Quick Tip: Setting up MLA Style

The Center

So you need some quick instructions on how to set up MLA style? The Writing Center's got you covered. Here are some basics.

**First:** You need to set up the font. The word “font” is just a fancy word for the shape of the letters. Look in the upper left of your computer screen and find the word Font. Do you see it?

Right now, the font is set on Calibri. You want Times New Roman for MLA style. Click on the tiny arrow next to Calibri and the list of available fonts will appear. Scroll down until you see Times New Roman (hint: the fonts are in alphabetical order, so look for the T’s).

Once you find Times New Roman, click on it.

**Second:** Now that your font is set, you need to change the size. For MLA, you need size 12.

Look again to the tiny arrow. Click on it and the available sizes will appear.
Click on 12 and now your font is set to Times New Roman 12. Perfect for MLA!

**Third**: Next, you need to set up the spacing. The spacing refers to the amount of space between lines of text. To do this, find the Paragraph box.

For MLA, you want double spacing. Do you see the tiny up and down arrows with little lines next to them?

This is where you control the spacing. Hit the little arrow. The choices for spacing will appear. Click on 2, because MLA is double-spaced.

**Fourth**: Now you need a heading. The heading is the information in the upper left-hand corner of your paper.

The heading for MLA style always uses four pieces of information in this order.
• Your Name
• Your Teacher’s Name
• The Course
• Due Date of your Paper

Simply type these in the upper left-hand corner of your paper. When you are done, it should look something like this:

Gabrielle Raymond

Dr. Gary Montano

English 1302

5 May 2015

**Fifth:** Once your heading is on point, you need to insert your page numbers. Page numbers for MLA style go in the upper right-hand corner. Look along the top of your computer screen. See the blue FILE? These are called tabs.

You want to click on the INSERT tab because you need to insert page numbers.

![Insert tab](image)

After you click on INSERT, look to the right at the top of your screen.

Find the words Page Number in the Header & Footer box.
Click on the tiny arrow and hover over Top of Page.

When you do, Plain Number choices will appear. Click on Plain Number 3. After you do that, here is what you will see:

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Notice that a space opens up above your heading. This is where you will put your last name and page number necessary for MLA style.

Right now, the cursor (little blinking line) is before the number 1. That’s perfect! Now type your last name. Hit the space bar once. It should look like this below.

Raymond 1

The last thing to do for this step is to change the font. Remember, even your last name and page numbers need to be in Times New Roman for MLA style!

Hold down your mouse and drag it over your last name and page number. The whole thing should be highlighted, like this:

Raymond 1

Now change the font to Times New Roman 12. You have already done that with your heading, so just refer back to that step if you are confused. When you are done, the top of your paper should look like this below:
Sixth: The last thing you need to do is put in your title. Your title should be just below your heading and centered in the middle of the page. For instance, let’s say my title is: Why the Writing Center is Awesome

Put your cursor just after the date. Hit enter. Your cursor (little blinking line), will now be under the heading on the left side of the page. Look for the Paragraph box again.

Do you see where there are some lines highlighted? This is to show that you want your letters all the way to the left. But you want the cursor in the center so you can type your title.

Click on the one to the right, where the little lines appear in the center.

Now your cursor should move to the middle of the page. You can type your title.
When you are done, your document will look like this:

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Why the Writing Center is Awesome

Congratulations! You have now set up your paper for MLA style with:

- Times New Roman font 12
- Double spacing
- Heading
- Inserted page numbers and last name
- Centered title

If you need further help with computer skills issues, grab one of the Writing Center Super Team! We are here to help. And check out our other handouts in the Quick Tips series.

Created by Gabrielle Raymond, Learning Lab Manager, The Center, TCC South Campus, 2015