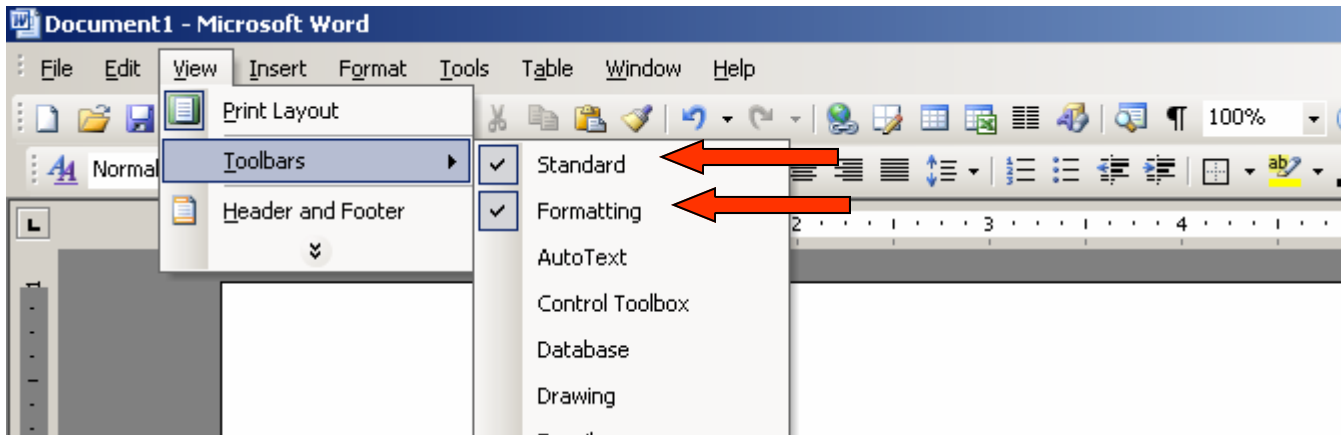


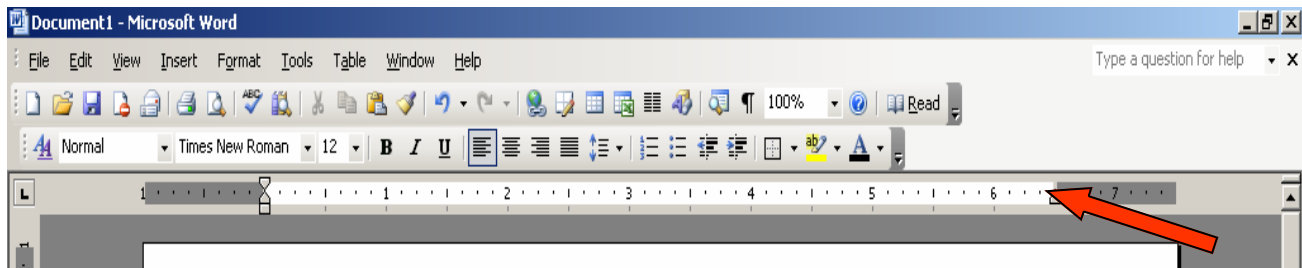
## How do I format my paper in MLA style using Microsoft Word?

Franklin High School has Microsoft Word available on most computers. If you are using a program other than Word, you will need to consult the help menu of that program. This document is intended to help, but it does not answer all questions that might arise. Be sure to utilize the help menu of the program. Some websites are also useful. One of the best sites available for help is: [http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)

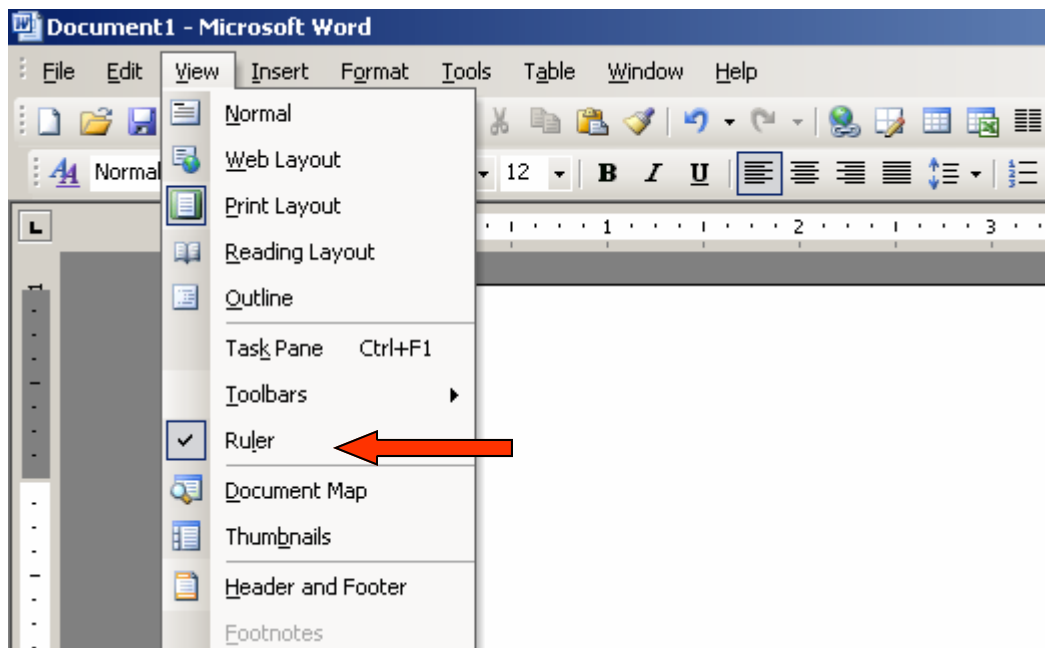
**1) One of the ways to cut time in formatting is to learn to use toolbar buttons. Make sure the most useful toolbars are showing. Go to view - toolbars, and check standard and formatting.**



**It is also necessary to see the ruler.**

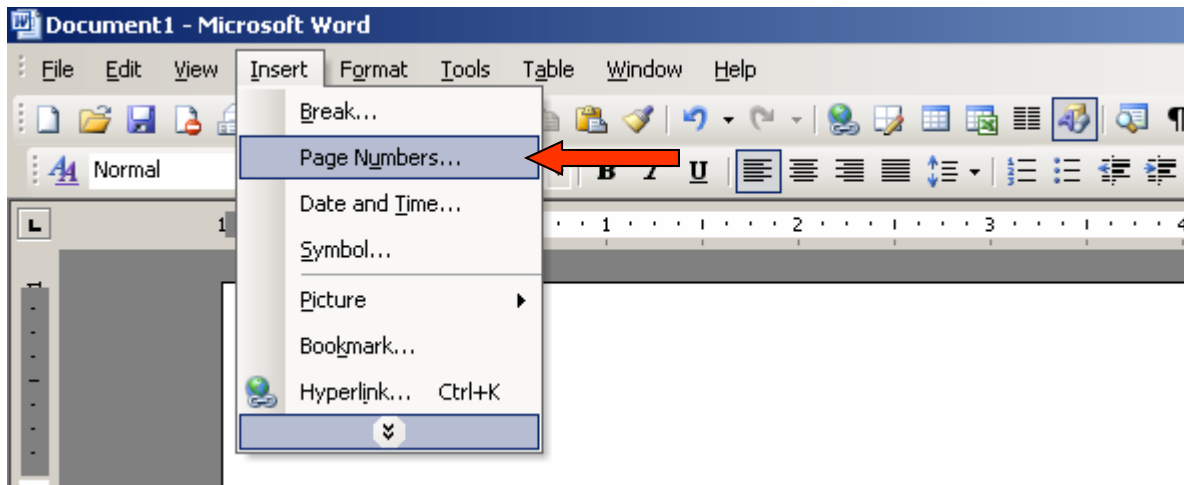


**2) Go to View and make sure ruler is checked if you don't see the ruler.**

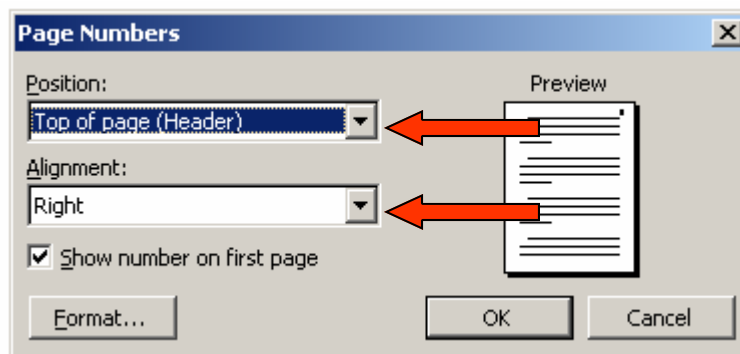


How do I insert page numbers in MLA format using Microsoft Word?

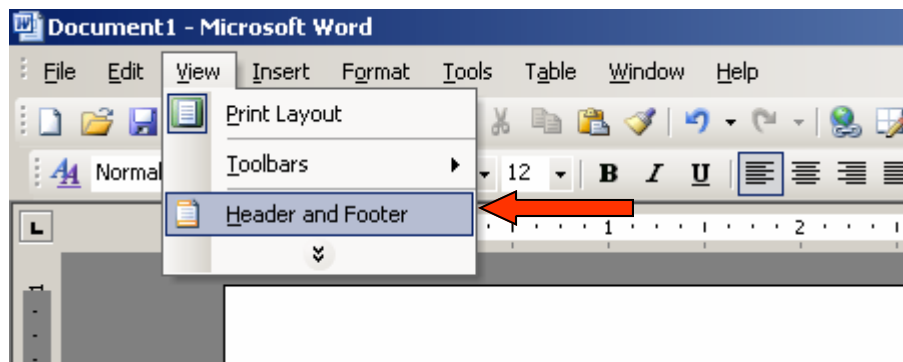
**1) Go to Insert - Page Numbers**



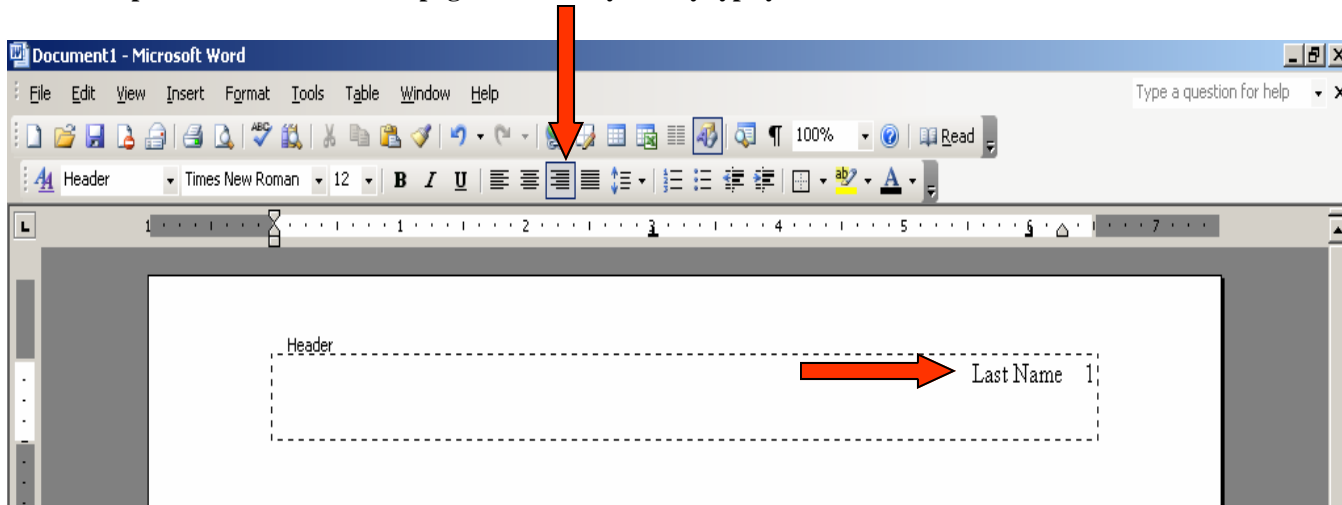
**2) Change position to "Top of page (Header)." Change alignment to "Right."**



**3) The page number should appear in the header. Click on View - Header and Footer.**

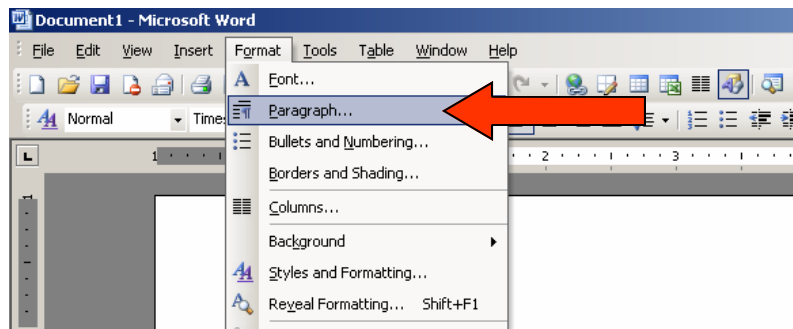


4) Click on the align right button. If the button is not present, you may go to Format - Paragraph and align right. This should put the cursor beside the page number so you may type your last name.

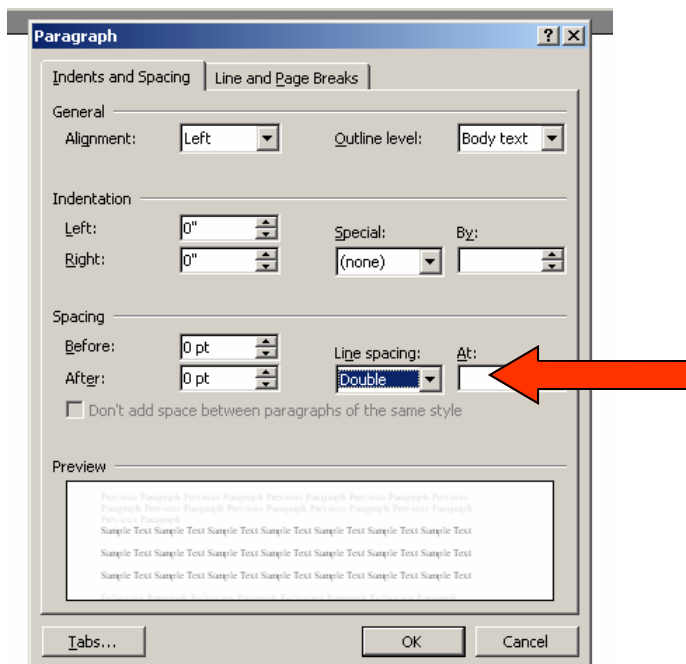


How do I double space the paper using Microsoft Word?

1) Go to Format - Paragraph.

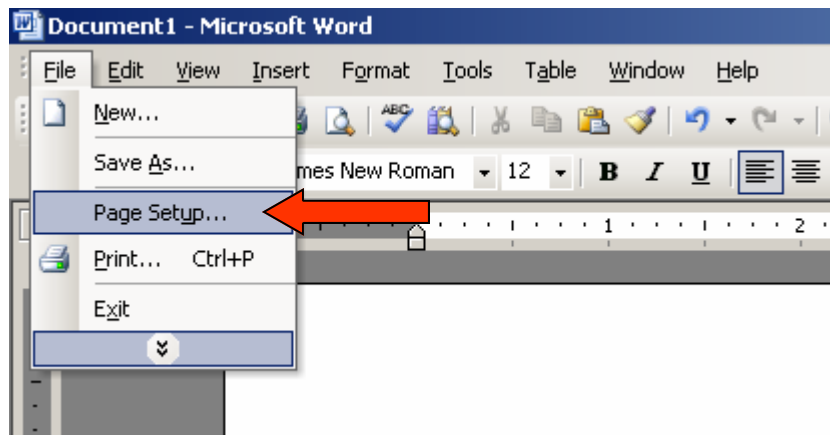


2) Change Line Spacing to Double. (You can also use a shortcut alternative. Hit Ctrl + 2.)

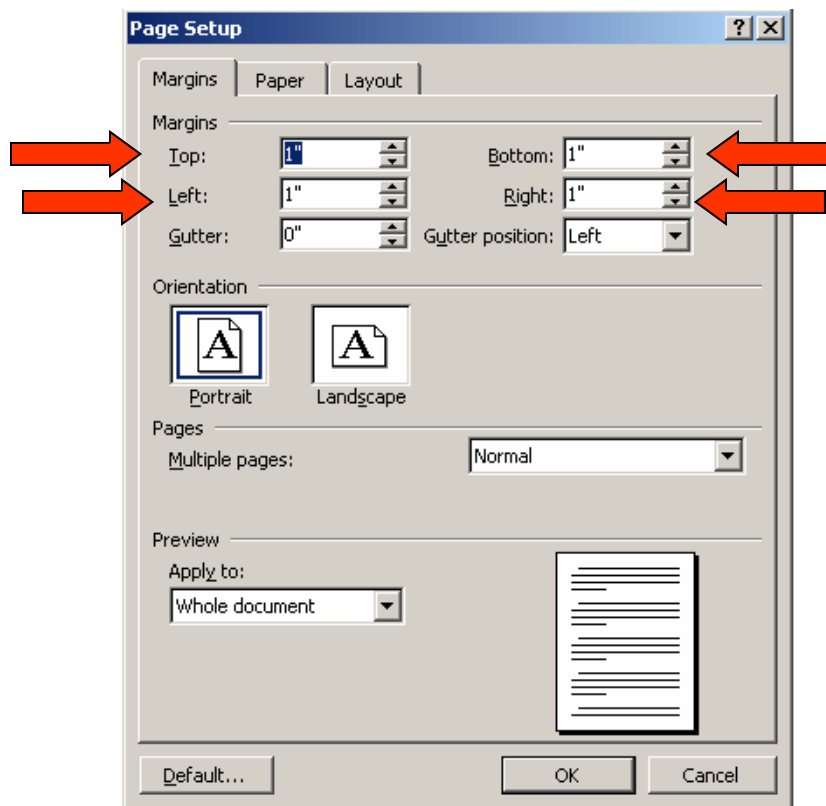


How do I change the margins to 1" using Microsoft Word?

1) Go to File - Page Setup.

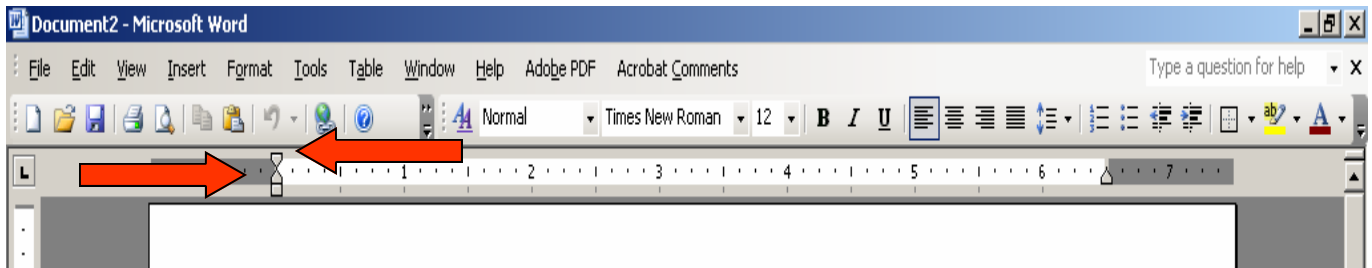


2) Change Top, Bottom, Left, and Right Margin settings to 1".



# How do format for hanging indentation necessary for a bibliography?

- 1) On the tool bar, you will need to adjust the indent tabs. The top tab is for the first line indent, the bottom tab is for hanging indentation.



- 2) Adjust your tabs so that the bottom tab, hanging indent tab, is indented a half inch.

