

Making an MLA Document in MS Word (Online)

These instructions are for the MS Word online version.

1. If you have already registered with Microsoft, sign in to Microsoft Word by going to **www.office.com**. You land on the Office 365 home page.
2. In the menu on the left, click the blue square with the W. This opens Microsoft Word.
3. Choose **MLA Style Paper**.
4. Click the down arrow next to **Saved v**. You will see a box under “File Name” with the word “Document1” in it. Highlight that and change it to a file name that will help you identify this project. Then press the **Enter** (Return) key.
5. On the “Insert” menu, choose “Header & Footer.”
6. On the right, in the **Options** box, select “Same across Entire Document.”
7. Double-click **[Last Name]** and type in your own last name.
8. Click anywhere below to get out of the header and return to the body of the paper.
9. Click **[Your Name]** on the left and type in your own name (first and last).
10. Click **[Instructor Name]** and type the name of your teacher. (Note: *Please* get the name right!)
11. Click **[Course Number]** and type in the name of your course, for example, English 102-A.
12. Click **[Date]** and type the date you are submitting the paper.
13. Click **[Title]** and type the title of your paper. This format is set up for a colon title; if you are using a simple title, just delete the colon and **[Subtitle]**.
14. Now you need to delete all that instructional material (two pages of it).

Where your paper is saved

If you click on “Document – Saved” in the upper left, you can see where your file has landed. There are two main possibilities: Microsoft OneDrive (their cloud server) or the Documents folder of your computer. If your paper is saved to OneDrive, you must download it before sending it to Blackboard.

Paragraph styles

This is a powerful tool (pretty well hidden in the online version) for making your paper look professional. (**Note:** If you followed my instructions in item #14 above, you probably ended up with the wrong paragraph style. Choose “Normal” for a standard MLA paragraph.) Click the **Home** button, then click the drop-down menu with the picture of a letter A and a paint brush. To apply a style, highlight the paragraph, then click your choice from the style menu:

- Header information (Your name, etc.) = No Indent
- Title of the paper and title of the Works Cited page = Title
- Body of the paper = Normal
- Long direct quotations (4+ lines) = Quote
- Works Cited entry = Bibliography

Formatting a Works Cited page

The paragraph format was already there in the template (assuming you didn't delete it), but it has a couple of problems.

1. The Works Cited page needs to start a new sheet of paper, but the template doesn't do that, so put your cursor at the end of your essay and click the **Insert** menu at the top of the page. Then click **Page Break**.
2. The original template didn't center the title either, so use the **Title** style for the words **Works Cited**.
3. Use the **Bibliography** style for the entries. (Reminder: The Works Cited page entries are not numbered; they are simply sorted alphabetically.)
4. The sample entries in the template are formatted according to the MLA 7th edition. In 2016, we moved to the 8th edition, so follow the grammar handbook or a site such as Noodletools to get them right.

Downloading for Blackboard

Word has several options for sending the document to others; unfortunately, most of them don't work properly with Blackboard.

Things you don't want to do:

- Don't click the blue "Share" button at the top of the page.
- Don't choose "Share with People."
- Don't use Word's "Export" function.

How to do it:

1. Go to the MS Word "File" menu on the left. (It might be the lower of two.)
2. Choose "Save as"
3. Select "Download a copy."
4. A docx version should land in your "Downloads" folder. This is the one to upload to Blackboard.