# How to create a MLA formatted document

From the Start menu choose **New Microsoft Word Document.** When the dialogue box opens, select **Blank Document.**

The alternate method is to go to **Programs, Microsoft Office, Microsoft Word.**

Once the Word document opens, complete the following steps to format your paper MLA style:

**Setting up your blank document**: Your paper should have a 1 inch margin, be double-spaced, with no extra space before or after paragraphs.
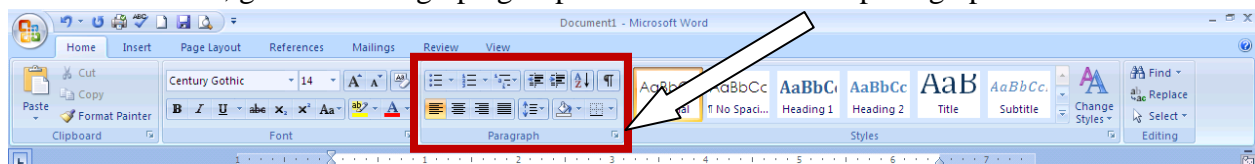
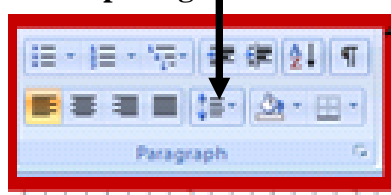Go to the **Page Layout** tab. Select **Margins**, click on **Normal.**
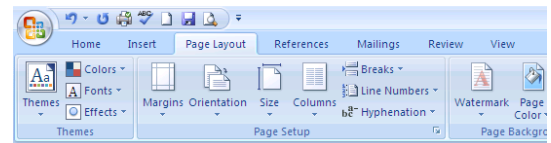
Click on **Orientation** and make sure you have selected **Portrait.**

**Double-space your document**

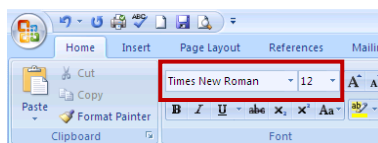On the Home tab, go to the Paragraph group and click on the line spacing option

**Line spacing**

You need to select the down arrow, click on 2.0 for double spacing. Remember to remove space before and after paragraphs.
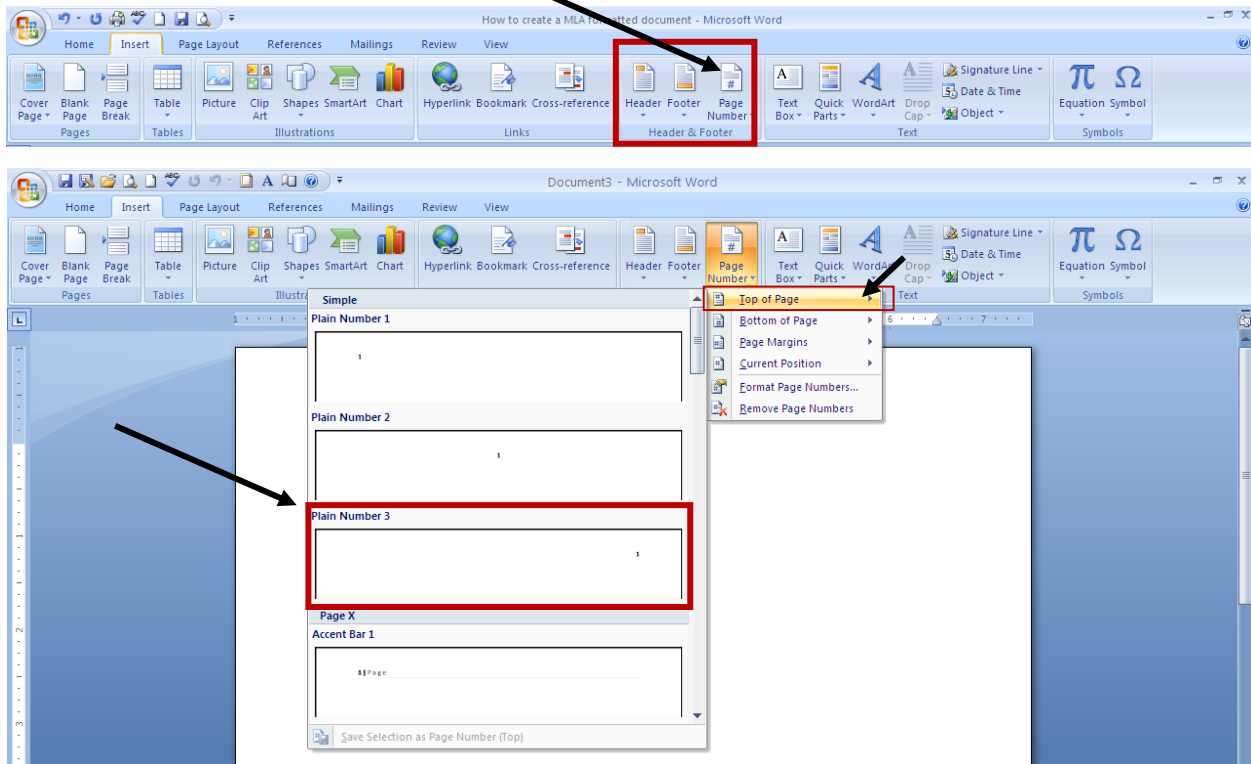
Change the font to Times New Roman, size 12

Now you are ready to begin typing the heading for your paper.

**Inserting a page number**

Go to the insert tab. Select Page number. You will find this under the Header & Footer section.



Once you click on page number, select "Top of Page," Plain Number 3.

The page number is on the right side. Simply type your last name, hit the space bar. Make sure you change the font to Times New Roman, size 12 because it will default to Calibri, size 11. To close the header, double click on the page OR go back to the Insert tab and select CLOSE HEADER AND FOOTER.
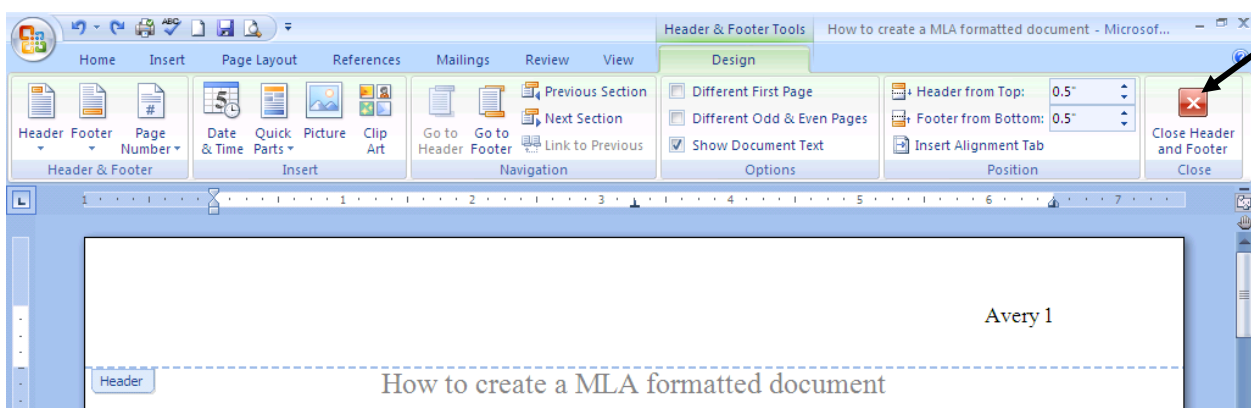


Now that most of your paper is set up, it is time to type the heading for the **first page** of your document.

**The heading for your paper**:

Start at the top of the page.  Type the following:

Your first and last name

Your teacher's name

Name of the class

Day Month Year

**Here is an example:**