Steps for Typing Your Essay in MLA Format

1. Open a new Microsoft Word Document.
2. Click on “Insert.”
3. Click on “Page Number.” Scroll down to “Top of Page” and then “Plain Number 3.”
4. Add your last name and a space in front of the page number.



1. Highlight your name and page number. Change the font to Times New Roman, size 12.
2. Double click on document, outside of header to close the header.
3. Go back to Home and change the document font to Times New Roman, size 12.
4. Change the line spacing to double spaced. (That is the icon about the word “Paragraph” that has up and down arrows. Scroll down to 2.0. Then scroll down to “Remove space after paragraph.” At this point it should say “Add space…” twice.
5. Type your first and last name. Enter once.
6. Type the teacher’s name. Spell it correctly. Enter once.
7. Type the class name. Spell it correctly. Enter once.
8. Type the date in the following format: day month year. For example:14 November 2011

Make sure to spell out the month completely. Spell it correctly. Enter once.

1. Change the margin to centered. Type your title. Enter once.
2. Change your margin back to left side. Tab over or space five spaces. Begin typing your essay.

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