the class, and the date. Press the *Enter* key once at the end of each line.
- Click the *Center* button in the *Paragraph* group. Type the title of your essay. (Capitalize the first letter of each main word, and do not underline, boldface, or quote.) Press the *Enter* key once.
- Click the *Align Text Left* button (to the left of the *Center* button).
- Press the *Tab* key once, and you are ready to type the first paragraph of your paper.

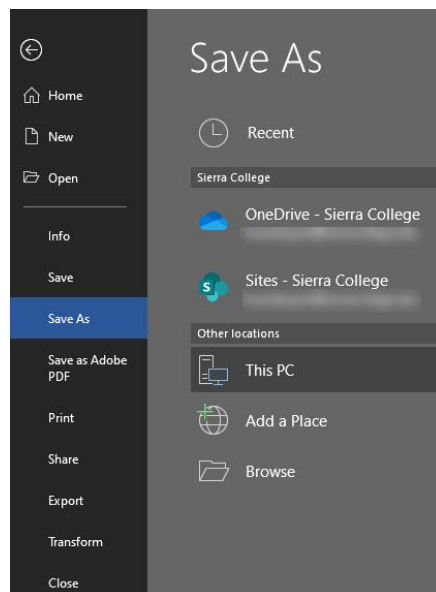


NOTE: One-inch margins are the default (automatic) setting. However, if you need to set the margins, click the *Page Layout* tab, click *Margins*, and choose *Normal*. Never use the ruler to set the margins.

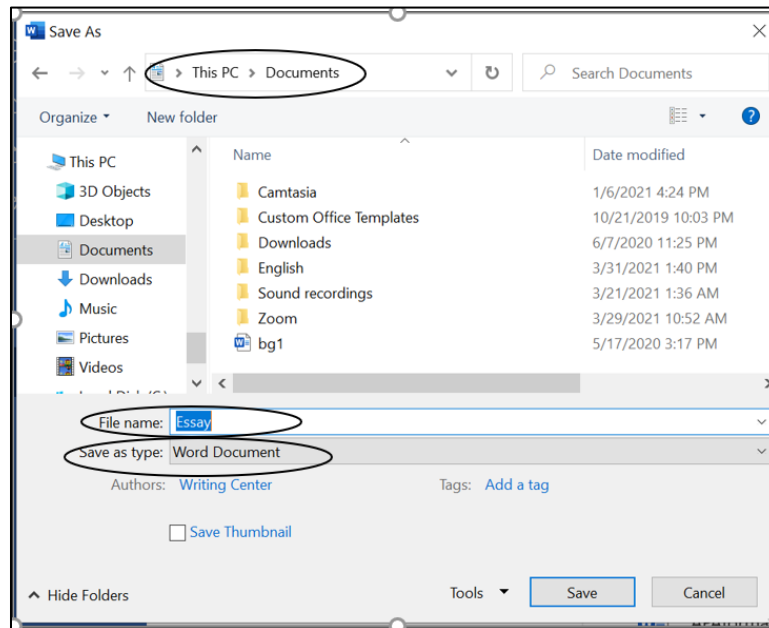


Saving the Paper

- Click the *File* tab, and choose *Save As*.



- At the top of the window, choose where you want to save your paper, for instance, on your USB memory stick (flash drive). Use the buttons on the left to navigate.
- In the *File name* box near the bottom of the window, you can type a short name for your file.
- You can choose to save in a different format in the *Save as type* box. Rich Text Format (RTF) is a good choice if you use another computer that does not have Microsoft Word.
- Click *Save*.



Updated June 2022. The instructions on this handout apply to Microsoft Word 2019 and Office 365. Your desktop may look different depending on your computer's settings, as well as the version of Word.