How to Format MLA Essay in Microsoft Word

**TYPE essay in Microsoft word**

1. Set font to “Times New Roman”
2. Make sure the number box beside it says “12”
3. Go to “PAGE LAYOUT”
   1. Click “Margins” (the first button)
   2. Make sure it is set for “normal” – 1 inch all around

4. Indent the first lines of each of your paragraphs exactly one half-inch from the edge of the left margin. When doing your indents, use the tab key instead of using the space bar.

1. Double space throughout essay
   1. click the button with the two arrows (ABOVE the word “paragraph)
   2. click 2.0
2. The title needs to be centered
   1. two buttons over from the A with the color line under it
3. Make sure you click the “paragraph” button
   1. Look at spacing and make sure they both say 0 (it has been changed on some computers)
   2. Change if it doesn’t
   3. Click ok

**\*\*\*To make heading in the top right corner**

1. Click “insert”

2. Click “page number” (third item down toward the right of the screen)

3. Click “top of page”

4. Pick number to the right (the third choice)

5. Click that

6. Then type your last name next to the number. Make sure there is a space in between