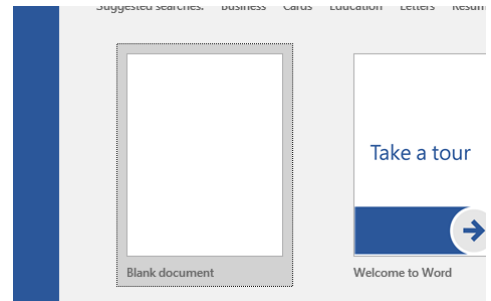# How to MLA Format a Paper Like a Pro
A step-by-step guide with pictures

For a Microsoft Word document (not online):
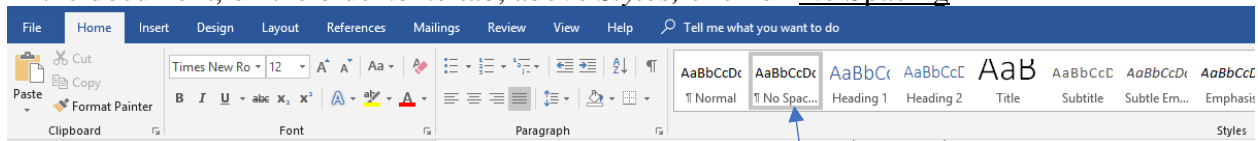
A. Open Document
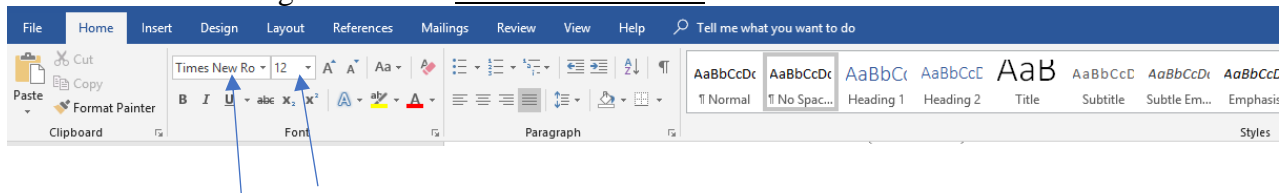1. Open Microsoft Word
2. Click on Blank Document
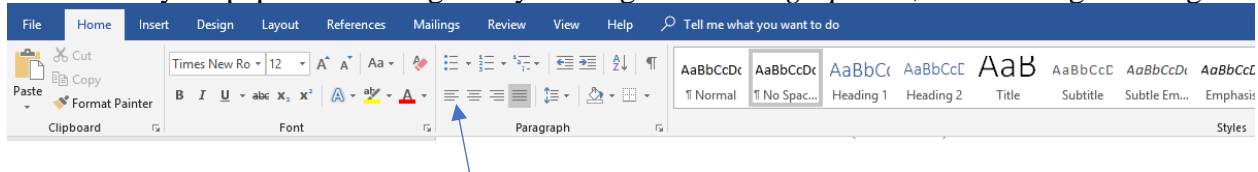

B. Setting up the paper
3. In the document, on the blue *home* tab, above *Styles,* click on <u>No Spacing</u>
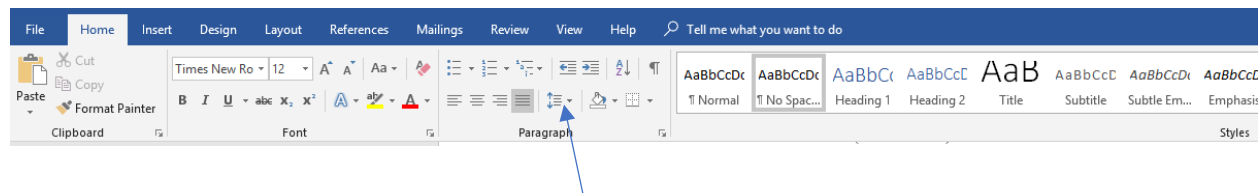

4. Then change the font size above *Font* to 12 point font.
5. Still under *Font* change the font to <u>Times New Roman</u>

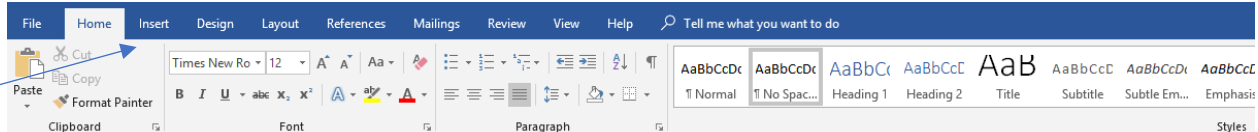6. Ensure that your paper is Left aligned by looking at the *Paragraph* bar, and clicking Left align.

7. Now make your paper double-spaced by going to *Paragraph,* then <u>Line and Paragraph Spacing</u>. Click on <u>2.0.</u> You're ready to begin!
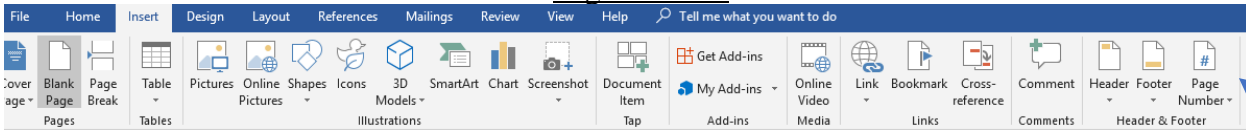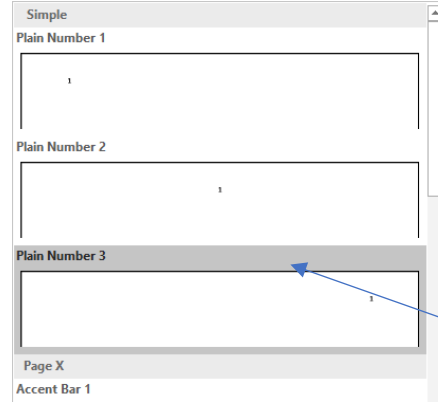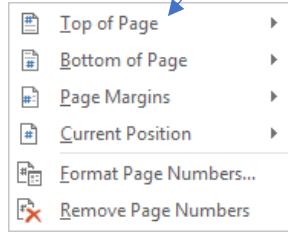

C. Header
8. Go to the blue tab *Insert*

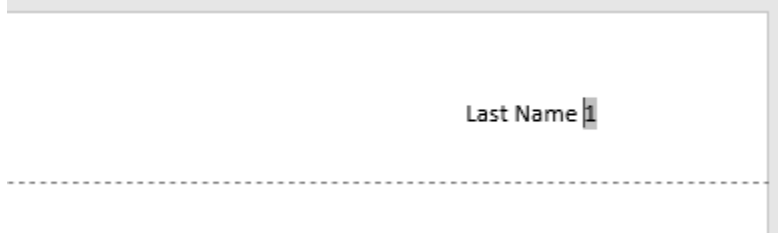**9.** Under *Header and Footer* click on Page Number
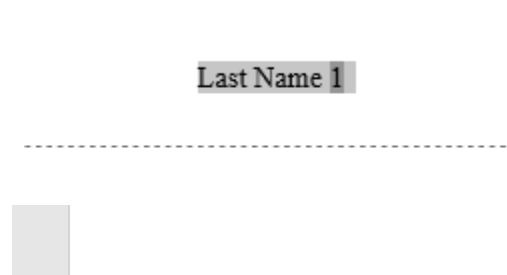

10. Roll your mouse on top of page
11. Click on Plain Number 3 or the image of the number on the right hand side.

12. Ensure that the number isn't highlighted, then type in your last Name in front of the number.

Last Name 1

13. This will not be in the correct size or font, so highlight, go back to the blue *Home* and under *Font* change font 12 point, Times New Roman. You're done!

Last Name 1

D. Heading and title
14. To get out of typing in the header, click somewhere below the dotted header line.
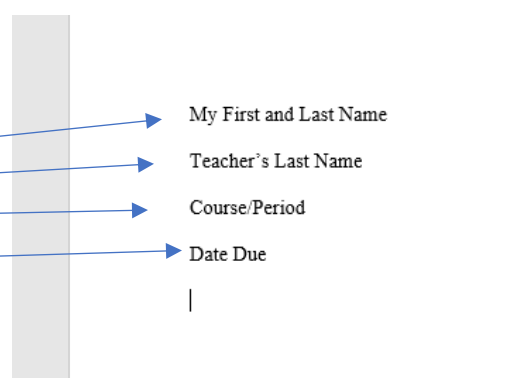**15.** The first line of your heading is your first and last name.
16. The second line is your teacher's last name
17. The third line is your course name/period
18. The last is the date in the order of DAY MONTH YEAR
19. Hit enter once, then type your title.

My First and Last Name
Teacher's Last Name
Course/Period
Date Due

20. Your title must be centered, so highlight your title, go to *Home* on the blue tab, under *paragraph,* click on center align. And you've got it!

My First and Last Name
Teacher's Last Name
Course/Period
Date Due
Title
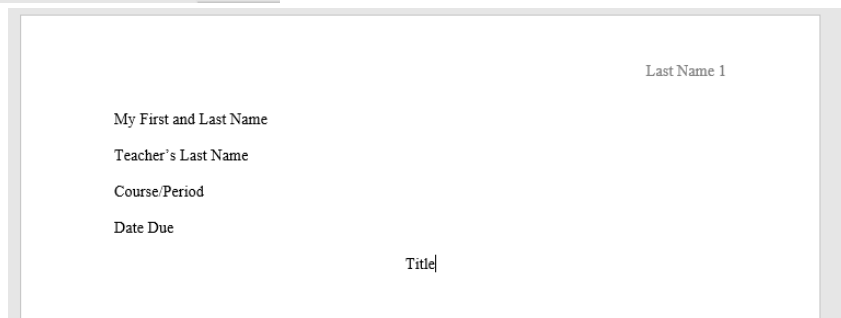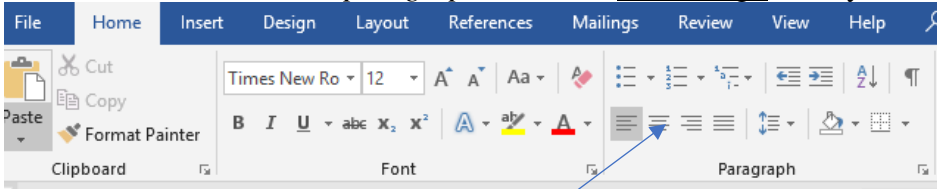
E. Body paragraphs
21. Hit enter once. Your cursor should still be in the center of the screen.
22. Go back to *paragraph* under the *Home* blue tab and left align.
23. Hit TAB on the keyboard once. This will create an indent.
24. Begin typing your first paragraph.
25. Continue writing your paper until you are finished.

Last Name 1

My First and Last Name

Teacher's Last Name

Course/Period

Date Due

Title

This is your paper with a tab line to start with, but this first sentence should be a hook. The second sentence should tie the hook in with the topic of your paper. Then you should have maybe one more filler sentence if you need it. Then have your thesis as the last sentence because it's your opinion and it tells the reader what the paper will be about.

Then this is the next paragraph with the great indent. There is no extra space between the paragraphs, so only enter one time at the end of the paragraph.

For an outline: Stop after Section D.
You should have the following tiers for your bullet points.
I.   This is first tier
    A. This is second
        1. This is third
            a. this is fourth
Simply type this in to indicate the tier. Word will automatically format.