

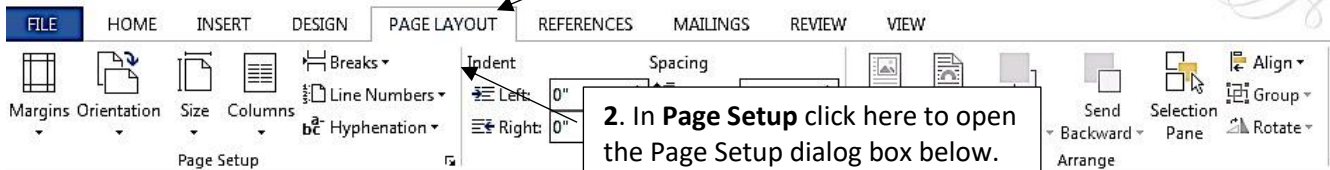
The Writing Lab

Formatting a Paper in MLA Style Using Microsoft Word 365 for PCs

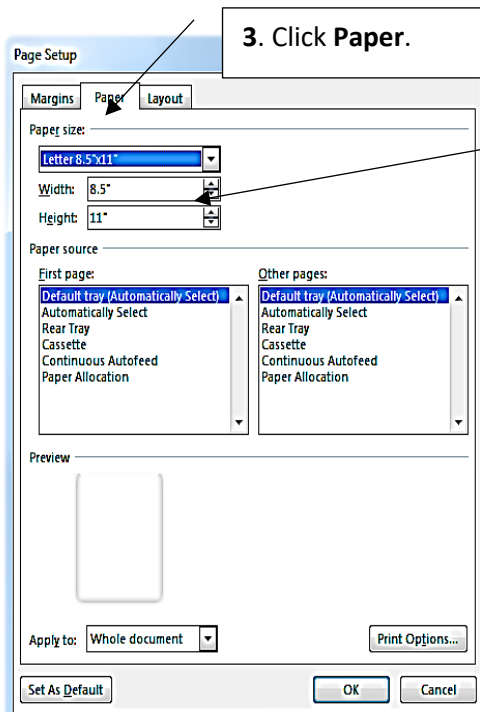
Handout courtesy of Deanna Williams

HOW TO CHOOSE THE PAPER SIZE

1. Click **PAGE LAYOUT**.

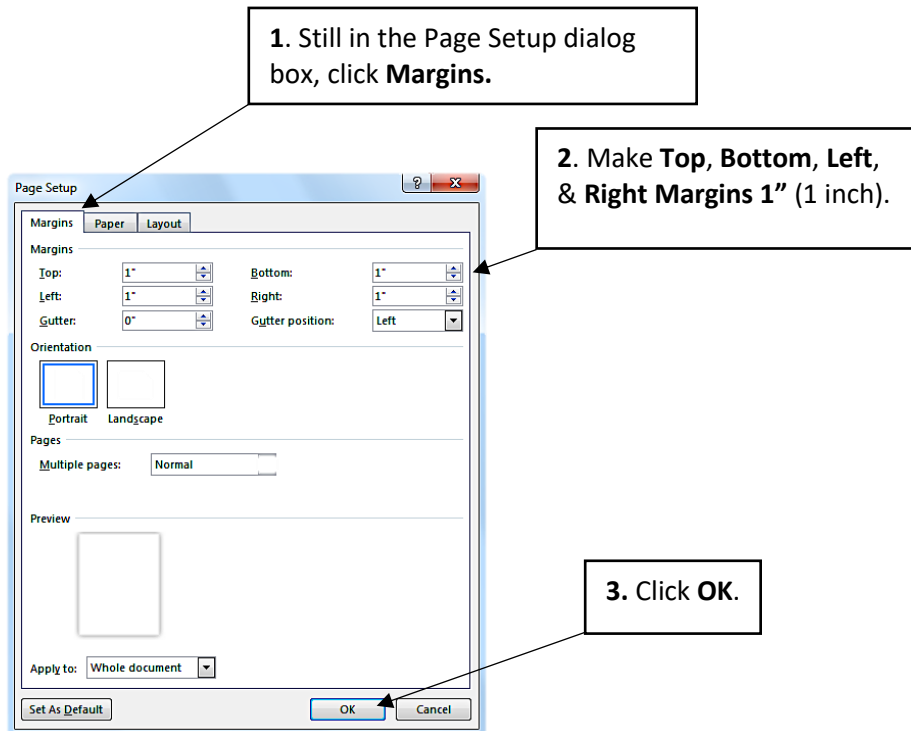


3. Click **Paper**.

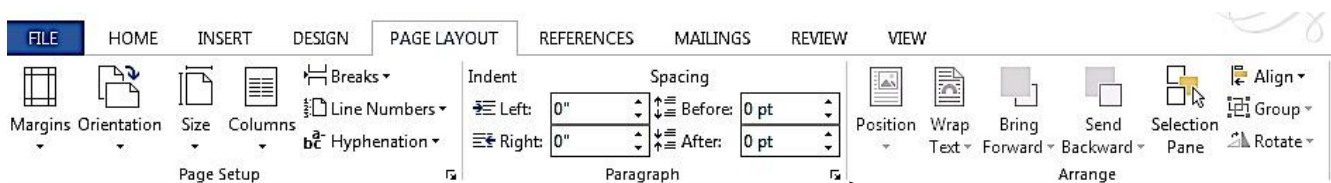


4. Make sure the paper size is **Letter 8.5" x 11"**.

HOW TO SET THE MARGINS

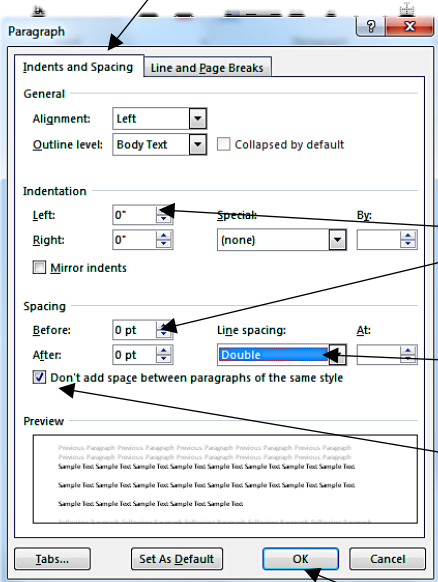


HOW TO SET THE SPACING



1. In **PAGE LAYOUT**, in **Paragraphs**, click here to open the Paragraph dialog box.

2. Click Indents and Spacing,



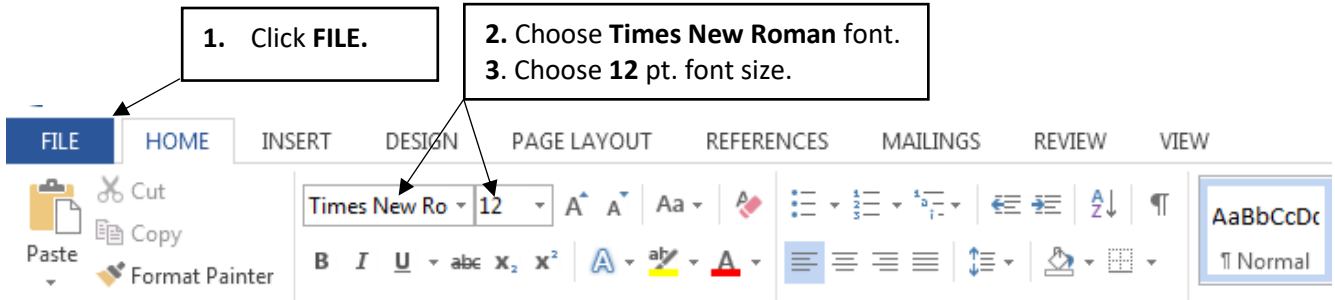
3. Left, Right, Before, & After all need to be 0"/0 pt.

4. In Line spacing, choose Double.

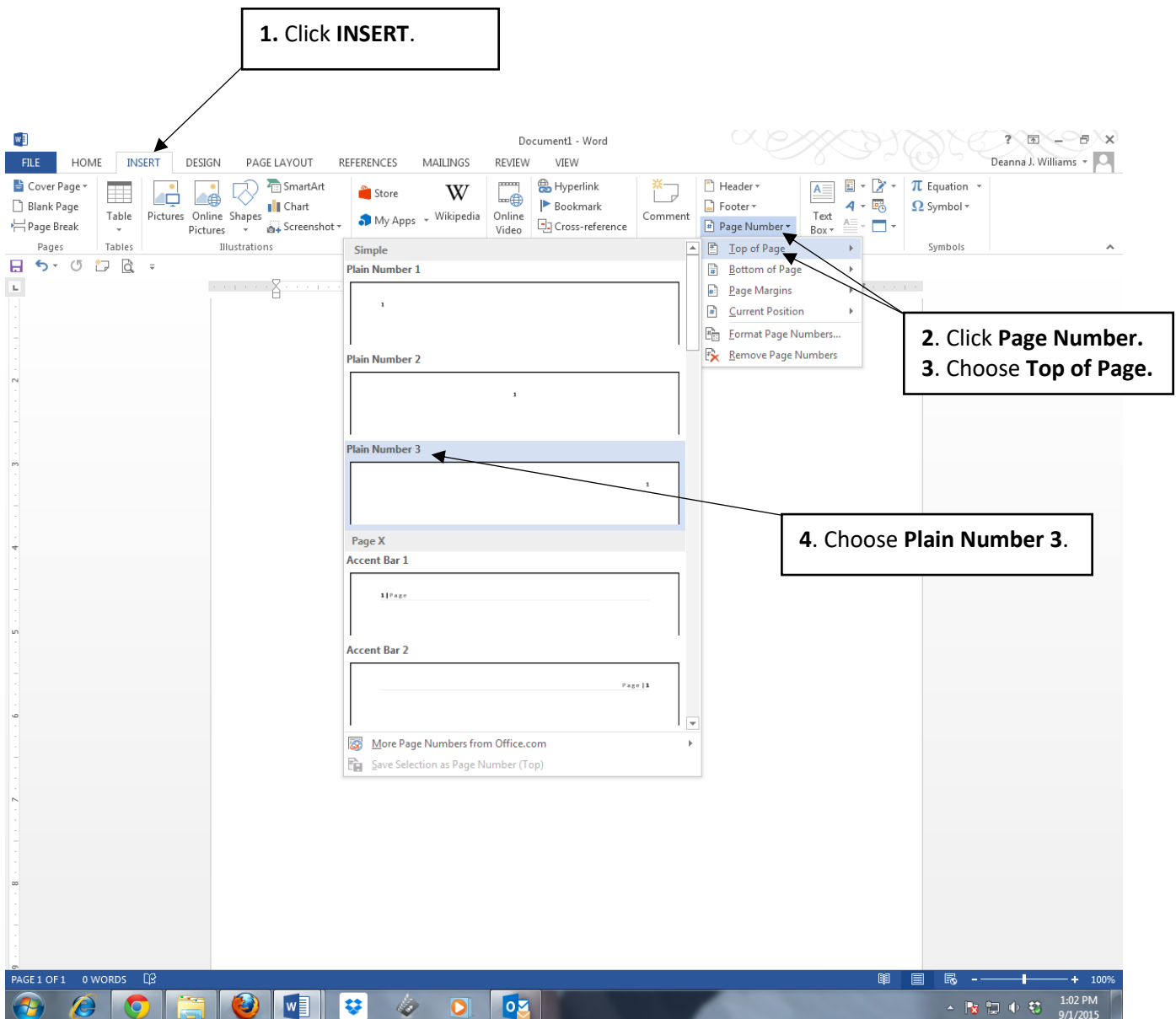
5. Check Don't add space between paragraphs ...

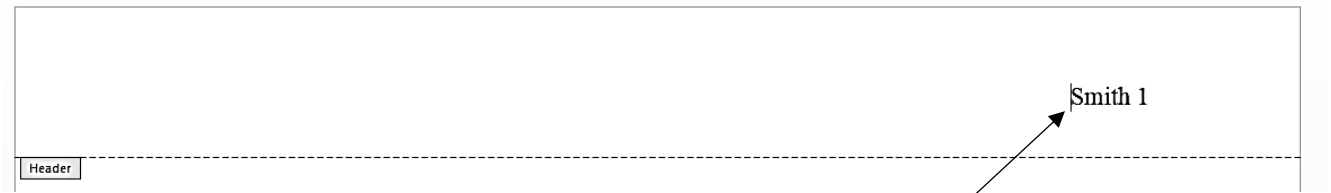
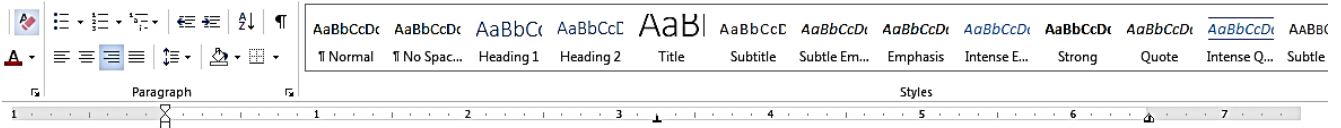
6. Click OK.

HOW TO SELECT THE FONT TYPE AND SIZE



HOW TO INSERT PAGE NUMBERS AND YOUR LAST NAME IN THE HEADER

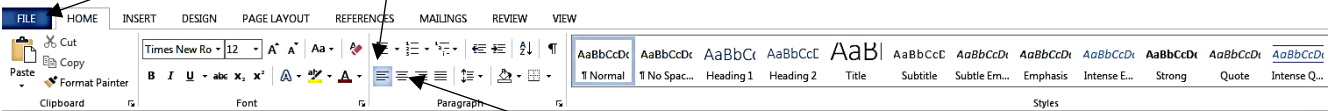




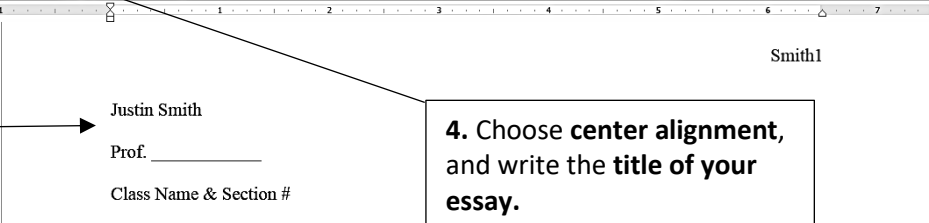
5. Write your last name next to the page number with a space between the two.

HOW TO BEGIN TYPING YOUR ESSAY

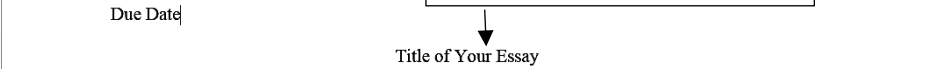
1. Double click on the body of the document (anywhere below the header) to take you out of the header.
2. Under FILE, choose left-alignment/left-flush.



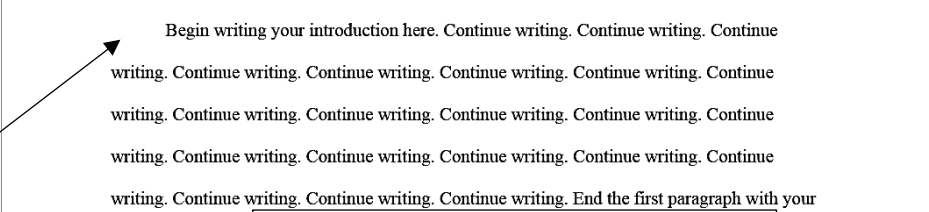
3. Write your name, your instructor's name, class name & section #, & the due date at the top left-hand corner.



4. Choose center alignment, and write the title of your essay.



5. Choose left-alignment.
6. Hit Tab once to indent, and begin writing your first paragraph.



7. Hit Enter to start the next paragraph.

