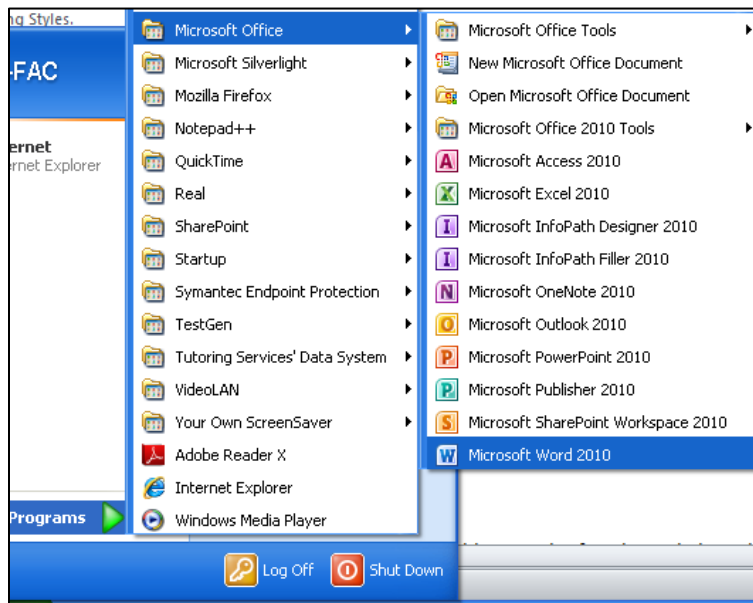


Instructions for Formatting MLA Style Papers in Microsoft Word

To begin a Microsoft Word project, click on the “Start” bar in the lower left corner of the screen. Select “All Programs” and then find the folder “Microsoft Office.” Click on this folder and then select “Microsoft Word” from the new pane.



The following steps detail how to correctly construct the document.

MLA Formatting Guide:

Navigate to specific sections of this handout by clicking the links below.

[Step 1: Times New Roman font:](#) pg. 2

[Step 2: 12-point font:](#) pg. 2

[Step 3: 1-inch margins:](#) pg. 3

[Step 4: Double spaced:](#) pg. 3

[Step 5: Remove extra space after paragraph:](#) pg. 4

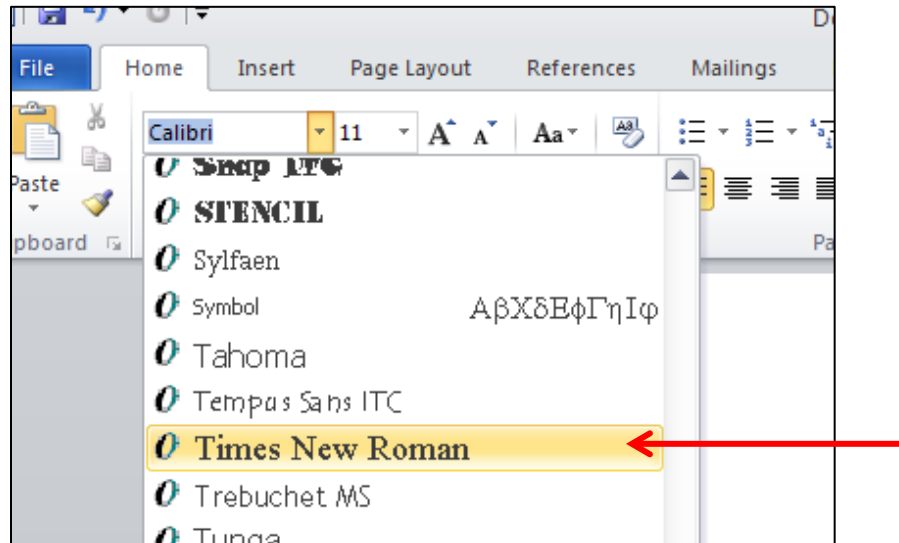
[Step 6: Page number:](#) pg. 4

[Step 7: Headings:](#) pg. 5

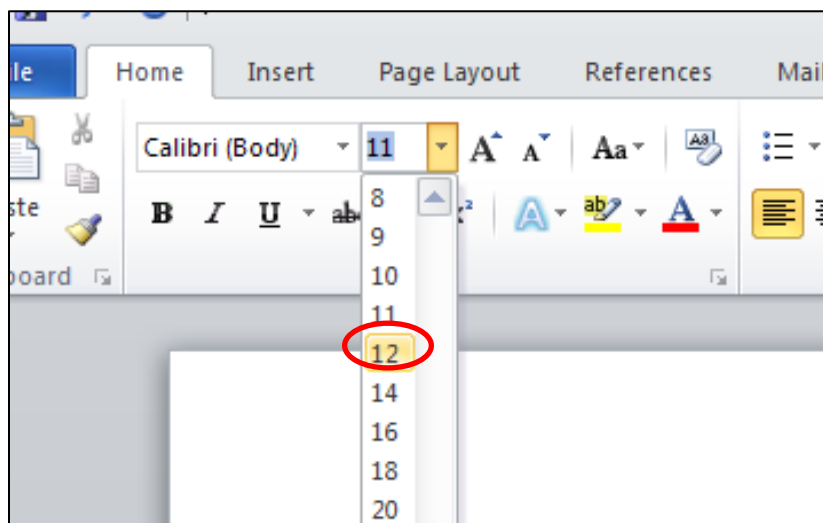
[Step 8: Title:](#) pg. 6

[Step 9: Indent:](#) pg. 6

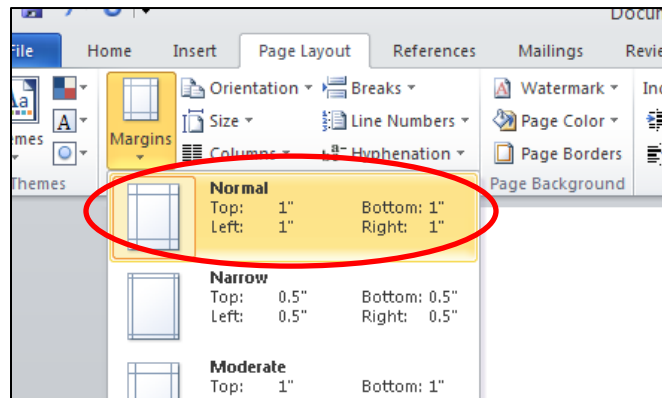
- 1) On the “Home” ribbon, in the “Font” box, click on the font drop-down menu (the small arrow next to the word “Calibri”) to show available fonts. Use the drop down menu to scroll down and select “Times New Roman” font (see screenshot below).



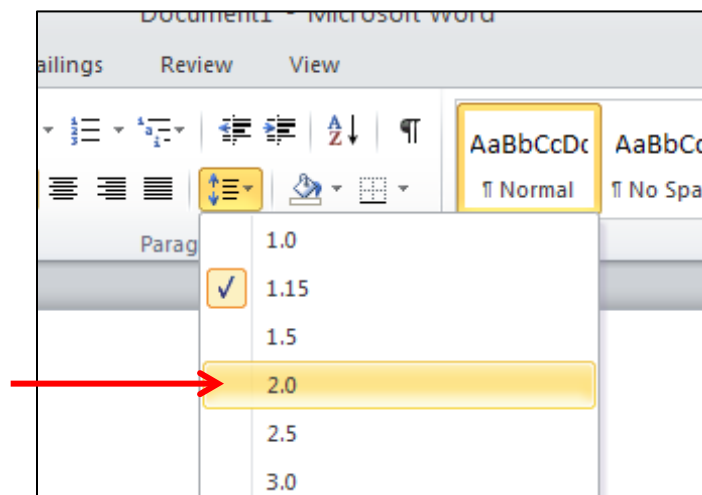
- 2) On the “Home” ribbon, in the “Font” box, click on the small arrow on the box that states “11.” Using the drop down menu, scroll down and select font size “12” for the paper (see screenshot below).



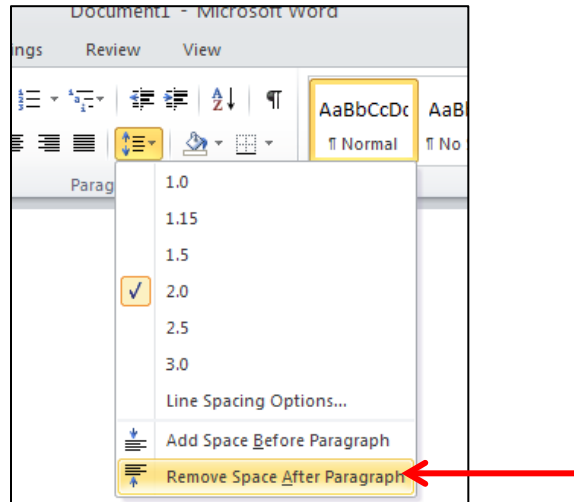
- 3) Word automatically sets the margins of a new or blank document to 1 inch on all sides. To check the margins, click on the tab that is labeled “Page Layout” to open the “Page Layout” ribbon. In the “Page Setup” box, click on the icon labeled “Margins.” If necessary, select 1 inch margins if it is not already selected in order to set all margins at 1 inch (see screenshot below).



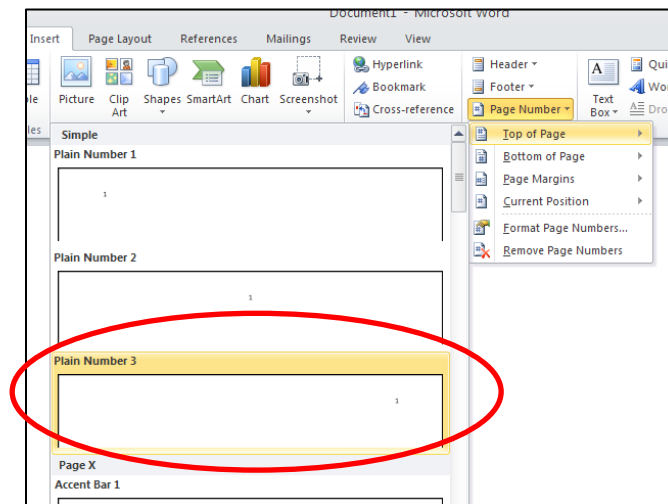
- 4) On the “Home” ribbon, in the “Paragraph box,” select the “Line and Paragraph Spacing” icon (two blue arrows facing up and down next two four horizontal lines). On the drop down menu select “2.0” for double spacing (see screenshot below).



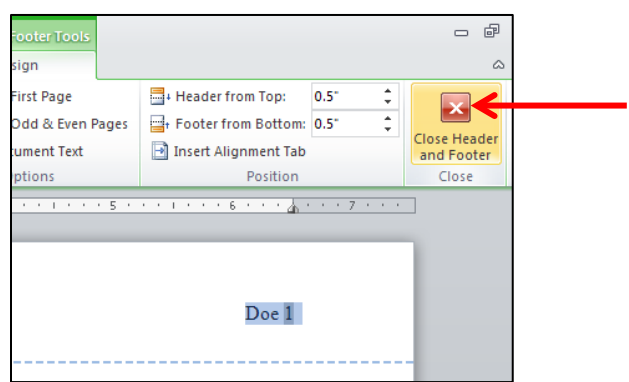
- 5) On the “Home” ribbon, “Paragraph” box, select the “Line and Paragraph Spacing” icon again. On the drop down menu, at the very bottom, select “Remove Space After Paragraph” (see screenshot below).



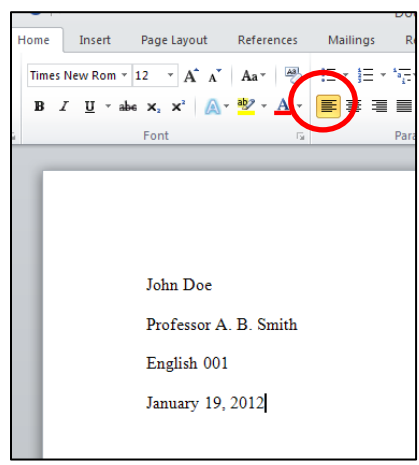
- 6) To insert a page number, click on the tab labeled “Insert” to open the “Insert” ribbon. In the box entitled “Header & Footer” click on the option “Page Number.” Select “Top of Page” from the drop down menu. This will create another separate drop down menu with an option entitled “Plain Number 3” (see screenshot below).



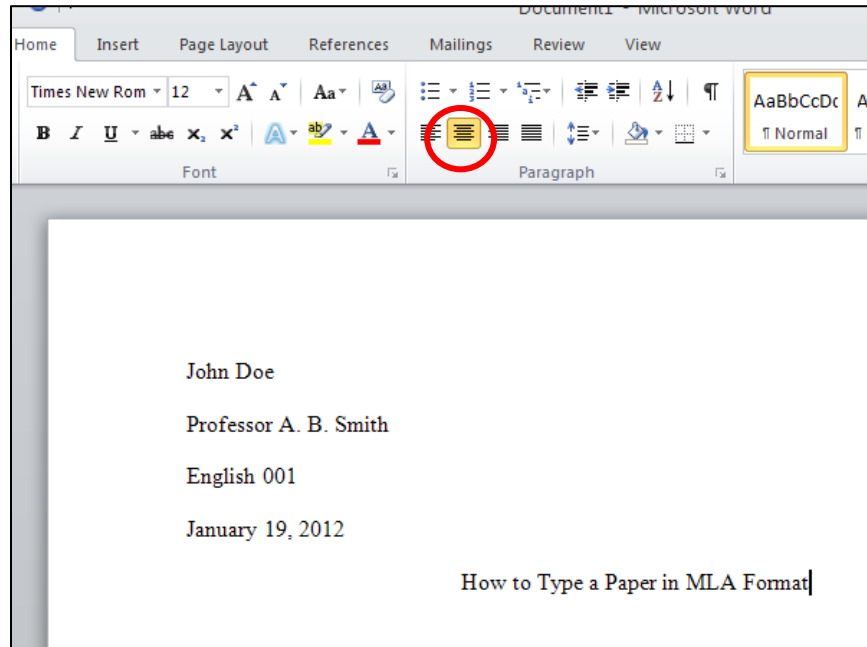
By selecting this option, a grey “1” will appear in the top right hand corner of the first page. Click on the left hand side of the “1” and type your last name and then add one space. Highlight the entire line by pressing and holding the left button on the mouse while dragging over the text, and then change the font to “Times New Roman” and the font size to “12” on the “Home” ribbon in order to be consistent with the rest of the document. Click the red “x” in the “Close Header and Footer” box on the ribbon to finish (see screenshot below).



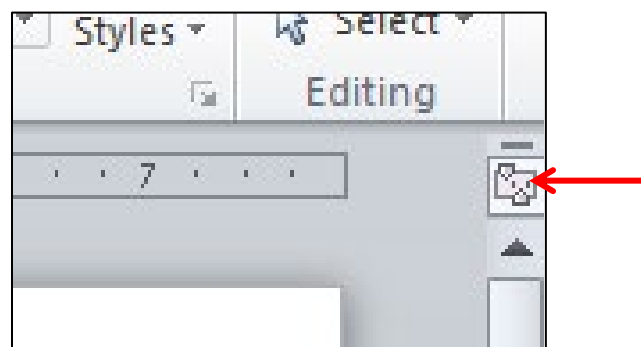
- 7) After all the page specifications are established, the next step is to type the title and identification information. Make sure the text alignment is to the left side of the paper using the “Align Text Left” icon located at the very bottom left row of the “Paragraph” box on the “Home” ribbon. Type your name, the name of your professor, the name of the class, and the date, pressing the enter key after each entry (see screenshot below).



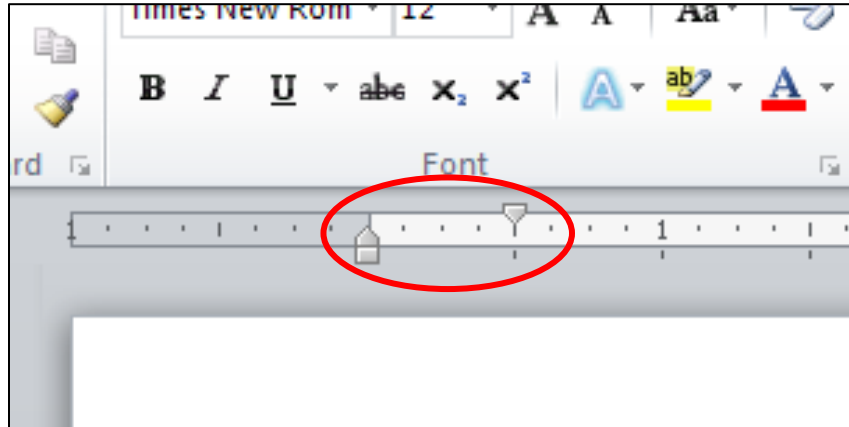
- 8) After typing the date, press the “Enter” key one time. Select the “Center” icon, located next to the “Align Text Left” button, to move the cursor to the center of the page. Type the title of the paper, capitalizing every important word, such as nouns and verbs (see screenshot below).



- 9) The beginning of each new paragraph should be indented. To allow this to occur automatically, open the “Ruler” using the very small icon located under the “Editing” Box on the “Home” ribbon and above the scrolling bar on the right hand side of the screen (see screenshot below).



Once the ruler is open, click on the very upper most portion of the hour glass figure, entitled the “First Line Indent” marker, and drag it half-way between 0 and 1 inch. It should come to rest on the half-way point of a one-inch (0.5) mark (see screenshot below).



At this point the document is properly formatted to MLA standards. Refer to the [Modern Language Association \(MLA\) Format handout](#) for information on how to correctly integrate bibliographic information within the written assignment.