

Student's Name

Teacher's Name

Course Designation

Date

Formatting Microsoft Word for MLA Style Papers¹

All assignments must be word processed and must comply with current MLA guidelines.

First, set the document margins to 1". Click *File* on the menu bar and select *Page Setup*. Make sure all the margin settings are at 1". Next, verify that the formatting toolbar displays Times New Roman as the font and 12 as the font size (these are default and shouldn't need to be set manually). Finally, click *Format* on the menu bar and select *Paragraph*. Under the *Indents and Spacing* tab, find the third section called *Spacing* and use the drop-down menu to set the *Line Spacing* to *Double*.

To set the page number, click *View* in the menu bar and select *Header and Footer*. This will turn your document light gray, display the *Header and Footer* toolbar, and place the cursor in a dash-line box at the top of the page. Hold down the *Ctrl* key and hit the *R* key to set right alignment. Type your last name, hit the spacebar once, and click the second button on the *Header and Footer* toolbar (it looks like a page with a large pound sign [#] on it). Verify the page number has appeared in the header, and click *Close* on the *Header and Footer* toolbar.

Type your name, your instructor's name, the course title, and the date, each on separate lines against the left-hand margin. Hold down the *Ctrl* key and hit the *E* key to center your title. Type your title, hit *Enter*, and hold down the *Ctrl* key and hit the *L* key to return to normal justification. You are now ready to type your essay—be sure to use the *Tab* key to indent the first line of all new paragraphs by 1/2".

¹ Information on this tip sheet is courtesy of Kyle Bishop.