

# 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. Find the blue box with the words + **New Blank Document** and click it.
4. Choose **New from template**.
5. Choose **MLA Style Paper**.
6. In the blue ribbon at the top, click the down arrow next to **Saved v**. You will see a box under “File Name” with the word “Document” in it. Highlight that and change it to a file name that will help you identify this project. Then press the **Enter** (Return) key.
  - Note: When they say “Documents,” they do not mean the Documents folder on your computer; they mean the OneDrive Documents folder.
7. On the “Insert” menu, choose “Header & Footer.”
8. On the right, in the **Options** drop-down menu, select “Same across Entire Document.”
9. Double-click **[Last Name]** and type in your own last name.
10. Click anywhere below to get out of the header and return to the body of the paper.
11. Click **[Your Name]** on the left and type in your own name (first and last).
12. Click **[Instructor Name]** and type the name of your teacher. (Note: *Please* get the name right!)
13. Click **[Course Number]** and type in the name of your course, for example, English 102-A.
14. Click **[Date]** and type the date you are submitting the paper.
15. 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]**.
16. Now you need to delete all that instructional material (two pages of it).

## Paragraph styles

This is a powerful tool 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 7<sup>th</sup> edition. In 2016, we moved to the 8<sup>th</sup> edition, so use 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 computer's "Downloads" folder. This is the one to upload to Blackboard.