

# MLA Format in Microsoft Word

## Opening Microsoft Word

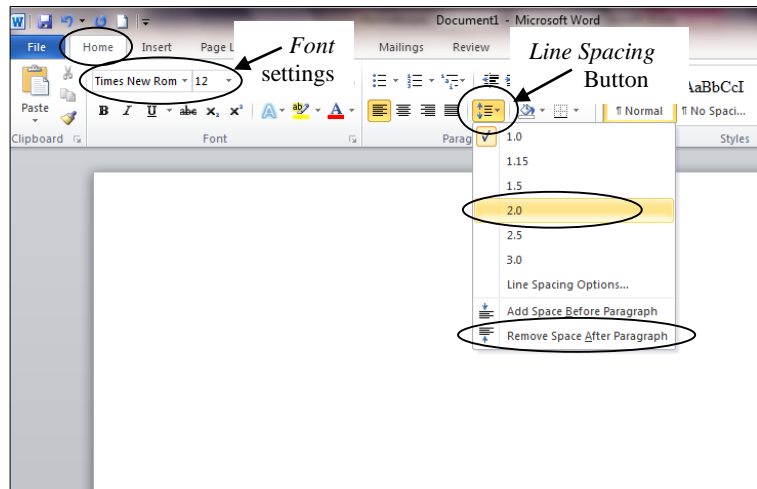
On the Writing Center computer desktop, double click *Microsoft Word*. (Or on the Taskbar at the bottom of the screen, click the *Microsoft Word* icon.)

## Setting Up the Paper in MLA Format

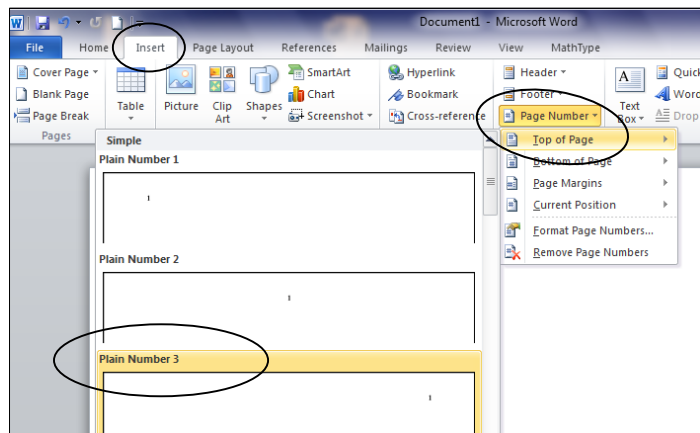
Click the *Line Spacing* button in the *Paragraph* group. Choose 2.0. (If you do not see the *Line Spacing* button, click the *Home* tab.)

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.



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

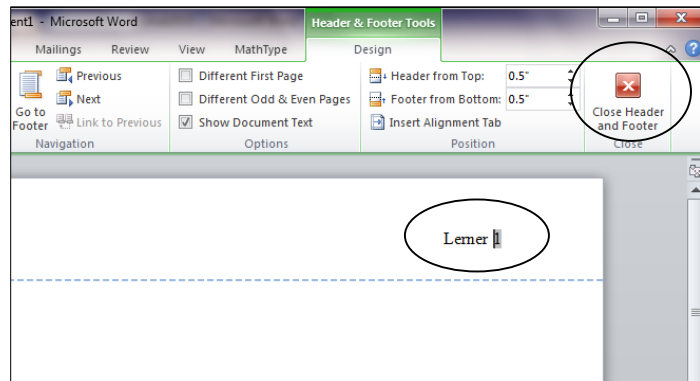


Type your last name and one space.

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.



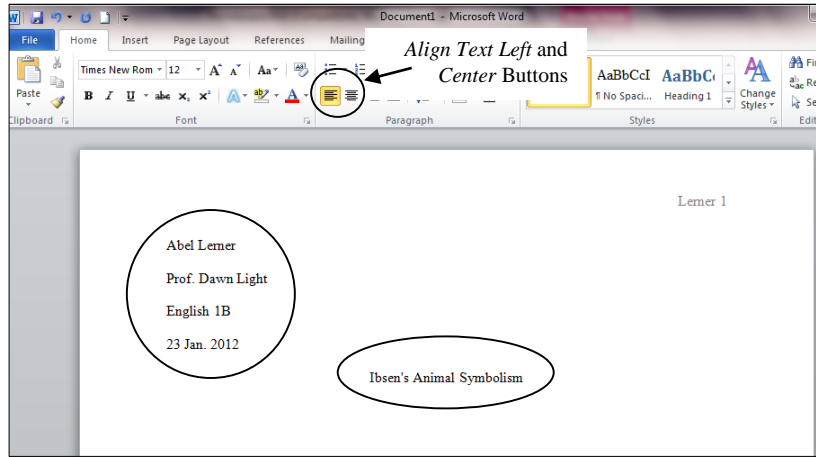
Updated August 2016. The instructions on this handout apply to Microsoft Word 2010, 2013, and 2016. Your desktop may look different depending on your computer's settings, as well as the version of Word you are using.

Type your name, the instructor's name, the class, and the date. Hit the *Enter* key once at the end of each line.

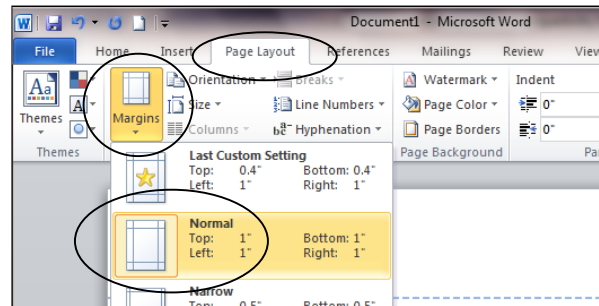
Click the *Center* button in the *Paragraph* group. Type the title of your essay. (Capitalize the first letter of each main word, and do not underline, boldface, or quote.) Hit the *Enter* key once.

Click the *Align Text Left* button (to the left of the *Center* button).

Hit the *Tab* key once, and you are ready to type the first paragraph of your paper.

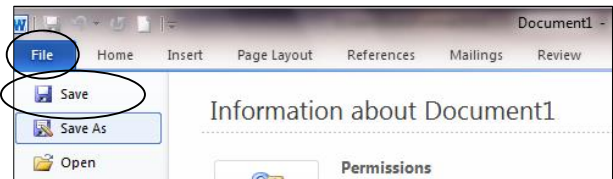


NOTE: One-inch margins are the default (automatic) setting. However, if you need to set the margins, click the *Page Layout* tab, click *Margins*, and choose *Normal*. Never use the ruler to set the margins.



### Saving the Paper

Click the *File* tab, and choose *Save as*. (On the Writing Center computers, then click *Browse*.)



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*.

