

NAME:

DATE:

PERIOD:

HOW TO SET UP A DOCUMENT IN MLA FORMAT USING WORD 2010

STEP ONE: SET YOUR LANGUAGE

1. If your default language in Word is not English, click on the REVIEW tab.
2. Click on LANGUAGE.
3. Choose SET PROOFING LANGUAGE.
4. Highlight ENGLISH (U.S.)
5. Click the SET As DEFAULT button.

STEP TWO: SET UP YOUR PAGE MARGINS

1. Click on the VIEW tab.
2. Check the box for RULER if it is not already checked.
3. Click on the PAGE LAYOUT tab.
4. Click on MARGINS and select NORMAL. It should have 1" margins all around.
5. If NORMAL is not set for 1" margins, click on MARGINS a second time and mouse down to CUSTOM MARGINS.
6. Set each margin (TOP, BOTTOM, LEFT, AND RIGHT) as 1" and then click SET AS DEFAULT.

STEP THREE: SET YOUR HEADER

1. Click on the INSERT tab.
2. Click on HEADER and select BLANK.
3. Click back to HOME and set your font for TIMES NEW ROMAN 12.
4. Type your last name in the highlighted field and then type one SPACE.
5. Click back to the green HEADER AND FOOTER PAGE TOOLS tab.
6. Click on PAGE NUMBER, mouse down to CURRENT POSITION, and select PLAIN NUMBER.
7. While still in the header, click on the HOME tab, go to the PARAGRAPH tools, and then select ALIGN TEXT RIGHT. This will put your header in the right-hand corner.
8. To exit the header, double-click in the text of your document or click the green HEADER AND FOOTER TOOLS tab and click the big red X labeled CLOSE HEADER AND FOOTER.

STEP FOUR: DOUBLE-SPACING YOUR PAPER

1. Click into the top left corner of the body of your document.
2. Click on the HOME tab.
3. Go to the PARAGRAPH tools and click on LINE AND PARAGRAPH SPACING.
4. Select 2.0

STEP FIVE: TOP LEFT CORNER STUFF

1. Go to the HOME tab and select TIMES NEW ROMAN 12 as your font.
2. In the top left corner of the body of your document, type your first and last name and hit the ENTER/RETURN key on your keyboard once.
3. Type the title and last name of your teacher and hit the ENTER/RETURN key on your keyboard once.
4. Type your period. Spell it out like this: "Period 4" (no quotation marks), and hit the ENTER/RETURN key on your keyboard once.
5. Type today's date. Spell it out like this: "4 September 2014" (no quotation marks), and hit the ENTER/RETURN key on your keyboard once.

STEP SIX: ADD YOUR TITLE

1. Go to the HOME tab if you are not already in it.
2. Go to the PARAGRAPH tools and click on CENTER. Your cursor (the thing shaped like an arrow or the letter I that you move with your mouse) will go to the center of the page.
3. Type the title of your paper. Make sure to capitalize where necessary.
DO NOT underline your title, change its size, use all-caps, or put it in quotes or italics.

STEP SEVEN: TYPE YOUR PAPER

1. Hit the ENTER/RETURN key on your keyboard once after your title and then go to the PARAGRAPH tools and select ALIGN TEXT LEFT. Your cursor should now be on the left side of the page.
2. Hit the TAB key on your keyboard to indent your first paragraph.
3. Start typing your first paragraph.
4. To go to your next paragraph, hit the ENTER/RETURN key on your keyboard once.
5. Your next paragraph will probably tab itself over. If it does not, hit the TAB key on your keyboard once and begin typing your next paragraph.

STEP EIGHT: IN-TEXT CITATIONS

1. To use a direct quote from an author, put QUOTATION MARKS around it.
2. To paraphrase a quote from an author, do not put QUOTATION MARKS around it.
3. To cite a direct quote or a paraphrase, put the last name of the author and the page number in PARENTHESES at the end of the sentence *after* the final quotation marks but *before* the period.

For example, "Cats are extraterrestrials hiding in plain sight" (Smith 23).

STEP NINE: BLOCK QUOTES

1. A block quote is a quote four lines or longer from one author.
2. At the end of the last sentence before the block quote, type a COLON (:) and hit the ENTER/RETURN key on your keyboard once to go to the next line.
3. Type your block quote. DO NOT indent the first line or use quotation marks around it.
4. Put the last name of the author and the page number in PARENTHESES at the end of the final sentence before the period.
5. Use your mouse to highlight the entire quote from beginning to end.
6. While the quote is highlighted, hit the TAB key on your keyboard twice. Your whole quote should now be aligned one inch from the left.
7. Click anywhere in the body of your document to remove the highlighting from the quote.

STEP TEN: FORMATTING YOUR WORKS CITED PAGE

1. At the end of your last paragraph, click on the INSERT tab and then click on PAGE BREAK. This will take you to a new page that is not affected by anything on a previous page.
2. Click the HOME tab and then go to the PARAGRAPH tools and select CENTER. Your cursor should now be in the center of the page.
3. Type the title "Works Cited" (without the quotation marks).
4. Hit the ENTER/RETURN key on your keyboard, go to the PARAGRAPH tools, and select ALIGN TEXT LEFT. Your cursor should now be on the left side of the page.

STEP ELEVEN: ADDING WORKS CITED ENTRIES

Option 1

1. Add your first Works Cited entry, following standard MLA rules.
2. If the entry breaks onto a second line, the second line must have a hanging indent.
Create a hanging indent by going to the top RULER and dragging the bottom TRIANGLE over 0.5 inches to the right. You may need to do this for every entry.
3. Hit the ENTER/RETURN key after each entry.

Option 2

1. Click the REFERENCES tab and go to the CITATIONS AND BIBLIOGRAPHY tools.
2. Go to STYLE and select MLA SEVENTH EDITION.
3. Click on INSERT CITATION and mouse down to ADD NEW SOURCE. Fill in the blanks with the information from your source. Do this for each source you have.
4. Click on BIBLIOGRAPHY and select WORKS CITED. When it populates your page, delete the new title "Works Cited" because it is the wrong font, the wrong size, and the wrong color. Instead, use the title you typed yourself in Step 8. Fix line spacing, if necessary.
5. Check your computer-generated Works Cited entries against a known correct document or accepted MLA style manual.

STEP TWELVE: DOUBLE-CHECK EVERYTHING

1. Seriously. Go back and check everything, right down to the smallest detail. If you have the mental discipline to follow instructions, learn from examples, and give sustained attention to your assignment, you'll end up with a perfectly formatted paper, every time.