

MLA Research Paper Formatting Directions
Using Microsoft Word 2007
(An MSJC-SJC Writing Center Handout)

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How to Set Up a Microsoft Word 2007 Document Using MLA Guidelines

There are many ways to set up a Microsoft Word 2007 document using MLA Guidelines. Here is one simple method. First, open up a new Microsoft Word 2007 document. Click the "Home Tab", and choose the font **12 point, Times New Roman**. Next, go to the "Insert Tab" and click on "Page Number" which is located in the fifth group from the left. Click "Top of Page" and then click "Plain Number 3." The cursor is set so that you may type your name, so type in your last name and tap on the space bar once. Now, double click outside of the header area to return to the body of your document. Your last name and page number should be .5" from the top of the page (1" total).

To set your margins, click the "Page Layout" tab and then click "Margins". Now, click on "Normal." This will create 1" margins. Now, click on the diagonal arrow, which is located in the bottom right hand corner. Find the "Spacing" section, then set spacing to "0 pt" for both "Before" and "After." Now, find the "Line Spacing" section and set it at "Double." Click "OK" to confirm your changes.

Your paragraph indentation should be set for an indentation of 5 letters or characters or at a default of ½". Microsoft Word 2007 automatically defaults to ½" and changes are not normally needed. However, you can verify that your indentions are properly set by clicking on the "Page Layout" tab. Next, click on the diagonal arrow in the "Paragraph" group. Now, click on "Tabs..." which is located in the lower left corner of the window and verify that the "Default tab stops" are set to .5". If the "Default tab stops" are not set to .5", make the appropriate change (.5") and click "OK" to confirm the change. You need to