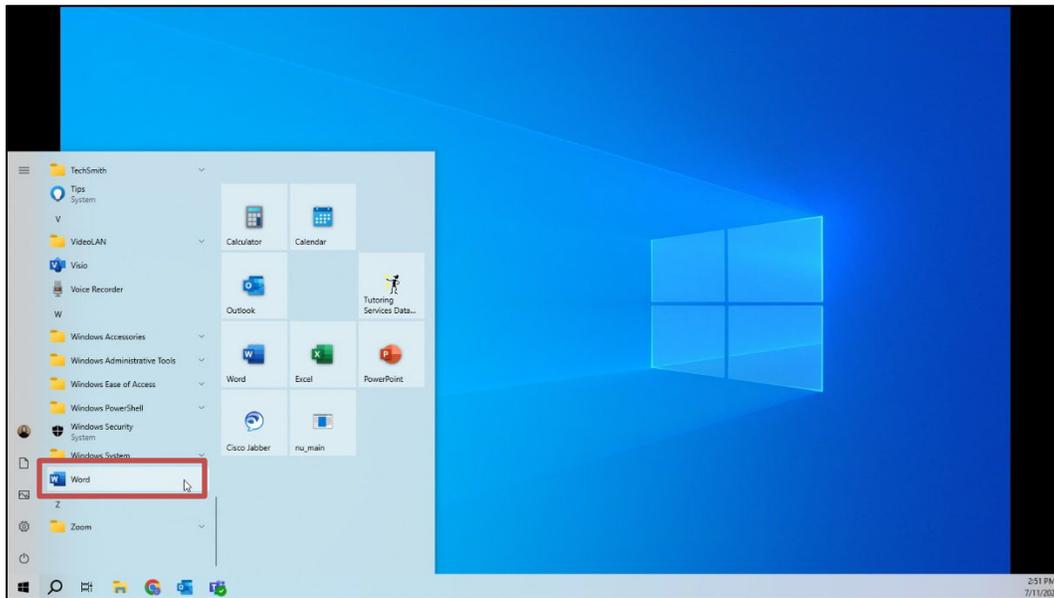


MLA Formatting in Microsoft Word 2021

To begin a Microsoft Word project, click on the “Start” bar in the lower left corner of the screen. Scroll down and select “Word.”



The following steps detail how to correctly construct the document.

MLA Formatting Guide:

Navigate to specific sections of this handout by clicking the links below.

[Step 1: Select font.](#) pg. 2

[Step 2: Add one-inch margins.](#) pg. 2

[Step 3: Select double-spacing.](#) pg. 3

[Step 4: Remove space after paragraph.](#) pg. 3

[Step 5: Insert page numbers.](#) pg. 4

[Step 6: Set up identification information.](#) pg. 4

[Step 7: Create title.](#) pg. 5

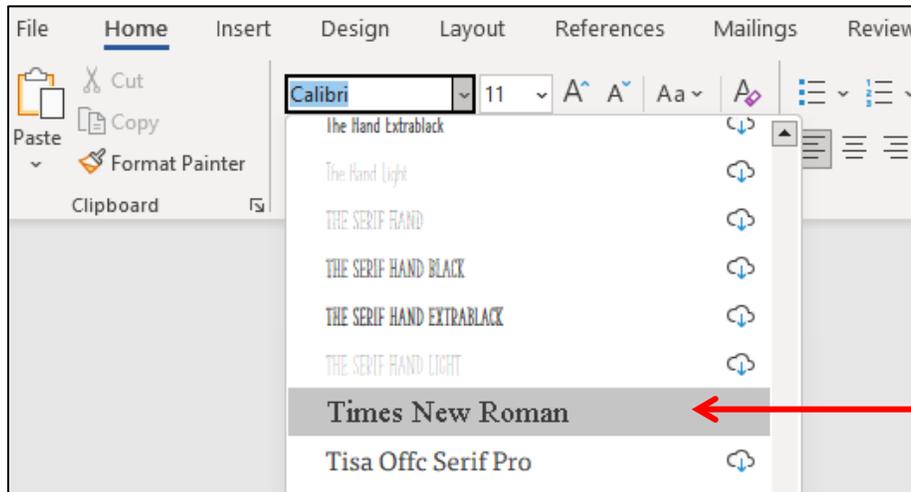
[Step 8: Indent paragraphs.](#) pg. 6

[Step 9: Set up Works Cited page.](#) pg. 6

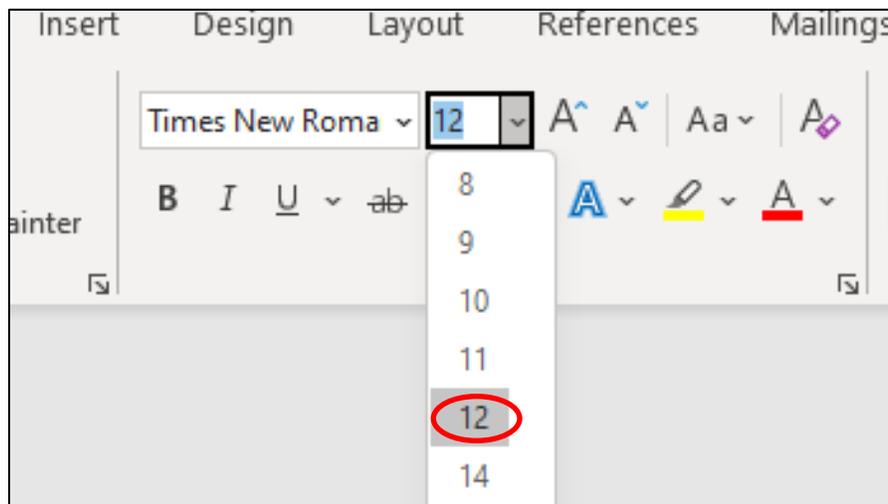
[Adjustments for Word in Microsoft 365](#) pg. 8

Step 1: Select font.

On the “Home” ribbon, in the “Font” box, click on the font drop-down menu (the small arrow located to the left side of the font size box) to show available fonts. Use the drop-down menu to scroll down and select “Times New Roman” font (see screenshot below).

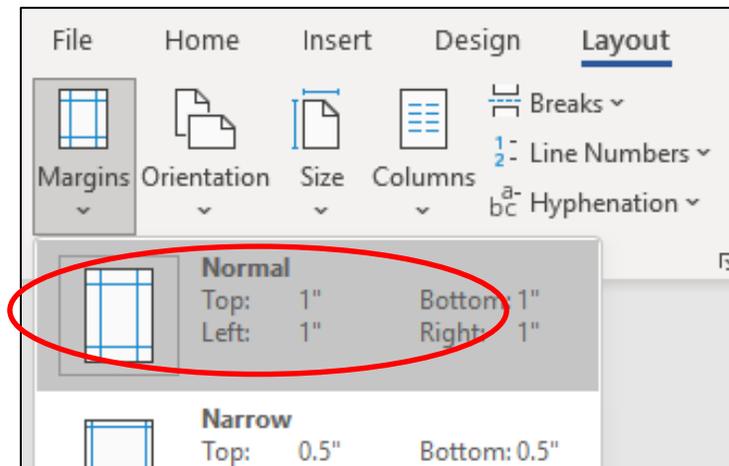


On the “Home” ribbon, in the “Font” box, click on the small arrow on the box displaying a number. Using the drop-down menu, scroll down and select font size “12” for the paper (see screenshot below).



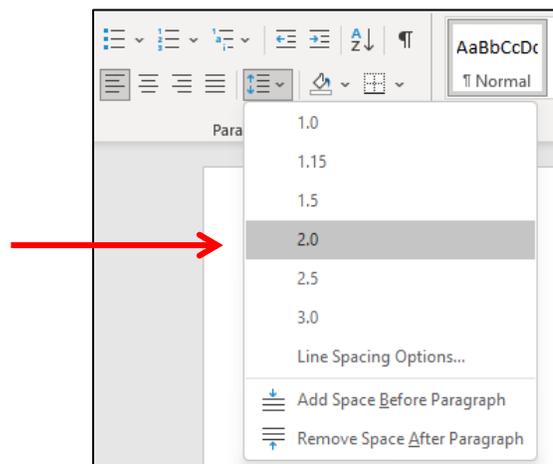
Step 2: Add One Inch Margins.

Word automatically sets the margins of a new or blank document to 1 inch on all sides. To check the margins, click on the tab that is labeled “Layout” to open the “Page Layout” ribbon. In the “Page Setup” box, click on the icon labeled “Margins.” If necessary, select 1-inch margins if it is not already selected in order to set all margins at 1 inch (see screenshot below).



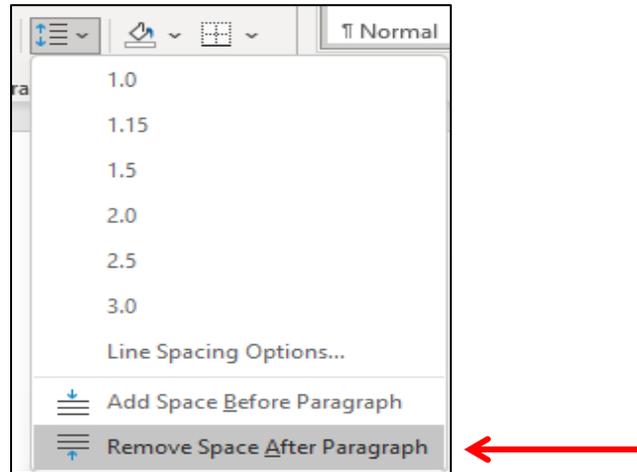
Step 3: Select Double Spacing.

On the “Home” ribbon, in the “Paragraph” group, select the “Line and Paragraph Spacing” icon (two blue arrows facing up and down next two four horizontal lines). On the drop-down menu select “2.0” for double spacing (see screenshot below).



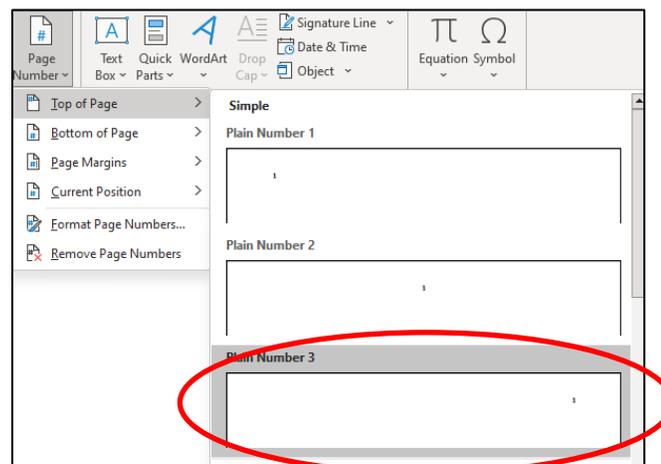
Step 4: Remove space after paragraph.

On the “Home” ribbon, “Paragraph” group, select the “Line and Paragraph Spacing” icon again. On the drop-down menu, at the very bottom, select “Remove Space After Paragraph” (see screenshot below).

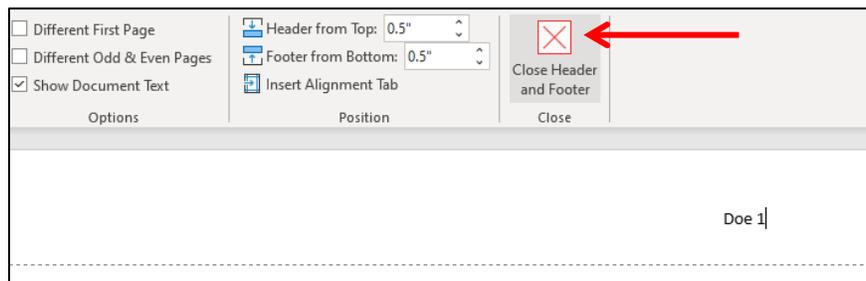


Step 5: Insert page numbers.

To insert a page number, click on the tab labeled “Insert” to open the “Insert” ribbon. In the box entitled “Header & Footer” click on the option “Page Number.” Select “Top of Page” from the drop-down menu. This will create another separate drop-down menu with an option entitled “Plain Number 3” (see screenshot below).

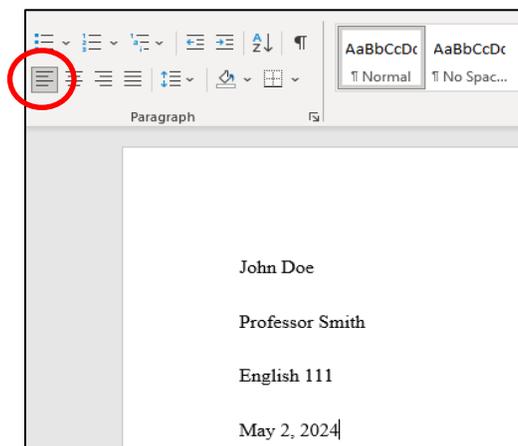


By selecting this option, a grey “1” will appear in the top right-hand corner of the first page. Click on the left-hand side of the “1” and type the student’s last name. Then add one space. Highlight the entire line by pressing and holding the left button on the mouse while dragging over the text, and then change the font to “Times New Roman” and the font size to “12” on the “Home” ribbon in order to be consistent with the rest of the document. Click the red “x” in the “Close Header and Footer” box on the ribbon to finish (see screenshot below).



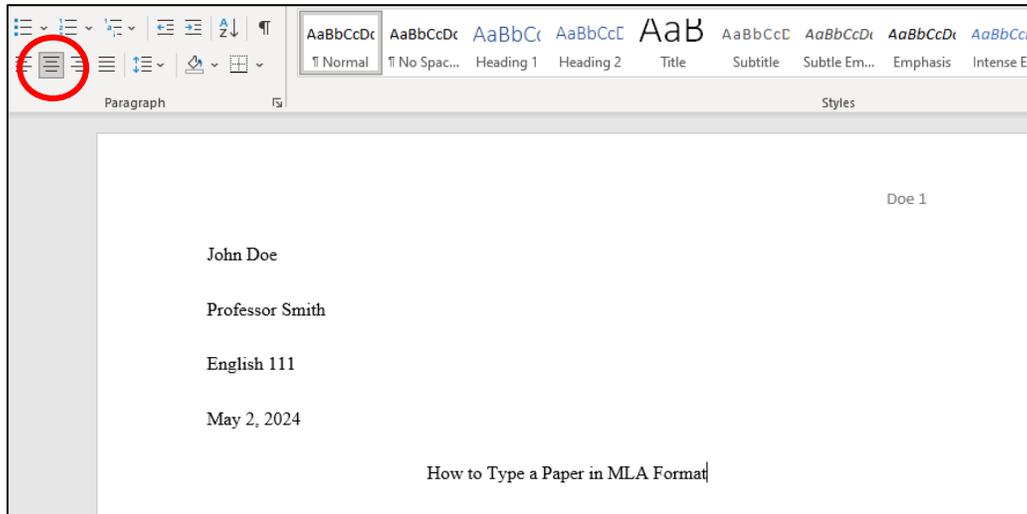
Step 6: Set up identification information.

After all the page specifications are established, the next step is to type the title and identification information. Make sure the text alignment is to the left side of the paper using the “Align Text Left” icon located on the very bottom left row of the “Paragraph” group on the “Home” ribbon. Type the student’s name, the name of the instructor, the name of the class, and the due date, pressing the enter key after each entry (see screenshot below).



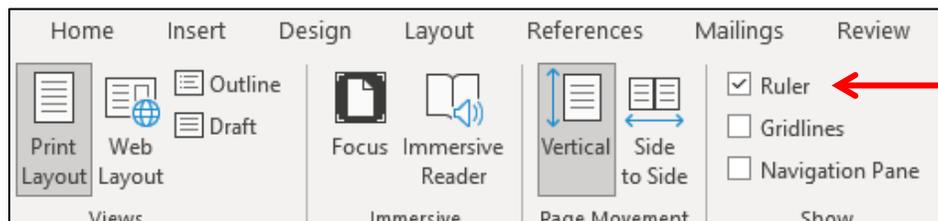
Step 7: Create title.

After typing the date, press the “Enter” key one time. Select the “Center” icon, located next to the “Align Text Left” button, to move the cursor to the center of the page. Type the title of the paper, capitalizing every important word, such as nouns and verbs (see screenshot below).

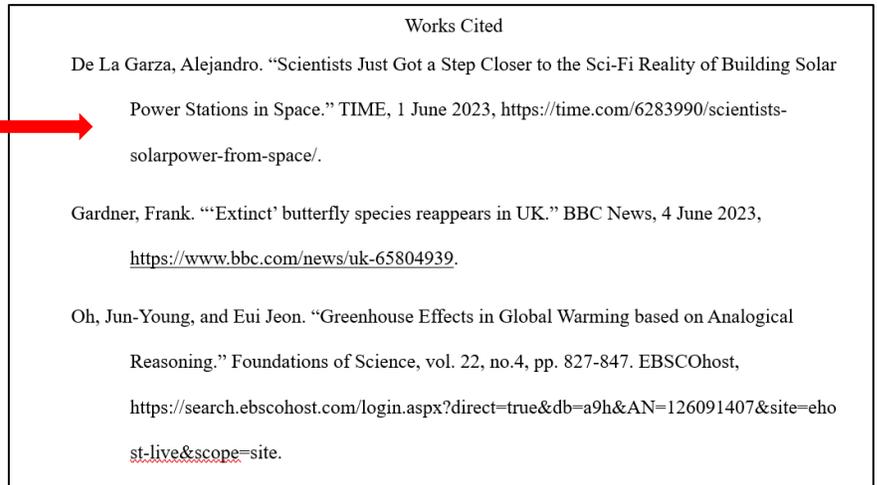
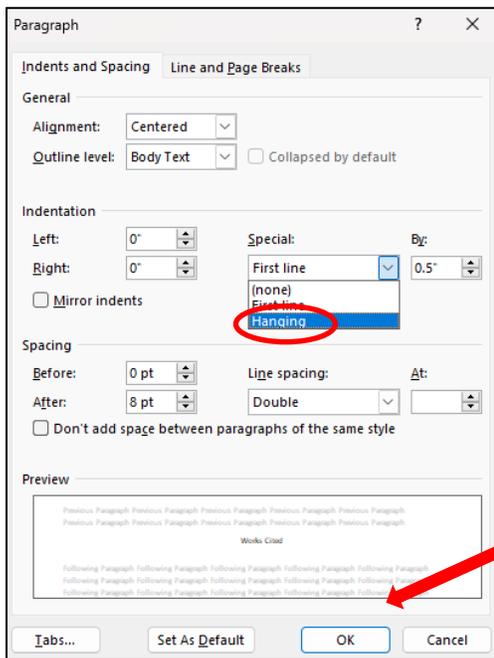


Step 8: Indent paragraphs.

The beginning of each new paragraph should be indented. To allow this to occur automatically, open the “Ruler” located under the “View” section. Check off the box labeled “Ruler” (see screenshot below).



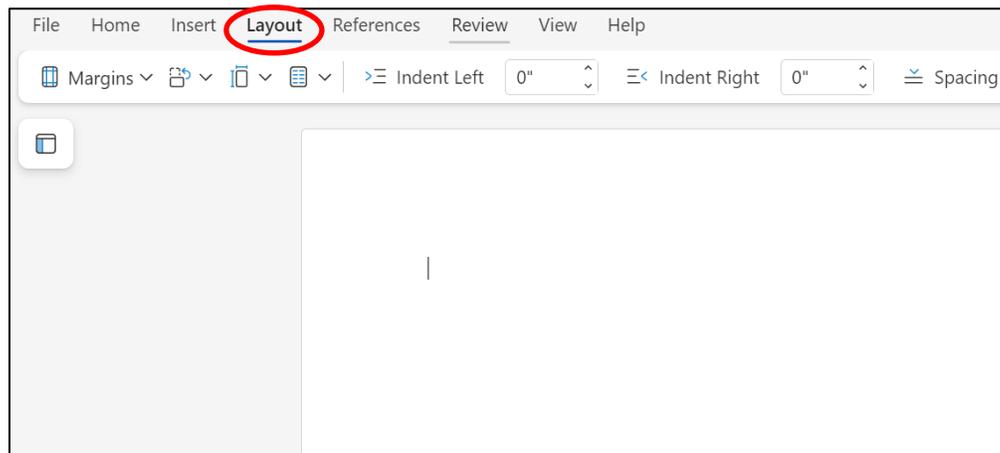
Once the ruler is open, click on the very upper most portion of the hourglass figure, entitled the “First Line Indent” marker, and drag it half-way between 0 and 1 inch. It should come to rest on the half-way point of a one-inch (0.5) mark (see screenshot below).



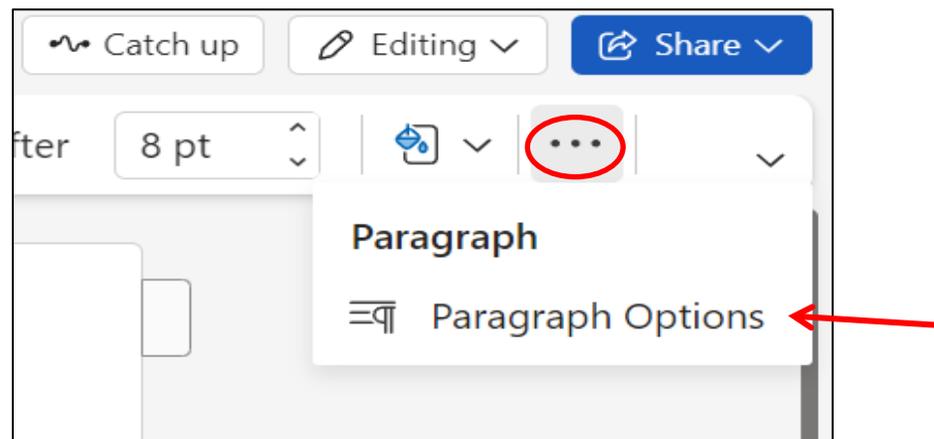
Adjustments for Word in Microsoft 365

With the Microsoft 365 version of Word, a few of the steps are a bit different than previously noted for the desktop version.

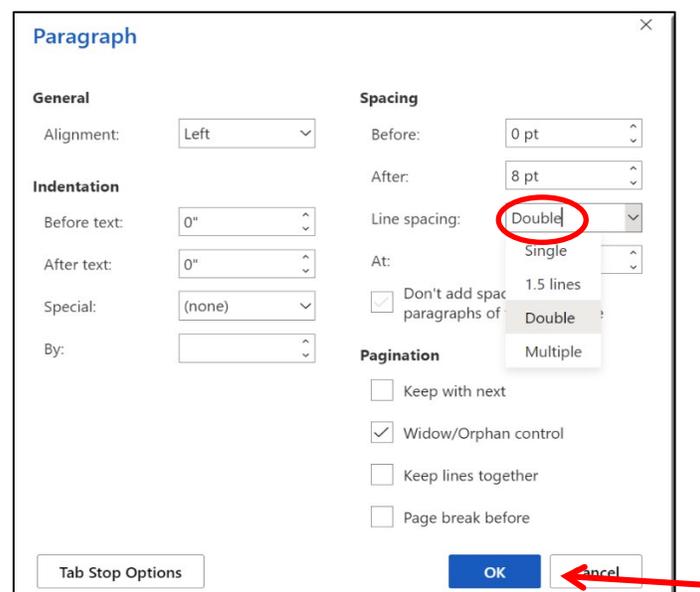
Begin in the “Layout” tab to double space the document.



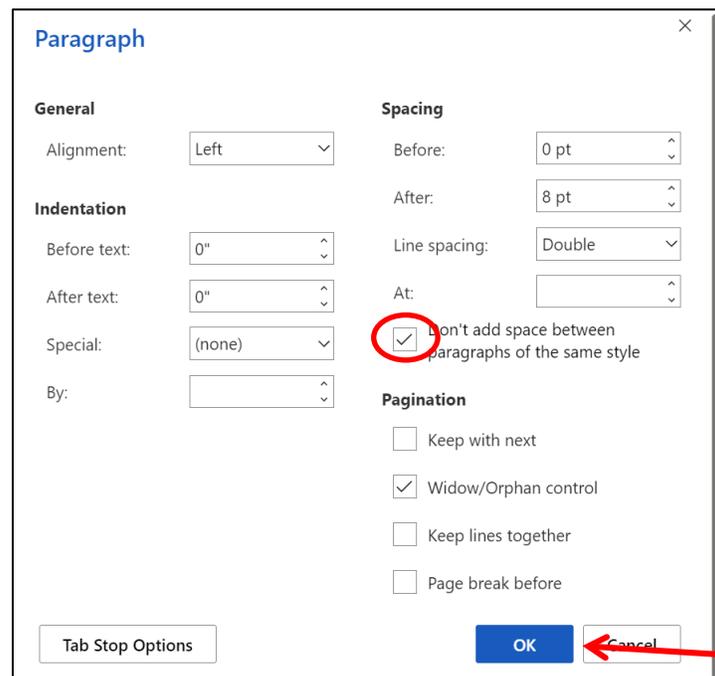
Once in the “Layout” tab, click on the three dots next to the “Page Color” button on the right-hand side of the page. After clicking on the three dots, a drop down will appear called “Paragraph Options.”



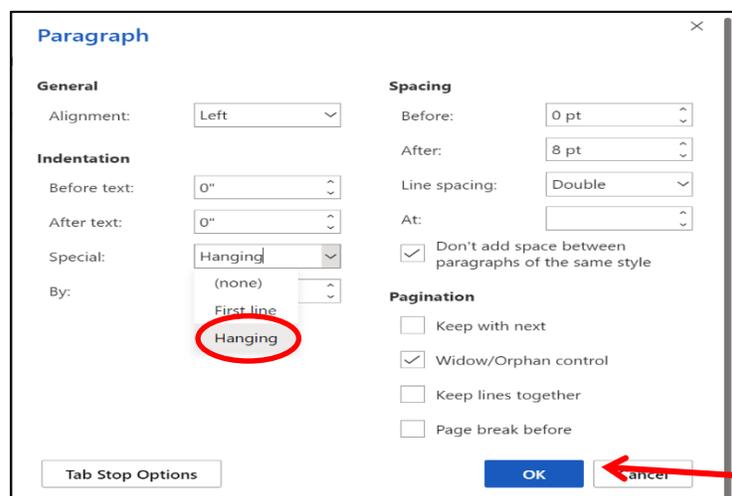
When the “Paragraph Options” button is selected, a pop-up menu will appear, where double spacing can be added to the document. In this section, click on “Line Spacing” to add double spacing to the document and then click “OK.”



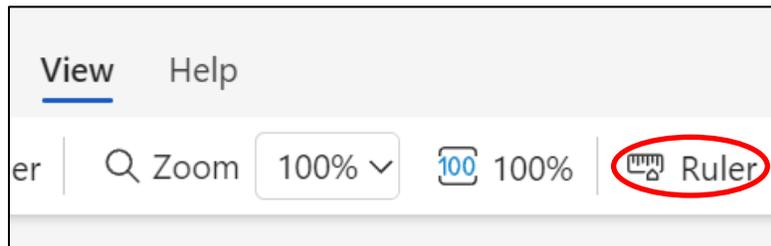
In this same section is a button to remove extra space after the paragraphs. Find the box labeled “Don’t add space between paragraphs of the same style” and check off the box. Then click “OK.”



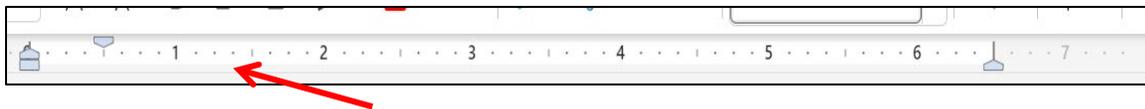
To add a hanging indent, refer to the “Paragraph Options” section again. When the “Paragraph” menu is open, select on the section titled “Special” and click “Hanging” from the drop-down menu. Then click “OK.”



To add paragraph indents, go to the “View” section to make the ruler visible on the document. Once in the “View” section, click on “Ruler.”



After doing so the ruler will appear. Follow the same process as stated earlier to add a paragraph indentation.



At this point the document is properly formatted to MLA standards. For further information about the MLA Style, please see the following Academic Center for Excellence handouts: [MLA Format Guide](#), [MLA Sample Paper](#), and [MLA Paper Checklist for College Writers](#). MLA Style information is also available online through a video tutorial and an interactive module on the Academic Center for Excellence’s “Writing Resources” webpage.