

MLA Formatting: A Step-by-Step Walkthrough

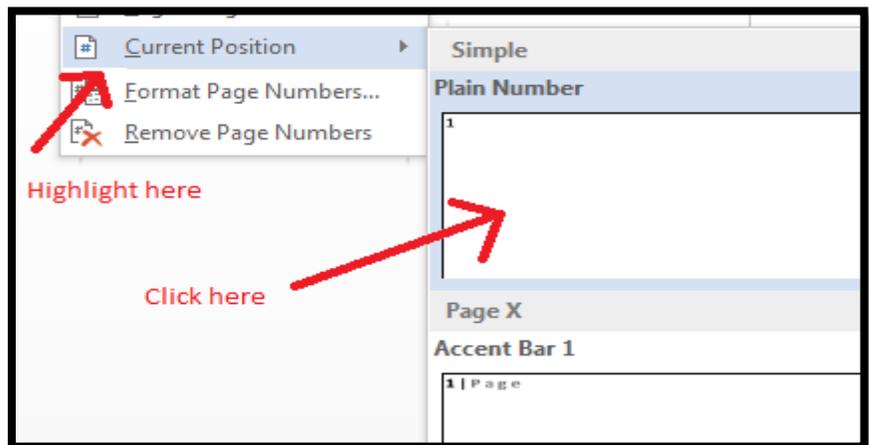
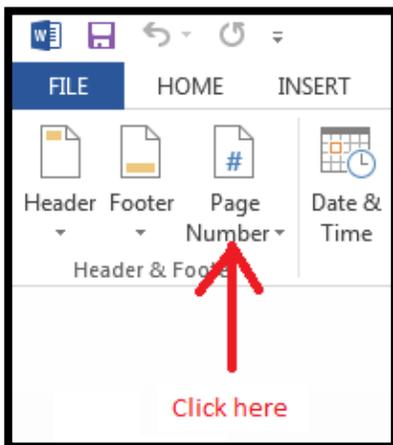
Step 1: First begin by doubling clicking in your header area to enter it as shown below.



Step 2: Press the 'Tab' key twice on the keyboard to align your cursor to the right.

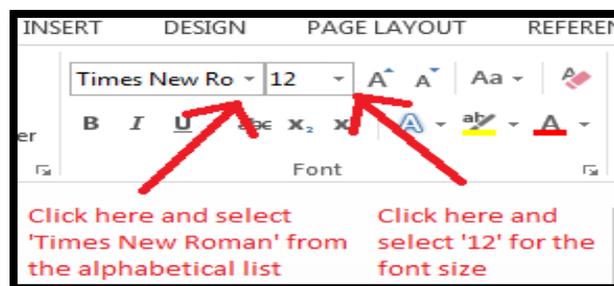
Step 3: Type your last name (capitalized), then press the 'Spacebar' on the keyboard once.

Step 4: Insert a page number through the page number function as shown below.

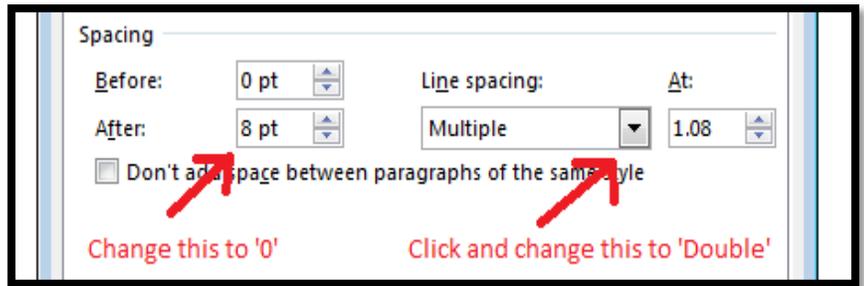
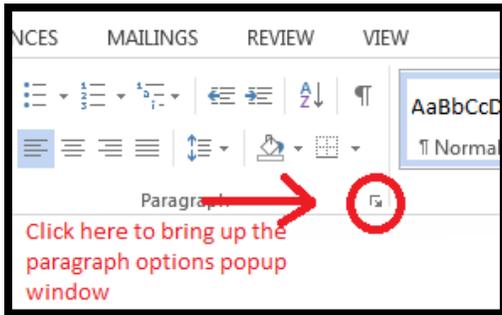


Step 5: Close the header by double clicking below the line as shown above for Step 1.

Step 6: Change your selected font and font size by clicking the buttons shown below. (Be sure to also apply these changes to your last name and page number just added to the header)



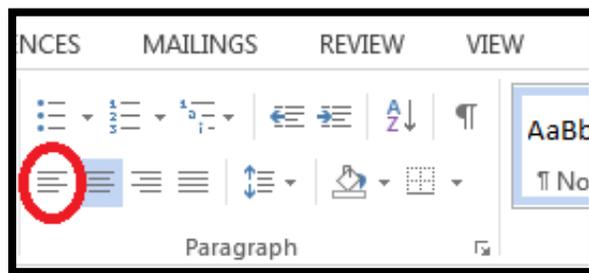
Step 7: Enter the paragraph options to adjust the paragraph and line spacing as shown below.



Step 8: Type your first and last name (capitalized). Press 'Enter' on the keyboard. Type your professor's name (capitalized last name). Press 'Enter.' Type your class name and number (capitalized). Press 'Enter.' Type the date of submission as day (number), month (fully written and capitalized), and year (number). When completed, the top of your paper should appear as the example below.

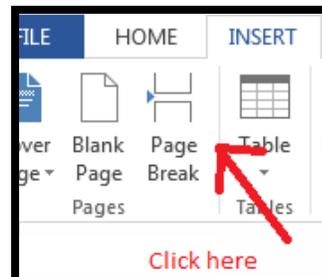
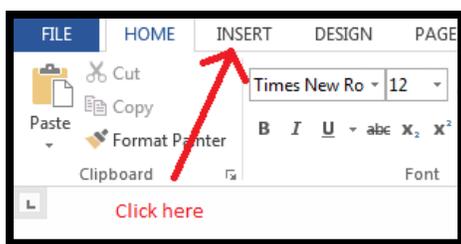


Step 9: Press 'Enter' and click the 'Center' button (first picture below), then type your title.



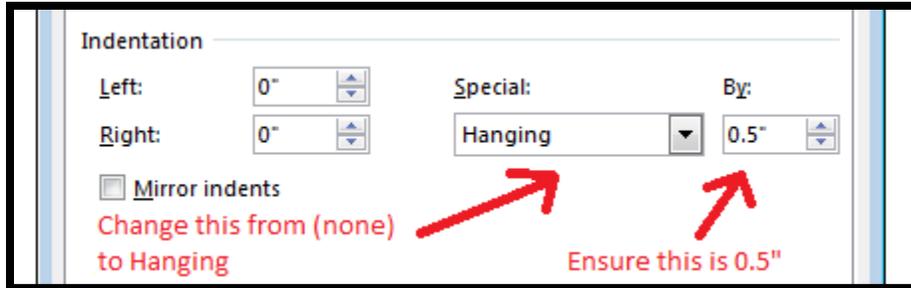
Step 10: Press 'Enter,' then click on 'Align Left' (second picture above). Press 'Tab' to indent your first line and begin typing your paper. (Be sure to continue indenting the first line for each new paragraph using the 'Tab' key).

Step 11: After completing your paper, click the INSERT tab, then on the 'Page Break' button to start on a new page to begin work on the Works Cited page.



Step 12: Click the 'Center' button (as shown in step 9) and type **Works Cited**.

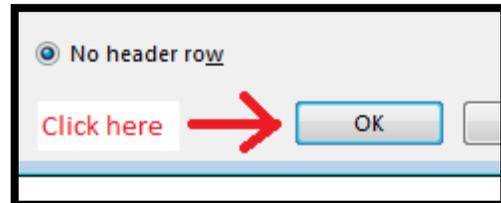
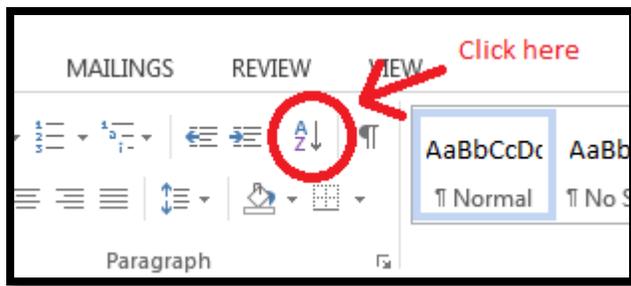
Step 13: Press 'Enter,' and click on 'Align Left' (as shown in step 10). Then, enter the paragraph options (as shown in step 7). Change the 'special' option under 'Indentation' to say 'Hanging.' As pictured below. (After selecting 'Hanging,' ensure the 'By' section is set to 0.5")



Step 14: Begin inserting your citations, making sure to only press 'Enter' when beginning a new citation.

Step 15: When all citations are entered, left click and hold on the mouse. Drag the cursor over all the citation entries and release to select them all at once (be careful not to also select the Works Cited text for this step).

Step 16: With the entries selected, click the 'Sort' button (pictured below), then press the 'OK' button on the popup screen to automatically place all the entries in ascending alphabetical order.



Congratulations! Your paper should now be fully formatted to MLA style!