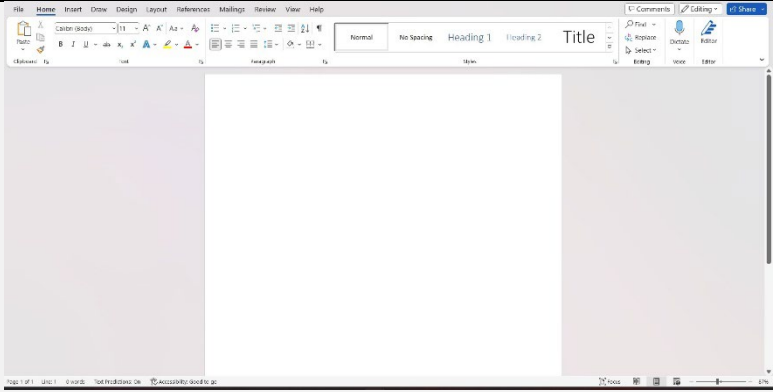
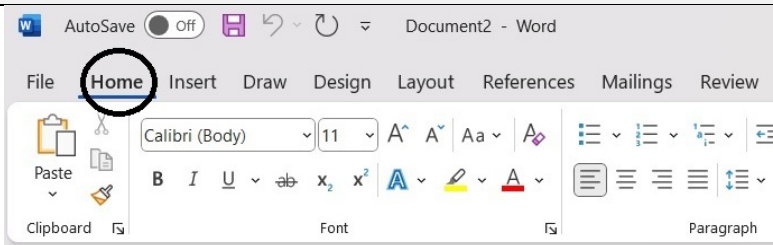
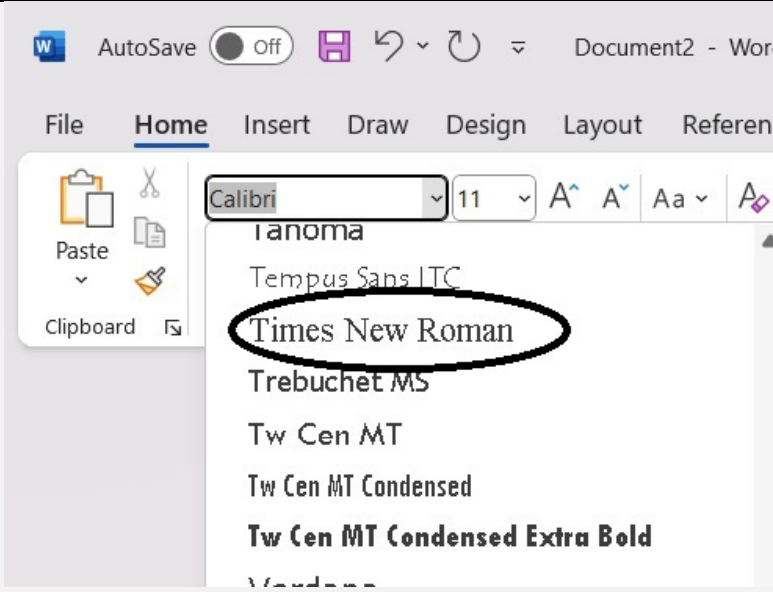
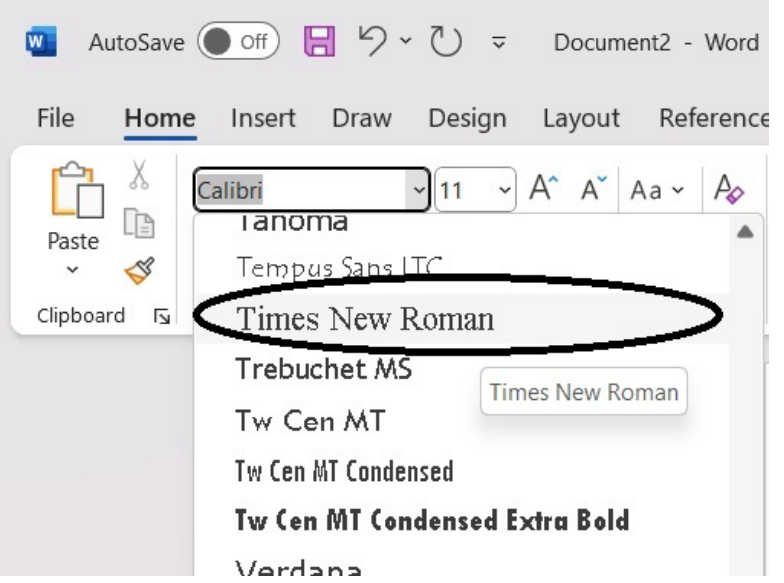


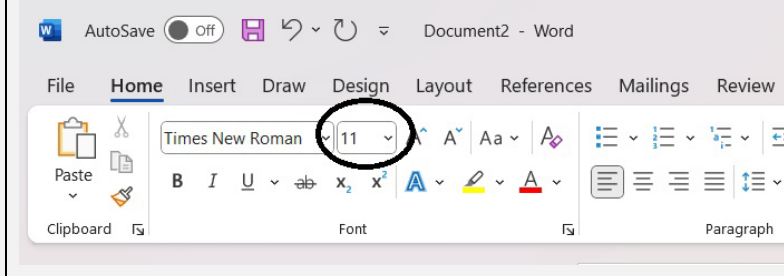
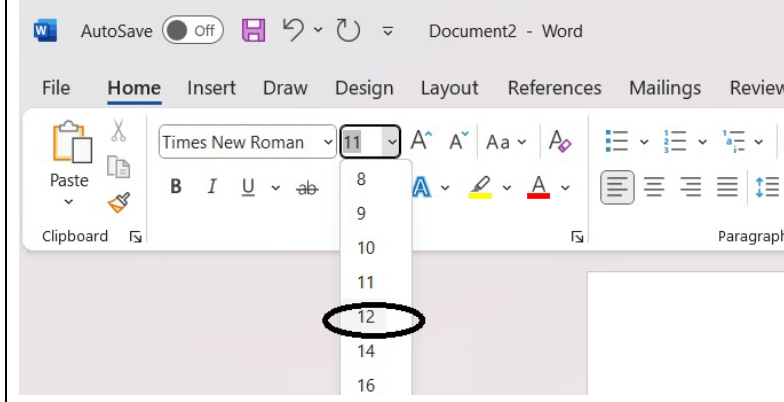
MLA Tips: Setting up General Formatting

The table below outlines the steps in Microsoft Word for setting up the **font face**, **font size**, and **spacing** in MLA format. If you need support creating a document in Microsoft Word, ask your parent, a teacher, or a tutor to help you before moving on to the next steps.

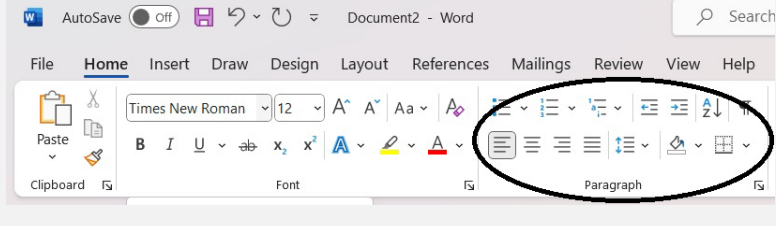
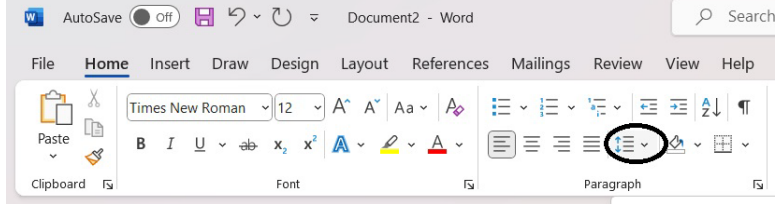
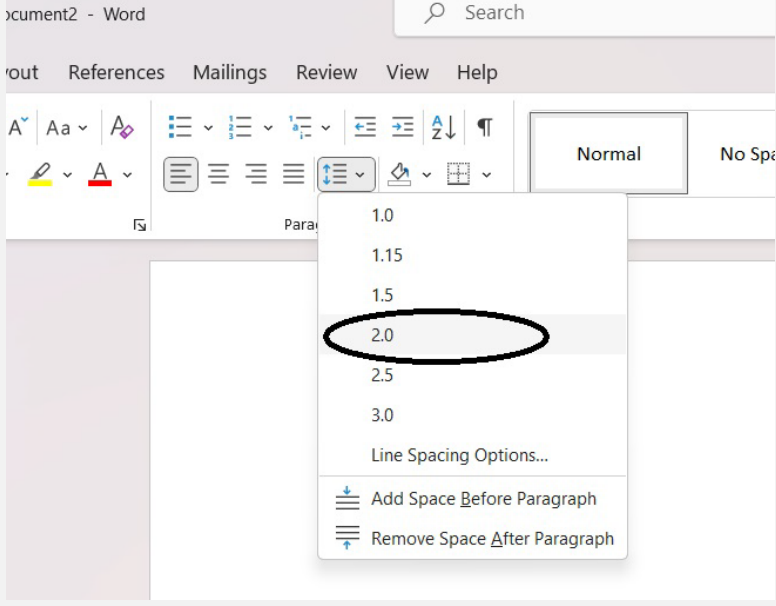
Set the Font Face to Times New Roman	
1	<p>Create a new document in Word. It should look like this:</p> 
2	<p>Select the “Home” tab at the top of the screen.</p> 
3	<p>Select the drop-down box that says “Calibri (Body).” Scroll all the way down until you come to “Times New Roman.”</p> 

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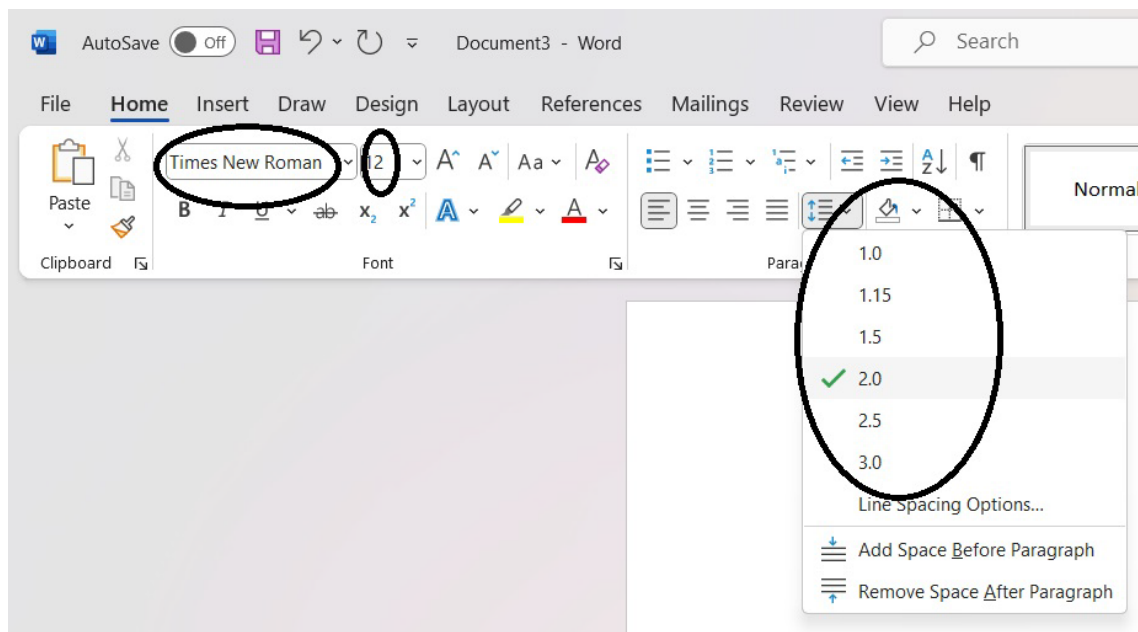
4	<p>Select "Times New Roman."</p>  <p>The screenshot shows the Microsoft Word interface with the Home tab selected. The font dropdown menu is open, showing a list of fonts. 'Times New Roman' is highlighted and circled in black. Other fonts visible include Calibri, Tahoma, Tempus Sans ITC, Trebuchet MS, Tw Cen MT, Tw Cen MT Condensed, Tw Cen MT Condensed Extra Bold, and Verdana.</p>
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<h2>Set the Font Size to 12</h2>	
1	<p>Next, select the drop-down box that says "11."</p>  <p>The screenshot shows the Microsoft Word interface with the Home tab selected. The font size dropdown menu is open, showing a list of font sizes. '11' is highlighted and circled in black. Other font sizes visible include 8, 9, 10, 12, 14, and 16.</p>
2	<p>You'll see a list of numbers in the drop-down box. Click on "12."</p>  <p>The screenshot shows the Microsoft Word interface with the Home tab selected. The font size dropdown menu is open, showing a list of font sizes. '12' is highlighted and circled in black. Other font sizes visible include 8, 9, 10, 11, 14, and 16.</p>

Set Double-Spacing

<p>1 Identify the section labeled "paragraph."</p>	 A screenshot of the Microsoft Word ribbon, specifically the Paragraph section. The ribbon includes tabs for File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, and Help. The Paragraph section is circled in black and contains icons for bulleted list, numbered list, decrease indent, increase indent, line and paragraph spacing, and text alignment.
<p>2 Click on the picture that has four lines next to a blue up-and-down arrow.</p>	 A screenshot of the Microsoft Word ribbon, similar to the first one. The icon representing line and paragraph spacing (four horizontal lines with a blue double-headed arrow) is circled in black.
<p>3 A drop-down box will appear. Select "2.0."</p>	 A screenshot showing the drop-down menu for the line and paragraph spacing icon. The menu lists options: 1.0, 1.15, 1.5, 2.0, 2.5, 3.0, Line Spacing Options..., Add Space Before Paragraph, and Remove Space After Paragraph. The option '2.0' is circled in black.

When you're the steps outlined above, the top of your screen in Word should look like this:



For more step-by-step instructions, view the following MLA Tips guides: [Formatting the Title and Indenting Paragraphs](#), [Formatting Your Heading](#), and [Rules of MLA](#).