

# Making an MLA Document in MS Word (Windows)

Microsoft Word for Windows does not appear to have a built-in template for writing an MLA paper! Begin by going to [www.allenenglish.me/computer/MLA-template.dotx](http://www.allenenglish.me/computer/MLA-template.dotx) and downloading the template to your computer.

1. Open the template. This will open the **Microsoft Word** program.
2. Press **Ctrl+S** to save your file and specify a new name that will help you find this document in the future (and location, if you need to).
3. Triple-click **Last Name** in the upper right and type in your own last name.
4. Double-click anywhere below to get out of the header and return to the body of the paper.
5. Click **Your Name** on the left and type in your own name (first and last).
6. Click **Instructor Name** and type the name of your teacher.
7. Click **Course Number** and type in the name of your course, for example, English 100-A.
8. Click **Date** and type the date you are submitting the paper.
9. 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**.
10. Now you need to delete all that instructional material (two pages of it) and begin typing your paper.
  - o The “Normal” paragraph style has the proper ½ inch paragraph indent.
  - o If you have one of those very long (4+ line) quotations, start a new paragraph and tag it with the “Quote” style.
  - o The program will automatically figure out line endings and page endings, and will place the page number at the top of each new page.

## *Formatting a Works Cited page*

1. The paragraph format was already there in the template (assuming you didn't delete it). The Works Cited page needs to start a new sheet of paper, and the template is set up to do that.
2. Highlight and delete that block that begins with “AuthorLastName,” then type your entries one by one. Use the “Return” key to move from one entry to the next.
3. If you deleted the Works Cited page:
  1. Put your cursor at the end of your text and click the **Insert** menu. Then find **Page Break** and click that.
  2. Type the words **Works Cited** and tag them with the **Title** style.
  3. Type your entries (each one is a separate paragraph) and tag them with the **Bibliography** style.