Setting up MLA in MS Word

• To OPEN Microsoft Word, click Start button.
  Start > All Programs > Microsoft Office > Microsoft Office Word

• To change the MARGINS, click:
  Page Layout > Margins button > Normal (1” all around)

• To set up your HEADER, click Insert > Page Number button > Top of Page
  Choose Plain Number 3 (This will right align your header & add an automatic
  page number.) Type your LAST Name in front of the Page Number. (Be sure to
  add a space between your name and page number!) Highlight your name and
  page number, and Click Home tab to change font to Times New Roman or Arial
  and 12 pt. size.
  Now, double click below blue dotted line to close header function.

• To DOUBLE-SPACE your paper:
  Home tab > Paragraph group--right corner arrow> Line Spacing button > Click
  “double.” Go to spacing and set line spacing to 0 pt on Before and After.
  Check the box “Don’t add space between paragraphs.”
  Now, go to “Line and Page breaks” and uncheck “Widow/Orphan control.
  Check “okay.”

• You are now ready to type your HEADING, which should be the first thing on
  your paper, in the top left corner. Choose Times New Roman or Arial font, 12
  pt. You should type your first and last name, your instructor’s name, the title of
  the class with section, and the date. For example:

  Joe Smith
  Mr. Jones
  English 1301
  31 Jan. 2015

• For your TITLE:
  Press ENTER once after the date. Click the “center align” button in the
  “paragraph” box, and then type your title. Do not embolden your title,
  underline, put in all caps or quotation marks.

• To begin your PAPER:
  Press ENTER once more after typing your title. Click the Left Align button in
  “paragraph” box. Press TAB once on your keyboard, and you may begin writing
  your paper. SAVE!