

**This is a video tutorial on how to format your paper in MLA style using Microsoft Word 2010.**

(Recorded and produced by Jason M. DiGioia for the Daytona State College Writing Center, 2011.)  
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0:10 This video is brought to you by your friends at the Daytona State College Writing Center.

0:19 To set our margins at 1 inch, click on the Page Layout tab.

0:28 Click on Margins.

0:32 Select Normal for 1 inch margins.

0:42 Next, we need to make our default font Times New Roman 12 point.

0:48 To set Times New Roman 12 point font as the default, click on the "Home" tab.

0:53 Click on the font formatting button.

0:59 If Times New Roman 12 isn't your default font, type "Times New Roman" in the "Font" box.

1:07 Times New Roman then pops up as an option; select it.

1:12 Make sure "Regular" is selected

1:16 Select "12".

1:21 To make Times New Roman 12 point regular our default font for the entire document, click on "set as default".

1:30 Select "This document only" to make these your default settings JUST for this document or "All documents based on the Normal template" to make these settings the default for all future documents. Click "ok" when you're ready.

1:41 Times New Roman 12 point regular is now our default font for the entire document.

1:47 We now have to make sure our paper is double spaced.

1:55 Under the "Home" tab, click on the paragraph formatting button.

2:04 Under "line spacing" select "double".

2:13 To make sure there is no extra space between paragraphs, change the "After" box to "0". Click "Ok" to accept the changes.

2:35 Next, you need to insert your last name and page number in a header.

2:42 Click on the "Insert" tab.

2:48 Click on "Page Number".

2:54 Hover over "Top of Page".

3:02 Click on "Plain Number 3".

3:10 Your page number should appear.

3:14 Next, type your last name next to the number, and hit the space bar once.

3:22 To exit the header, double click below the blue dotted line.

3:28 Now, Microsoft Word will automatically include your last name and the page number on every page.

3:40 Next, we need to type the appropriate information on the far left of our paper.

3:48 Start with your full name and then hit "enter".

3:56 Type your instructor's name and hit "enter".

4:02 Type the title of the course and hit "enter".

4:10 Type the day the paper is due in the following format: day month year. Hit "enter" when you're finished.

4:26 Next, type the title of your paper. It must be centered on the page.

4:36 The text is currently aligned left.

4:42 To center the text, make sure you're in the "Home" tab. Then, click on "center text".

4:51 Type your title and hit enter when you're done.

4:58 Our cursor is still centered on the page. To take us back to left aligned text, click on "align text left" in the "Home" tab.

5:10 As you can see, our cursor is now aligned left.

5:16 Hit the "tab" key on your keyboard to indent all new paragraphs.

5:24 Now you can start typing your paper!

5:34 You don't need to hit enter at the end of a line...Word wraps the text to another line automatically!

5:44 We hope you found this tutorial useful!