CCD Writing Center
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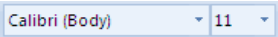www.CCD.edu/Tutoring

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How to Set up a Microsoft Word 2013 Document in MLA Format

Your professor may require a different style from MLA. Always follow your professor's instructions first. See the next page for an example paper in MLA style.

Step 1: Open Microsoft Word

- Click the Windows Start button Start in the lower-left corner of your screen to open up the Start Menu.
- Click the arrow that says "All Programs."
- Click the folder labeled "Microsoft Office 2013."
- Select "Microsoft Word 2013" from the list. Select "Blank Document" from the listed templates.

Step 2: Set the Fonts

- MLA Style uses Times New Roman, Size 12 point font.
- On the top of the screen, click the "Home" tab.
- In the section labeled "Font," look for this drop-down menu: Calibri (Body) 11 .
- Click the arrow next to "Calibri" and select Times New Roman from the list.
- Click the arrow next to 11 and select "12." Your box should now look like this: Times New Roman 12 .

Step 3: Set the Line Spacing to Double

- On the top of the screen, click on the "Home" tab.
- In the section marked "Paragraph," click the "Line Spacing" button: and select "Line Spacing Options."
- Under the "Spacing" section, click the arrow next to "Line Spacing" and select "Double."
- Change the "Before" and "After" settings to "0."
- Select "OK" to apply these settings. This will properly set the document's line spacing to double.

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Step 4: Insert the Header

- On the top of the screen, click the "Insert" tab.

- Find the section marked "Header & Footer."

- Click "Page Number." Mouse over "Top of Page" and choose "Plain Number 3." This will add the page number to the top right-hand corner of the page.

- Next to the page number, type your Last Name, followed by a space.

- Before you exit the Header, highlight your last name and the page number.

- With your name and the page number highlighted in the header, click on the "Home" tab and change the font and size to Times New Roman, 12.

- Exit the header by double-clicking anywhere in the white space below the dotted line, or by clicking the red "X" labeled "Close Header and Footer."

Step 5: Set Your Margins

- On the top of the screen, click on the "Page Layout" tab.

- On the top-left side of the screen, click on the word "Margins" and select "Normal" (1" margins all around).

Step 6: Type Your Identifying Information

- In the upper left corner of your page, type your first and last name. Press Enter to begin a new line.

- Type your professor's first and last names. Press Enter to begin a new line.

- Type the name of your class and its course number. Press Enter to begin a new line.

- Type the date in the following format: Day, Month, Year (e.g. 10 April 2015). Press Enter to begin a new line.

Step 7: Type the Title of Your Paper

- Click the "Home" tab.

- In the "Paragraph" section, click on the Center text align button:

- Type the title of your paper. Do NOT underline the title or change the font/font size. Press Enter to begin a new line.

Step 8: Align the Left Margin

- At the top of the screen, click on the "Home" tab.
- In the "Paragraph" section, click on the Left text align button: . This will move your cursor back to the left side of the page.

Step 9: Indent ALL Your Paragraphs

- Press the "Tab" button on the left side of your keyboard to indent each paragraph.
- Do NOT use spaces. Remember to do this with each new paragraph that you create – Microsoft Word 2013 may not do it for you automatically.

Step 10: Save Your Document

- In the upper left-hand corner of the screen, click the blue Save image: .
- This will bring up the "Save As" dialogue box.
- Where it says "File Name," type in the name that you wish to give your document.
- Make sure it is descriptive and easy to remember!
- Choose the location where you would like to save the document.
- Click "Save."

Remember to save often!

Need More Help? Come See Us.

Fall & Spring Hours	Auraria Library Writing Center
Monday – Thursday, 9:00 a.m. - 6:00 p.m.	On the first floor of the Knowledge Market
Friday, 11:00 a.m. – 3:00 p.m.	
Learn More at www.CCD.edu/Tutoring.	Schedule an appointment.