1. OPEN MICROSOFT WORD 2016.
   a. Click on the Start button (lower left-hand corner).
   b. Select All Apps, and then Word 2016.
   c. A screen asking what type of document you want to use will appear. Choose “blank document”.

2. SET THE FONT
   a. From the Home tab, in the Font group, change the style to Times New Roman and the size to 12, using the drop down arrows.

3. SET THE MARGINS
   a. From the Layout tab, in the Page Setup group, click Margins.
   b. For a paper in MLA Format, click Normal. This will create 1” margins on all sides.

4. DOUBLE SPACING - Change line spacing
   a. Click on the Home tab. In the Paragraph group, click Line Spacing.
   b. Click 2.0, to select double-spacing.
   NOTE: To change the spacing of a paragraph or portion of the text, highlight the section that needs to be changed, open the paragraph group, and re-select the appropriate spacing.

5. SETTING UP THE HEADER [Inserting your Last Name and Page Number]
   a. On the first page of the document, double click the header or footer area (on the top of the page).
   b. Under Header & Footer Tools, on the Insert tab click Page Number.
   c. Select, “Top of Page” and “plain number 3” (right hand side).
   d. When cursor is blinking, type your last name before the page number.
   e. Select the red Close Header box in the upper right.
   NOTE: To create a custom header or footer click the Different First Page check box and go to the next step.
6. ENTER YOUR HEADING  
a. On the Home tab, in the Paragraph group, click Left Align  
b. Type in your heading information:  

Your Name  
Instructor’s Name  
Course Title  
Due Date (day month year)  

7. CENTER YOUR TITLE  
a. On the Home tab, in the Paragraph group, click Center Align  
b. Type your title. Press the Enter Key  
c. Select Left Align and continue with your document.  

8. WORKS CITED AND HANGING INDENTS  
At the end of your paper you must create a list of resources that you cited in your paper. This is called the Works Cited list on its own separate page. This list must be in alphabetical order and include hanging indents.  
a. On the Home tab, in the Paragraph group, click Center  
b. On the first line of the reference page, center the words “Works Cited” (no bold, formatting, italics, underlining, or quotation marks).  
c. Beginning with the next line, type your citations. If a citation is longer than one line just keep typing and allow it to automatically flow onto the next line.  
d. At the end of your citation use the enter key to go to the next line to start the next citation.  
e. Once you are finished with all your citations highlight all of them.  
f. On the Home tab, in the Paragraph group, click the small arrow in the bottom right corner.  
g. In the indentation section click the drop down box labeled “special” and select “hanging” then click okay.  
h. Make sure the citations are still highlighted. On the Home tab, in the Paragraph group, click the sort button and click okay. This will alphabetize your entries.  

Sample pages may be viewed on the https://owl.english.purdue.edu/owl/resource/747/01/ web site.