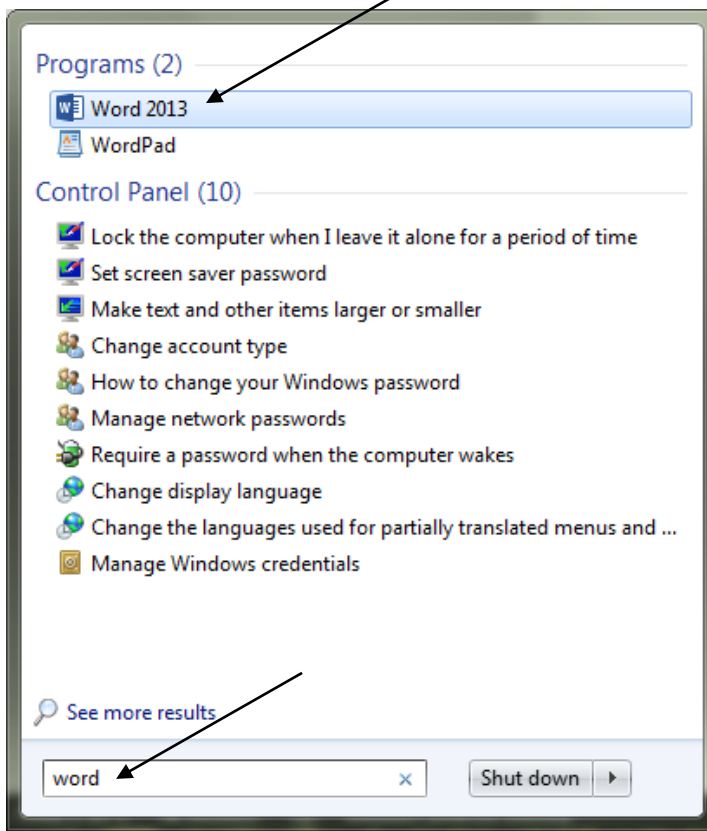


Formatting Papers Using Microsoft 2013 and MLA Style

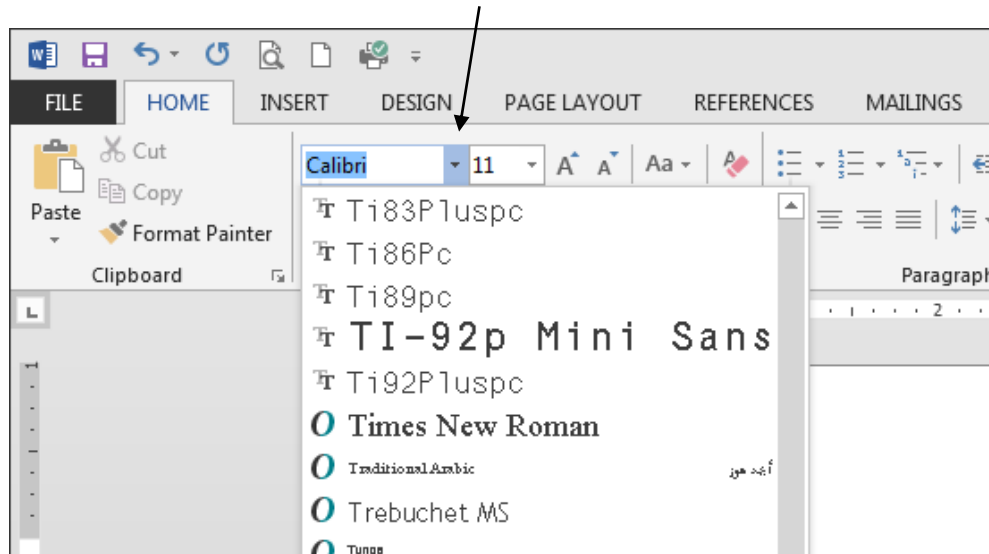
To begin a paper using Microsoft Word 2013 click the “Start” button in the lower left hand corner of the screen. Key in “Word” in the search box and Word 2013 will appear. Click once to open Word.



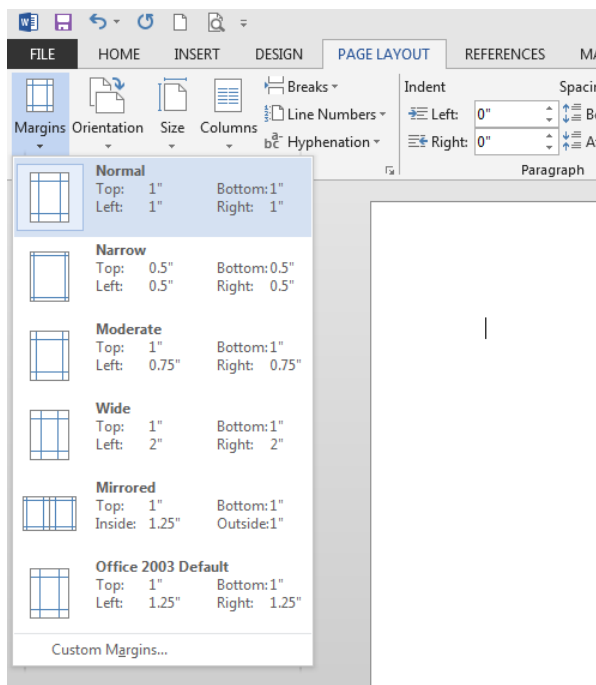
MLA Formatting Guide:

- 1) 12 point, Times New Roman font
- 2) One inch margins
- 3) Double spaced and remove extra space after paragraph
- 4) Page number
- 5) Headings
- 6) Title
- 7) Auto indent

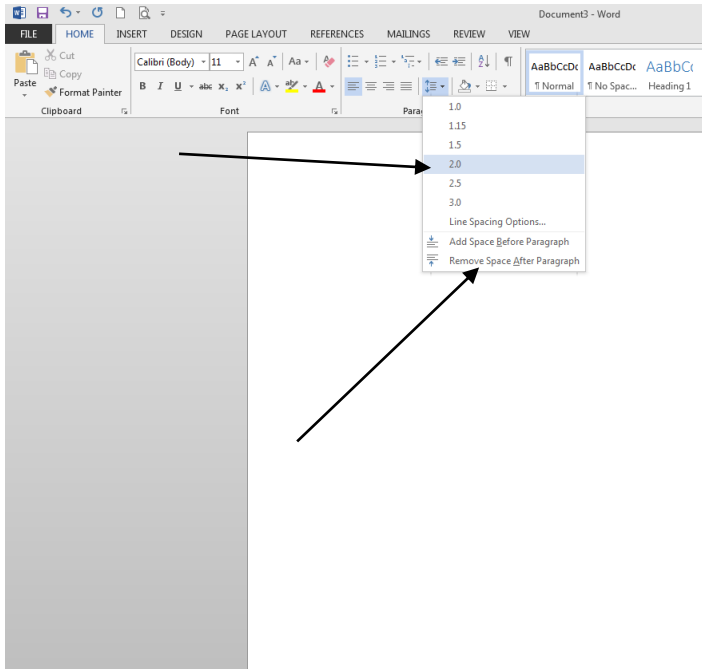
- 1.) On the “Home” ribbon, in the “Font” box, click on the font drop-down menu (the small arrow next to the word “Calibri”) to show available fonts. Use the drop down menu to scroll down and select “Times New Roman” font (see screenshot below). Also on the home tab within the font grouping, use the drop down menu to select the font size of “12” for the paper.



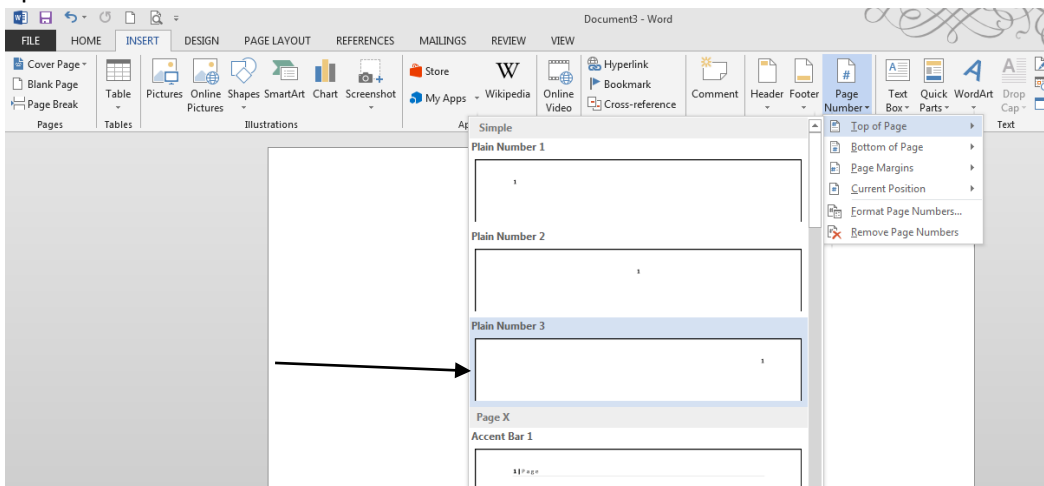
- 2.) Word 2013 automatically sets the margins of a new or blank document to 1 inch on all sides. To check the margins, click on the tab labeled “Page Layout.” In the “Page Setup” box, click on the icon labeled “Margins.” If needed, select 1 inch margins if it is not already selected.



- 3.) On the “Home” ribbon, in the “Paragraph box,” select the “Line and Paragraph Spacing” icon (two blue arrows facing up and down next to four horizontal lines). On the drop down menu select double spacing “2.0.” Then access the same drop down menu again and select “Remove Space After Paragraph.”



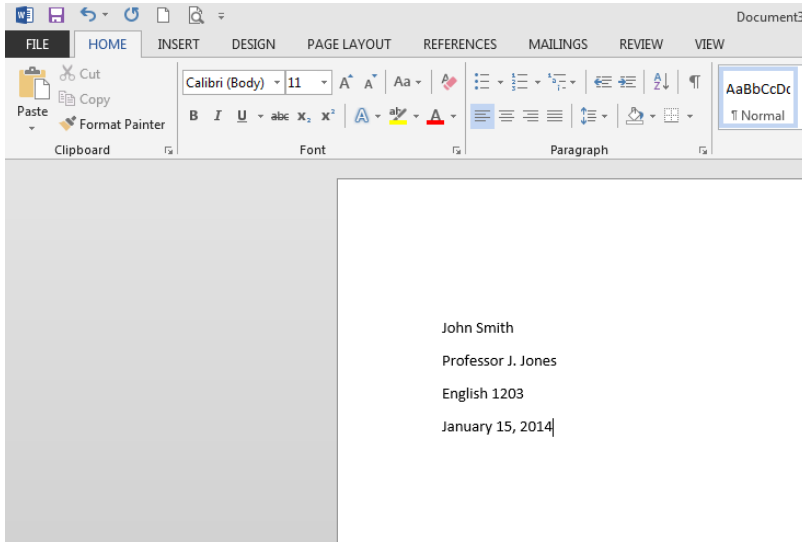
- 4.) To insert a page number, click on the tab labeled “Insert.” In the box entitled “Header & Footer” click on the option “Page Number.” Select “Top of Page” from the drop down menu with an option entitled “Plain Number 3.”



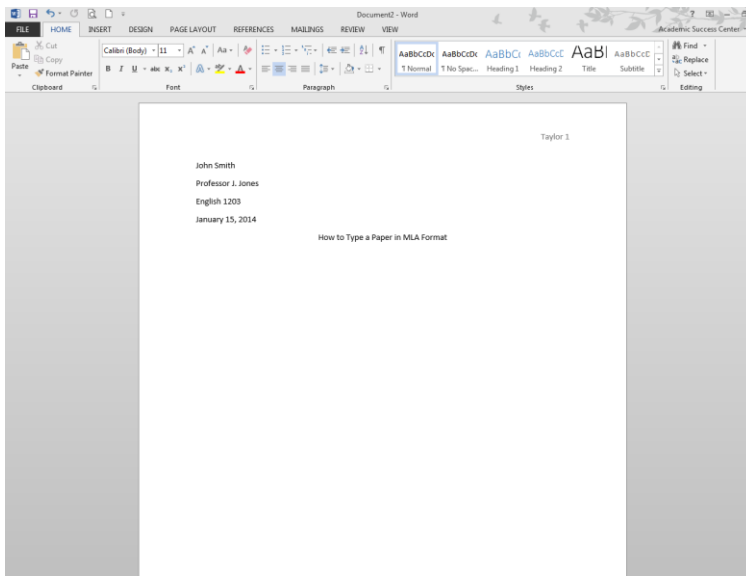
By selecting this option, a “1” will appear in the top right hand corner of the first page. Click on the left hand side of the “1” and type your last name and then add one space. Highlight

the entire line by pressing and holding the left button on the mouse while dragging over the text, and then change the font to “Times New Roman” and the font size to “12” on the “Home” ribbon so the header will be consistent with the remainder of the document. Click the “Design” tab and then click the red “x” in the “Close Header and Footer” box on the ribbon to finish.

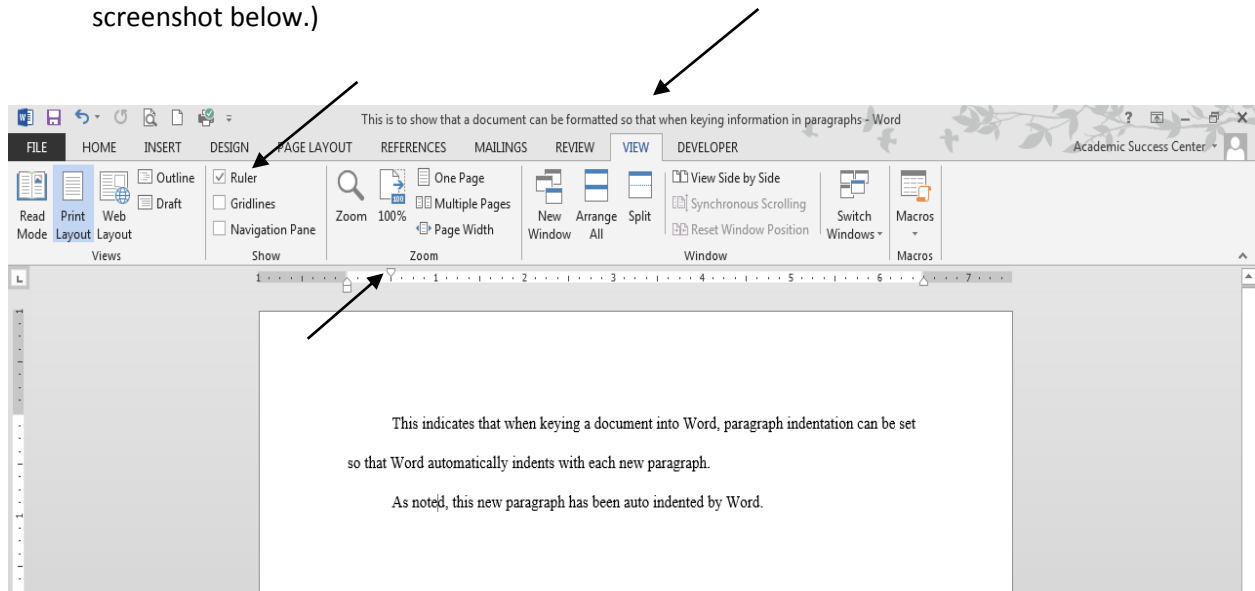
- 5.) Next, type the title and identification information. Text alignment should be on the left hand side of the paper using the “Align Text Left” icon located in the Paragraph box on the “Home” ribbon. Type your name, the name of your professor, the name of the class, and the date.



- 6.) After typing the date, press the “Enter” key one time. Select the “Center” icon located next to the “Align Text Left” button, and type the title of the paper, capitalizing every important word, such as nouns and verbs.



- 7.) The beginning of each new paragraph should be indented (depress the Tab key). For this to occur automatically, open the “Ruler” by clicking the “View” tab on the ribbon. With the ruler visible, click on the upper **first line indent** marker and drag the upper triangular shaped marker to the ½ inch mark midway between 0 and 1 inch on the ruler. (The ruler should appear as it does in the screenshot below.)



At this point, the document should be properly formatted to MLA standards.