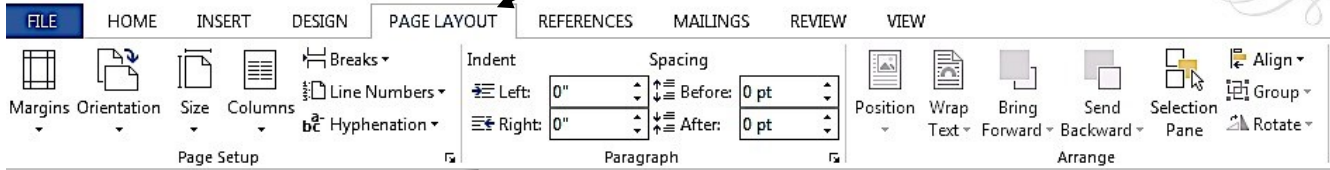


Formatting Your Paper MLA Style Using Microsoft Word 2013 for PCs
Handout courtesy of Deanna Williams

HOW TO CHOOSE THE PAPER SIZE

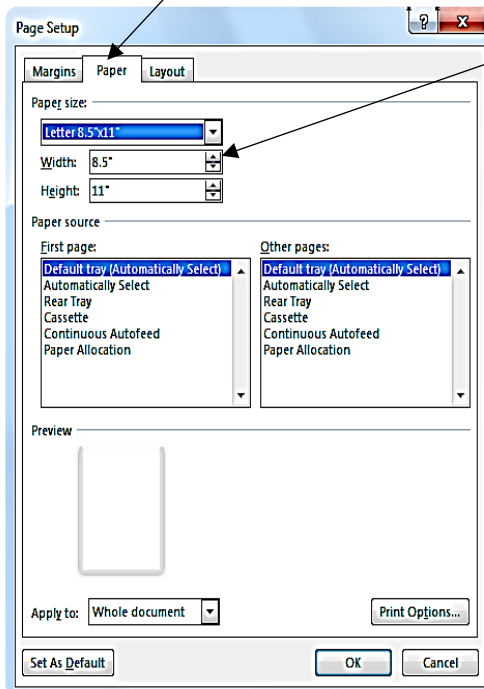
1. Click **PAGE LAYOUT**.



2. In **Page Setup** click here to open the Page Setup dialog box below.

3. Click **Paper**.

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

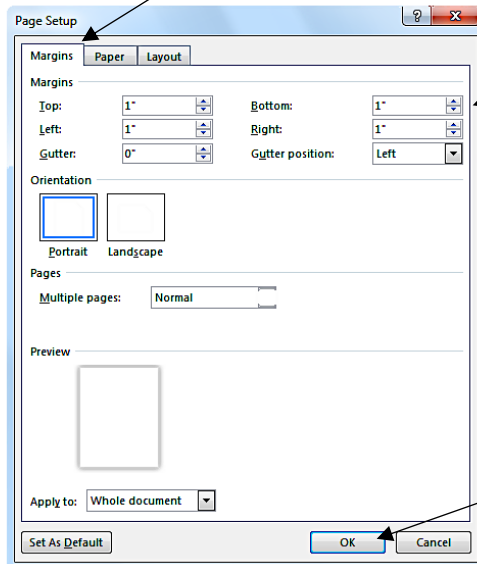


HOW TO SET THE MARGINS

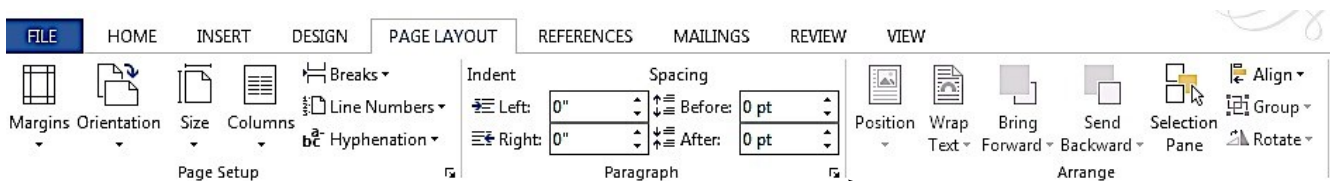
1. Still in the Page Setup dialog box, click **Margins**.

2. Make **Top, Bottom, Left, & Right Margins 1"** (1 inch).

3. Click **OK**.

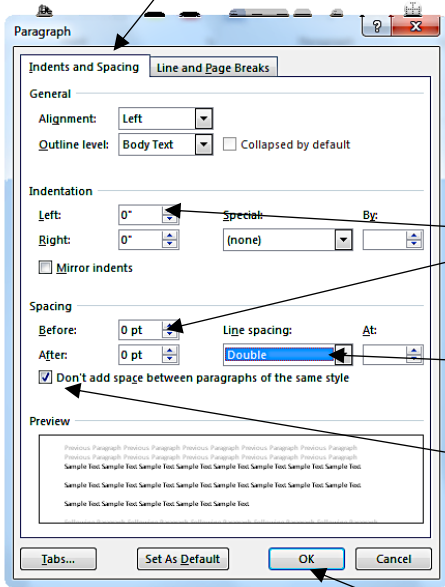


HOW TO SET THE SPACING



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

2. Click Indents and Spacing,



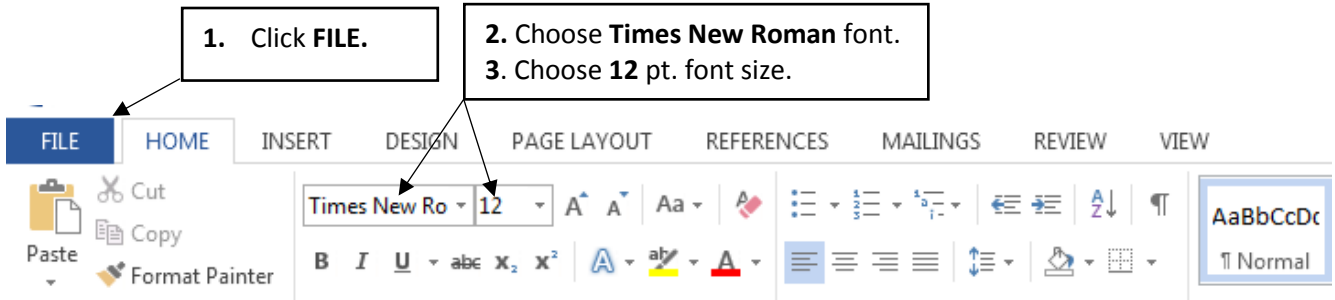
3. Left, Right, Before, & After all need to be 0"/0 pt.

4. In Line spacing, choose Double.

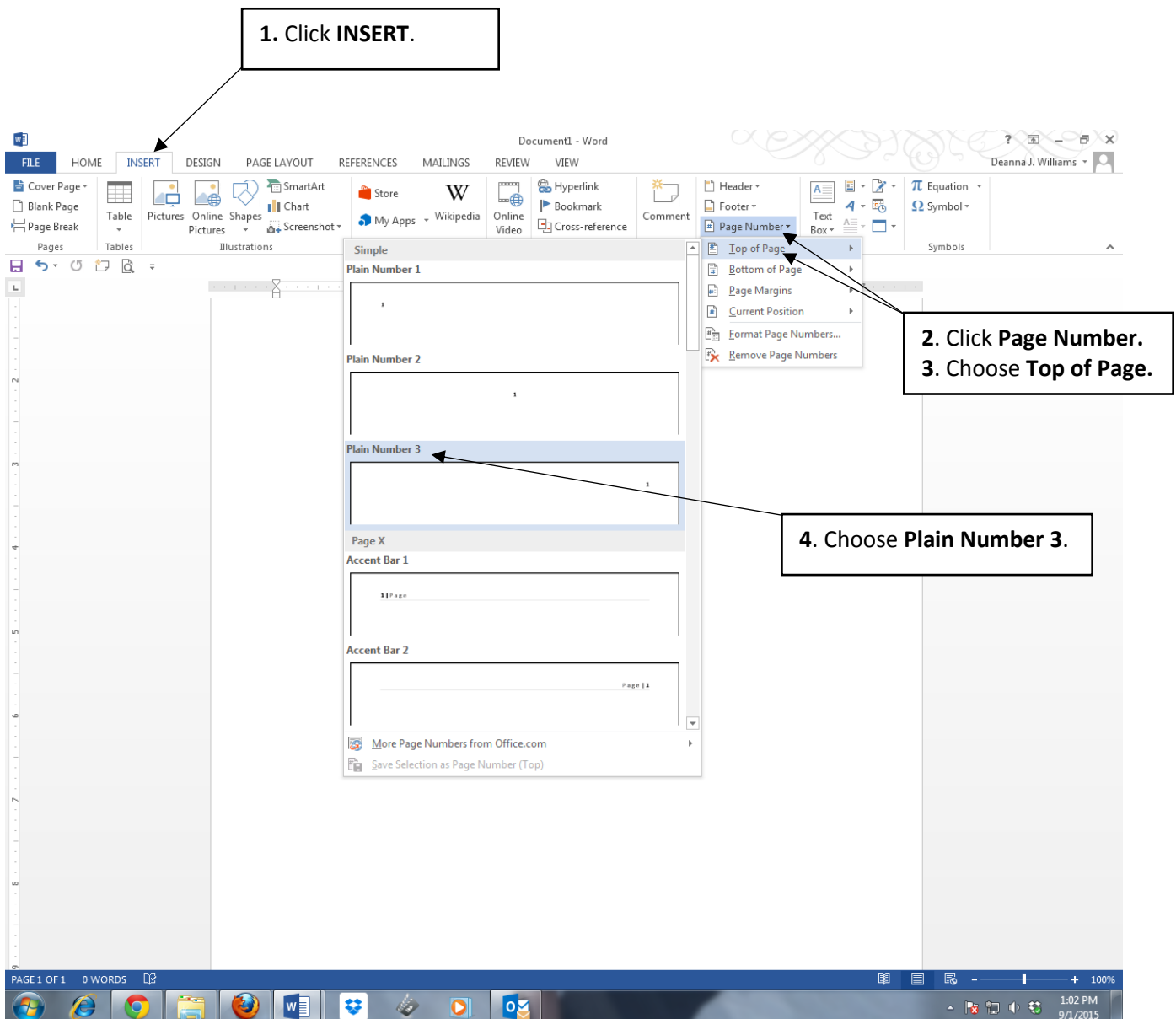
5. Check Don't add space between paragraphs ...

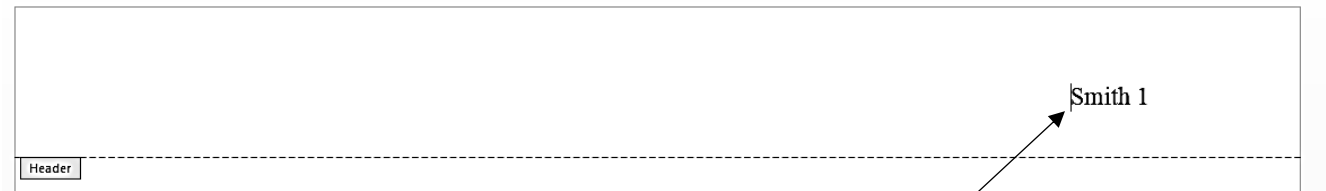
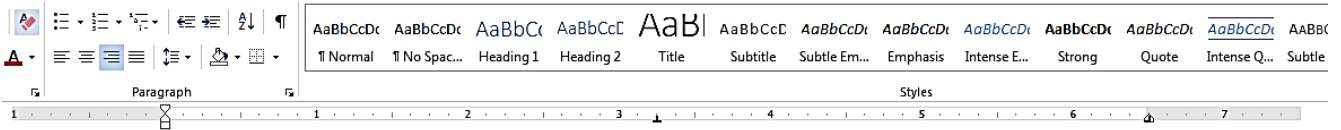
6. Click OK.

HOW TO SELECT THE FONT TYPE AND SIZE



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

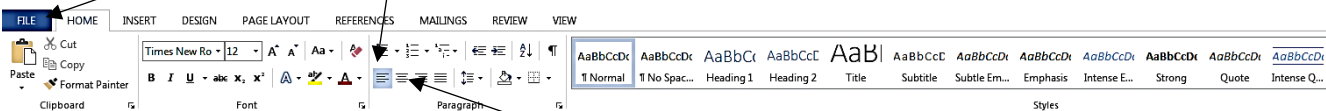




5. Write your **last name** next to the page number with a space between the two.

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.