How to Setup MLA formatting in Word Online

Microsoft Word Online is available to all CCAC students through Dashboard.

At ccac.edu, click on the large, red My CCAC button at the bottom of the page.

Sign into Dashboard with a NetID. (To create your NetID or reset your password visit https://netid.ccac.edu.)

In Dashboard, click on Academic Email under My Email.

Click on the square Microsoft icon in the upper right-hand corner.

Select Microsoft Word Online.

To format a paper in the MLA style:

1. Click on the Home tab.
   In the Font group, click on the down arrow beside the current font selection.
   Choose Times New Roman from the drop-down menu.
   Click on the down arrow beside the current font size selection. Choose 12 from the drop-down menu.

   ![Times New Roman and 12](image)

2. On the Home tab, expand the window by clicking on the arrow on the lower right-hand corner of the Paragraph group.
   Type 0 pt in the Before and After boxes.
   Click on the down arrow to the right of the Line spacing box, then select Double.
   Click OK.
3. On the **Page Layout** tab, click **Margins**, and select **Normal** (1” Top, Bottom, Left Right).

4. On the **Insert** tab, select **Header & Footer**.
   Click on **Page Numbers**.
   Drag the mouse over the options, then select the 3rd option: **Add page number to the right side of the header**.
   Type your last name to the left of <#>.
   Highlight your last name and <#>.
   Repeat Step 1 (above) to change the font style and size.
   Click outside the header to begin typing your paper.
5. Type the following, each on a separate line:
   - Your Name
   - Instructor’s Name
   - Course Name & Number
   - Date (e.g. 01 January 2019)

6. Hit the Enter key to move down to a new line.
   Type the title of your paper.
   Highlight the title.
   On the Home tab, in the Paragraph group, click on the Center icon.

7. To begin the paper, hit the Enter key to move down to a new line.
   On the Home tab, click the Left icon, then click on the line.
   Hit Tab key and start typing the paper. (Remember to hit the Tab key each time you begin a new paragraph.)
8. After typing the paper, create a Works Cited page. To insert a hard page break, hold down the Ctrl key while hitting the Enter key. Type Works Cited and center as in Step 6.

9. Hit the enter key. Type your first citation. Highlight the text. Click on the Home tab. In the Paragraph group, click on the down arrow beside the Special indent icon and select Hanging.