Quick Tip:
Setting Up Documents Using Microsoft Word

The Center

The following quick tip is provides help with the basic format of your paper in Microsoft Word. This specific handout refers to the basic formatting used for assignments requiring MLA. For APA, please refer to our APA handouts for more information on formatting papers, especially in referring to title pages and headers.

Microsoft Word
This is what the top menu bar looks like when you open a Microsoft Word document (newer versions of Microsoft are similar looking to this):

Format the Font
Each designated space is called a “Tab.” Each tab contains specific functions according to the section.

1) On the home screen, make sure you are on the “Home” tab.
2) Locate the “Font” sub-tab and look for the tiny corner arrow on the lower right hand side. Click on the corner arrow.

3) This is what the Font sub-tab looks like when it is open. Under the “Font” column, scroll down and select the font you will use. In this case, scroll down to the T’s to select “Times New Roman.”
4) Once you have selected the font type, move over to the last column labeled “Size” and scroll down to the font size listed in numbers. In this case, scroll down and select “12.” Once you have selected the font type and size, click “OK.” (If you are planning to have your papers in this same format, then select “Set as Default” and then “OK” to keep it that way.)

![Font and Size Selection](image)

Formatting the Spacing

5) Next click on the tiny corner arrow on the “Paragraph” sub-tab that is the next to the Font sub-tab.

![Paragraph Sub-Tab](image)

6) This is what the Paragraph sub-tab looks like when it is open. Go down to the “Spacing” column and click on it.
7) Go to the bottom set of arrows next to the “10 pt.” Click on the bottom arrow twice to move it to “0 pt.” Both the top and bottom Spacing numbers should be 0 pt.

8) Next, move over to the “Line spacing” column and click on it. Where the menu says “Multiple” click down to “Double” and select it. After you are done down, click on “OK” to save changes.

9) Click on the “Page Number” category.
10) Once the Page Number category is highlighted, select “Top of Page.” Once highlighted, under the Simple menu, go down and click on “Plain Number 3.” This will open the Header and Footer sections of your paper.

11) Once the Header and Footer sections of your paper open, you will notice that a number “1” will appear in the upper right hand corner above a blue dotted line and a blue “Header” flat tab. The number 1 will be highlighted in gray with a blinking cursor.
12) At the blinking cursor, type your last name and when you are done, hit the space bar.

13) Once you have typed your last name, go to the top green “Header & Footer Tools” and look for the red box with white “X” and click on it. This will close out the Header and Footer, leaving your paper with the proper header and page number (not the heading that is something else entirely).

14) When you are done, your paper is formatted! You can now type your heading and title (for MLA) like this: