MLA Format: The Basics



1. **Open Microsoft Word**: Click on Start Menu > All Programs > Microsoft Office Word
2. **Change Margins:** Page Layout > Margins > Set Top, Left, Bottom and Right Margins to 1” > Click OK.
3. **Insert Header:** Double click in Header area> Click Page Number Drop Down Menu, Choose Top of Page > Plain Number 3 > Type Last name before number > Double click outside of Header to go back to typing.



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**Double Space:** Page Layout > Paragraph > Change Line Spacing from Single to Double > Make sure Spacing Before and After are at 0 pt. > Click OK

1. Type **Heading**: List your name, your instructor's name, the course, and the date.

**Example:**

Joe Smith

Ms. Seiberling

Language Arts

4 November 2015

1. **Title**: Type title. Capitalize first word, last word, and all important words in between. Do not underline, italicize, or place your title in quotation marks. Center Title by highlighting > Click

Center Icon on tool bar.

1. Double space between the title and the first line of the text.
2. **Indent Paragraphs:** Use Tab Key to indent.