Creating a Document in MLA Format

1. 12 point Times New Roman Font – Change all text to Times New Roman 12 pt. font. On the right side of the document, make sure the format option is selected, Choose Times New Roman and change the size to 12 pt.

2. Header – Insert your last name and the page number in the right section of the header.

3. Hover over the top of the document, you will see 3 boxes; place your cursor over the right most box. Click once and you will see the option to *Insert Page Number*, click on *Insert Page Number* and choose the first option (this will insert a page number that will change as the page changes. Enter your name before the page number.

4. Change the spacing from 1.0 – Single to 2.0 double. The spacing option is found on the Spacing Section on the format option.

5. Ensure the margins are set to 1 inch on the top, bottom and sides. Click on the Document tab at the top right of the page. You will then see the Document Margins in the lower right corner. Ensure all options are set to 1 inch.

6. At the top of the page, but not in the header, enter:
    a. Your Name
    b. The Teacher's Name
    c. Subject
    d. Date – use the full month and year

7. Do Not Skip a line and enter your Title – Titles are centered and follow standard capitalization. They are not italicized or set off with quotations. Choose the centered option under the alignment section under the alignment section.

8. Type in the rest of your text. Start each paragraph by indenting ½ inch from the left side using the Tab key. Do not leave a space between paragraphs.

Inserting special features is as easy a clicking on the appropriate tab from the center and following directions.