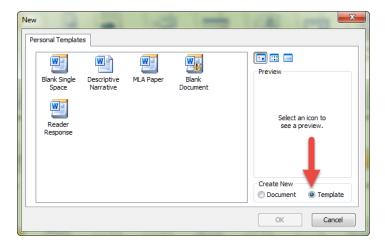
How to Create an MLA Essay Template in Microsoft Word on a PC

This document will teach you how to create a Microsoft Word document template for quickly creating essays in MLA format. It will save you several minutes of formatting time whenever you need to write an MLA essay. All you will need in order to get started is some basic knowledge of Microsoft Word and a computer that runs the Windows operating system and has Microsoft Word 2007 or later installed.

Getting Started

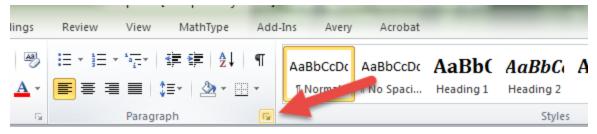
- 1. On your PC, find and open Microsoft Word. This will give you a blank document.
- 2. Click on the **File** tab in the upper left corner and click **New**.
- 3. Under Available Templates, click My templates.
- 4. Select **Template** in the lower right corner of the dialog box and click **OK**.



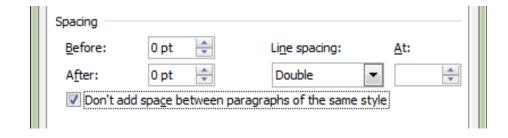
5. You should now see an open blank document called Template 1.

Setting the Font and Spacing

- 1. On the **Home** tab, in the **Font** section, select Times New Roman 12.
- 2. From the **Home** tab, open the **Paragraph** dialog box by clicking the grey arrow in the lower right corner of the **Paragraph** section.



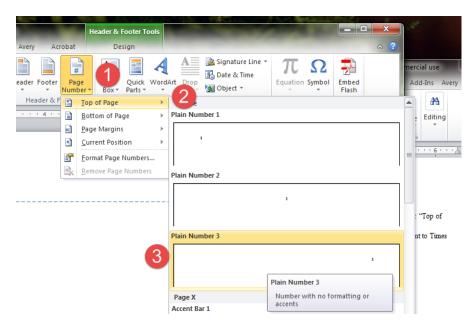
- 3. Check the box labeled "Don't add space between paragraphs of the same style."
- 4. Set the amount of space added **Before** and **After** to 0pt.
- 5. Change the **Line Spacing** from **Single** to **Double**. Your options should now look like this:



6. Click **OK**.

Formatting the Header

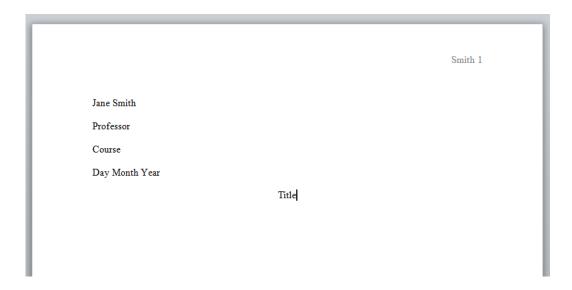
- 1. Double-click near the top of the document to open the Header.
- 2. On the **Insert** tab or the **Header & Footer Tools** tab, in the **Header & Footer** section, click **Page Number**, select **Top of Page**, and then select **Plain Number 3**.



- 3. The cursor should now be to the left of the page number. If not, click to move the cursor there.
- 4. Type your last name and hit the space bar once.
- 5. Highlight the Header, including your last name and the page number, and change the font to Times New Roman 12.
- 6. Double-click outside the Header to return to the document.

Adding Your Personal Information

- 1. In the upper left corner of the document, type your name and press **Enter**.
- 2. On the next three lines, type "Professor," "Course," and "Day Month Year." Press **Enter**.
- 3. Click **Center** on the **Home** tab or press **Control + E** on the keyboard.
- 4. Type "Title." Your template should now look like this:



Saving Your Template

- 1. From the File menu, click **Save**.
- 2. Give your template a name and click **Save**.

Congratulations! You have successfully created a template.

Using Your Template

- 1. From the **File** menu, select **New**.
- 2. Select My Templates.
- 3. Select your MLA template and click **OK**.
- 4. Replace Professor, Course, Day, Month, Year, and Title with the relevant information for your current assignment.