

Helpful Tips!

Setting up Your Word Document for MLA

Before you start working on your paper follow the steps below to configure your word document for MLA:

Word 97-2003

1. Go to **File** on the toolbar and select **Page Setup**. Select the **Margin** tab and set top, bottom, left and right margins to 1”.
2. Select **Ariel** or **Times Roman** font in size **12**.
3. Click the line spacing icon on the tool bar and select **2.0**.

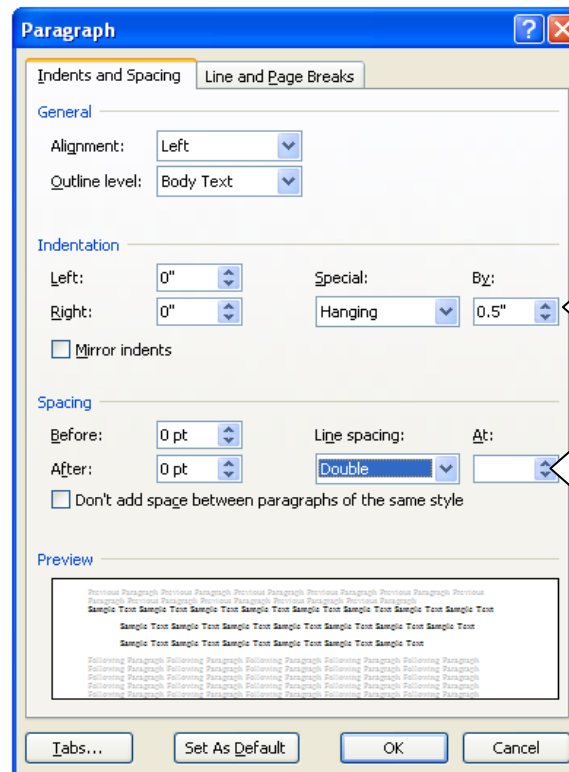
Word 2007-2010

1. Click on **Page Layout** then click on **Margins**. Select **Normal** (1” on all sides).
2. Click on **Home** and select **Ariel** or **Times Roman** font in size **12**.
3. Click on **Home** and click on the line spacing icon. It is above the section labeled **Paragraph**. Select **2.0**.

Formatting Your MLA Works Cited Page

Word 97-2003

1. Type in your works cited entries. **Don't** hit enter at the end of the line. **Do** hit enter at the end of each works cited entry.
2. Arrange the individual works alphabetically by the first meaningful word in the entry (Not a, an, the).
3. When you have typed in all of your works cited entries, select all of them by highlighting. Click on **Format**. Click on **Paragraph**. Under Line spacing, choose Double. In the drop down box below the word “**Special**”, choose **Hanging**.



Make sure that this box shows **.5**". This will indent all lines other than the first line by **.5**".

Make sure line spacing is double.

Word 2007-2010

1. Follow steps 1 and 2 above.
2. Click on **Home** then click on the small dropdown arrow to open the paragraph dialog box. Under Line spacing, choose **Double**. In the drop down box below the word “**Special**”, choose **Hanging**. Set the indent to **.5**" in the box labeled “**By**”. The paragraph dialog box looks similar to the one shown above.