MLA Format
Using Microsoft Word 2016 and MS 365 with OneDrive

Open a New Document	• **Start,** All Programs, **Word 2016** • Click one time on the 'Blank Document'
Spacing	• **Home** tab, **Paragraph** section, click small arrow on bottom right corner • In Spacing section, make BOTH <u>Before</u> and <u>After</u> at **0 pt** • Line Spacing: Choose **Double.** • Check the box marked "**Don't add space between paragraphs of the same style**". Click **OK.**
Font Type and Size	• **Home** tab, **Font** section, drop down menu, choose **Times New Roman** • **Home** tab, **Font** section, drop down menu, choose **12**
Setting Margins and Indenting	• All margins are defaulted to 1 inch for the top, bottom, right, and left sides • To check, click **Layout** tab, then **Margins,** and then on **Normal** • To indent, press the **Tab** key (Default set at 0.5 inches)
Creating Header and Page Numbering	• **Insert** tab, **Header & Footer** section, click on **Page Number** • Click **Top of Page**, then **Plain Number 3** (which is top right corner) • Type your Last Name followed by one space which will leave a space between your name and the page number • Click the **Red X** to close the header

Heading	Begin typing your <u>Heading</u> at the top left-side of the document:
	    First and Last name – Press Enter
	    Instructor's Name – Press Enter
	    Class Name – Press Enter
	    Date (4 June 2008) – Press Enter

Title	• After pressing Enter from the Heading, on the **Home** tab, in the **Paragraph** section, click on the **Center** button • Type the **Title** of the paper, then press Enter • Click on the **Align Text Left** button

Saving the Document	• Click on **File** tab, then **Save As** • Choose the **Downloads** folder • Type desired file name and click **Save** • Login to http://portal.office.com • Click OneDrive to open the application • Click **Upload,** then browse for the file you want to save • Click **Open**