Steps to Create MLA Formatted Document using Microsoft Word

1. Format Line Spacing for MLA (**double spacing**)
2. Go to the top of screen, Click FORMAT
3. Select PARAGRAPH
4. Under “Indents and Spacing” Tab, Go to “Spacing” section
5. Click dropdown for LINE SPACING and Select DOUBLE
6. Format **Margins** for MLA (**one inch**)
7. Go to the top of screen, Click FORMAT
8. Select DOCUMENT
9. Under the “Margins” Tab, change the margins to reflect the following:
10. Top: 1”
11. Bottom: 1”
12. Left: 1”
13. Right: 1”
14. Gutter: 0”
15. Header: .5”
16. Footer: .5”
17. Format **Font** Requirements - style and size
18. Go to top of screen and select FORMAT
19. Select FONT, change the following:
20. Font: TIMES OR TIMES NEW ROMAN
21. Font Style AND size: REGULAR
22. Size: 12
23. Creating **Header and Page Number** for each page
    1. Go to top of screen and select VIEW
    2. Select “HEADER and FOOTER”
    3. ALIGN text to the *right* margin
    4. Type your Last Name
    5. Go to top of screen and select “INSERT”
    6. Select “PAGE NUMBERS”
    7. Change the position to “TOP (HEADER)”
    8. Change the alignment to “RIGHT”
    9. Click BOX to “Start numbering on first page”
    10. Select “OK” (\*Check your FONT style/size before going to the next step)
24. Format/Requirements for **Heading** (first page only)
    1. On the first line – ALIGN the text with the LEFT margin
    2. Line 1: TYPE your First and Last Name
    3. Line 2: TYPE Teacher’s Name
    4. Line 3: Type Course Title (ex. Reinforcement)
    5. Line 4: Date in MLA Format: DAY MONTH YEAR (no commas)
25. Format/Requirements for **Title** (first page only)
26. After completing Heading hit enter/return ONCE (Should be on line 5)
27. At the top toolbar, Click ALIGN Paragraph “Center Text” Icon
    1. If toolbar is not visible under Home layout:
       1. Click FORMAT
       2. Select PARAGRAPH
       3. Under the “Indents and Spacing” Tab, Click on dropdown for “Alignment”
       4. Change Alignment to “Center”
28. Type Title of Paper (Must capitalize using title rules – DO NOT underline or italicize, as your paper isn’t published.)
29. Format for **Body Paragraphs** (Indent)
30. After entering Title, Click ENTER/RETURN (ONLY ONCE – should be line 6)
31. On line 6, Change paragraph alignment to LEFT
32. If toolbar is not visible under Home layout:
    1. Click FORMAT
    2. Select PARAGRAPH
    3. Under the “Indents and Spacing” Tab, Click on dropdown for “Alignment”
    4. Change alignment to LEFT
33. For the FIRST line of EACH body paragraph ONLY, INDENT
34. Click the TAB button (on keyboard) ONCE
35. Begin typing paragraph
36. **DO NOT** hit ENTER/RETURN until you have finished typing the entire paragraph (Margins are set and will go to the next line, when needed)
37. Works Cited Page (last page of paper) \*complete directions on MLA Works Cited
38. Go to top of screen, Click INSERT
39. Select BREAK
40. Select PAGE BREAK