



## Formatting a Paper in MLA Style Using Online Microsoft Word on OneDrive

*Handout courtesy of Deanna Williams*

### The Paper Format for All Papers in This Class:

- Your essays should follow the MLA (Modern Language Association) paper format.
- Your essays should be typed and double-spaced.
- Your essay should have 1-inch margins on all sides with no extra spaces between sections or paragraphs.
- For this class, please use Times New Roman 12-point font.

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### Example

Your Last Name 1

Your First and Last Name

Williams

ENG 099

Due Date

#### Cream Pan Bakery and Café

California is a land of so many young people to visit and live because of nice weather and evolution of technology. There are many restaurants, bars, and other business services that appear to meet the needs of young people. However, not every business can meet the needs of customers and make customers happy. Only a small number of businesses meet the expectations of young customers and make them satisfied, and Cream Pan Bakery and Cafe is one of these businesses. Cream Pan is a bakery and café that specializes in serving desserts such as ice cream, croissants and beverages such as coffee, vitamins. I recommend Cream Pan in California to young people because Cream Pan has good foods and drinks to serve young people, and the space at the Cream Pan is specially designed for young people.

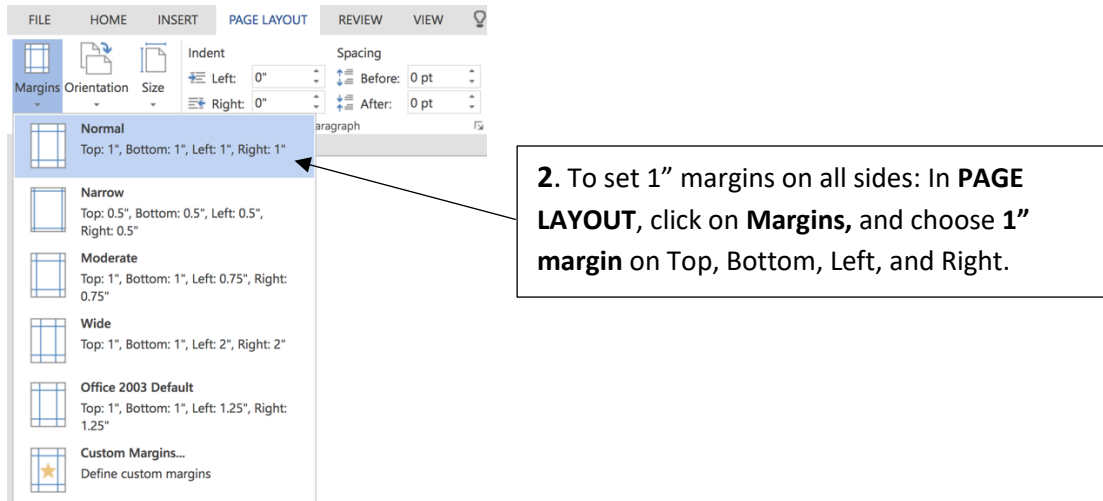
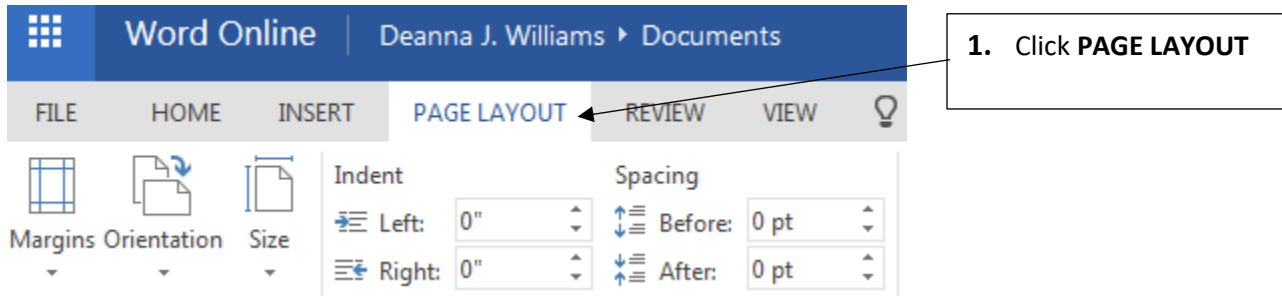
One of the reasons I suggest Cream Pan is an ideal place for young people is that because

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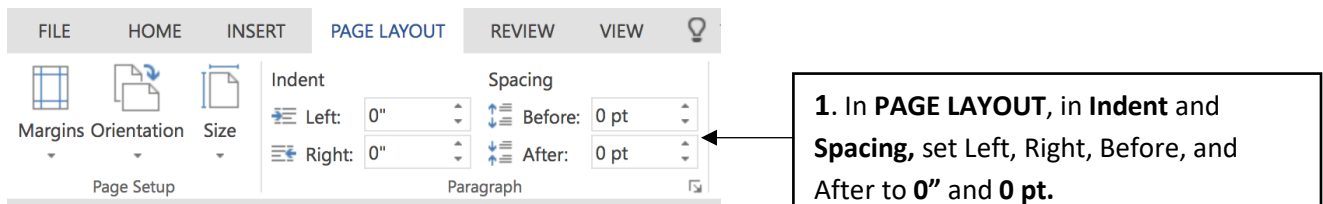
**Please follow the step-by-step instructions on the following pages to help you format your paper correctly.**

## How to Set the Margins

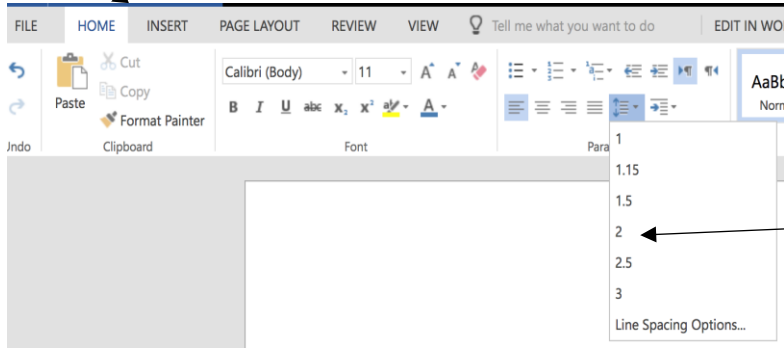
(The usual default margins for a new Word document is 1", but check it just in case.)




## How to Set the Spacing



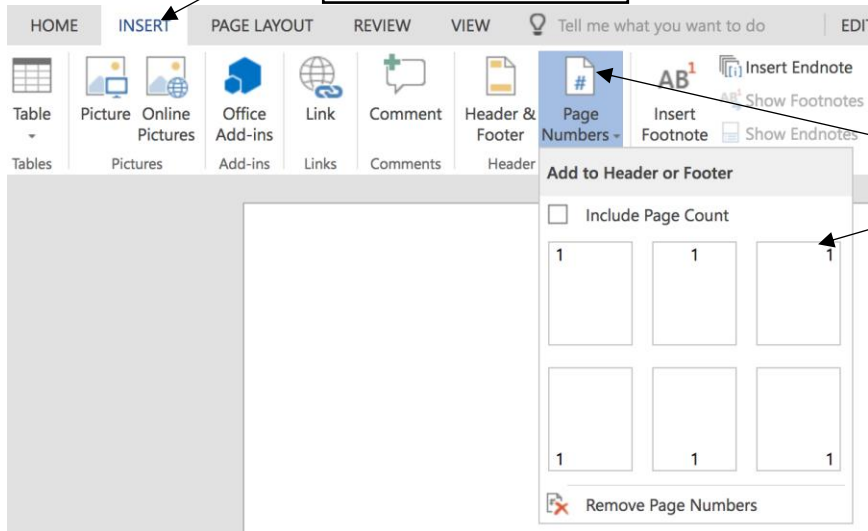
2. Click HOME.



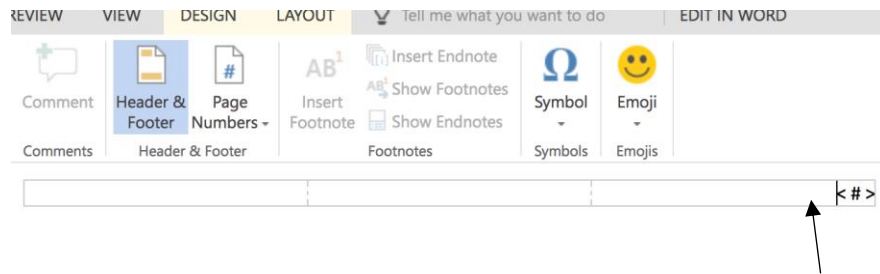
3. To double space your essay:  
Click on , and choose 2.

## How to Insert Page Numbers and Your Last Name in the Header

1. Click INSERT.



2. Click Page Numbers.  
3. Choose this one.

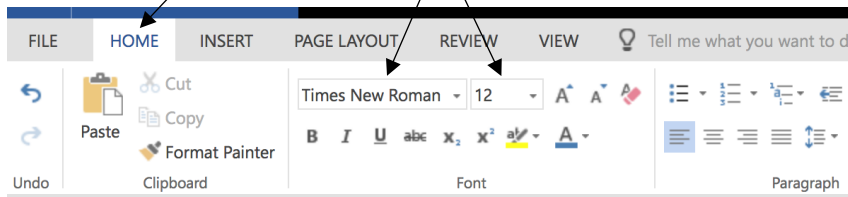


3. Write your **last name** next to <#> with a space between the two: Last Name <#>

**NOTE:** When you begin writing your essay, you will not see your last name and page number. (To view them, click on **VIEW**, and choose **Reading View**.)

### How to Select the Font Type and Size

In **HOME**, choose **Times New Roman** font and **12 pt.** font size.



# How to Begin Writing Your Essay

**1.** Double click on the body of the document (anywhere below the header) to take you out of the header.

**2.** Click **HOME**.

**3.** Choose **left alignment**:



**4.** Write your name, the professor's name, the class name, and the date in the left-hand corner.

Justin Smith

Prof. \_\_\_\_\_

ENG 099- \_\_\_\_\_

Feb. 5, 2018

**5.** To center your title: Choose **center alignment**:



Then, type the title of your essay.

Write the Title of Your Essay Here

Begin writing your essay. Continue writing. Continue writing. Continue writing.

Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.

Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.

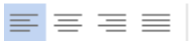
Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.

writing. Continue writing. Continue writing. Continue writing.

Begin your second paragraph here. Continue writing. Continue writing. Continue writing.

Continue writing. Continue writing. Continue writing. |

**6.** Choose **left alignment**:



**7.** Hit **Tab** once to indent, and begin writing your first paragraph.

**8.** Hit **Enter** and then **Tab** to start the next paragraph.