How to set up an MLA document in Microsoft Word 2010

1. Click the “Page layout” tab on the toolbar and select “Margins.”
2. Select “Normal” to get one-inch top, bottom, left & right margins.
3. Click the “Home” tab on the toolbar and select “Times New Roman” and “12” for font.
4. From the “Home” tab under the paragraph section – select the paragraph launcher.
5. Change the spacing to double and make sure that the spacing resembles what is below.
6. To set up your last name and page number, click the “Insert” tab on the toolbar, and select “Page Number.” Select “Top of Page,” then ”Plain Number 3.”
7. To add your last name, type in your last name and hit the space bar one time.
8. Select “Close Header and Footer.”

Now you are ready to begin typing your paper. See example below.

Smith 1

John Smith

Professor (or Instructor) Jones

English 100-001

29 August 2014

Title of Your Essay Goes Here

Indent the paragraph by using the tab key, and then begin typing your essay here. Notice the title is NOT underlined, in quotes, all caps, bold, italic or a larger font. Continue using a 12
point font. Also note that every line is double spaced and all paragraphs are indented. For help with a Works Cited page or quotes see other handouts.