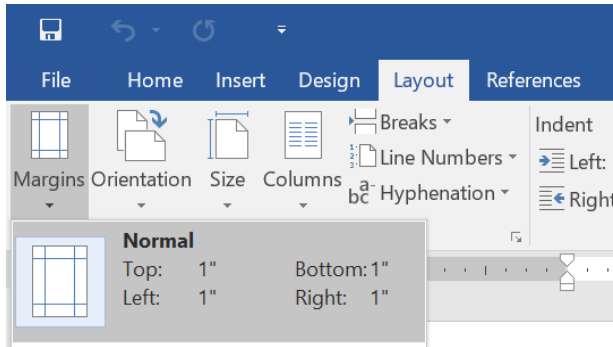


# HHS LIBRARY – MLA Formatting Using MS Word 2016



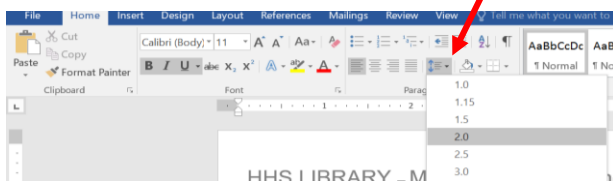
## How to Change Margins {All Margins should be 1 Inch}

Go to **Layout**, Click on **Margins**, Select **Normal**



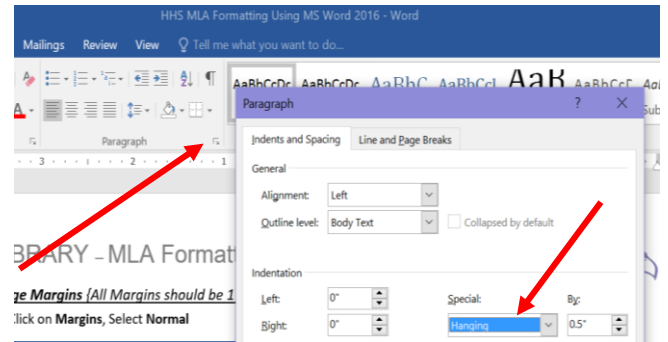
## How to Double Space

Select all text, press CTRL and 2 keys at the same time or use the spacing button and select 2.0



## How to Add a Hanging Indent

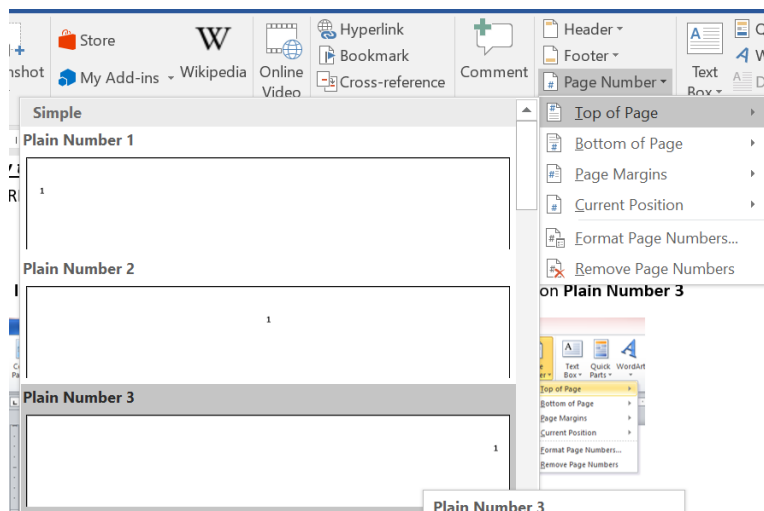
A hanging indent means that every line is indented except the first – this is used in the Works Cited section of your paper.



Highlight the entire entry for your source. On the Home tab, click the paragraph button. Then in the Indentation section of the Paragraph box change the Special option to Hanging.

## How to Add a Header

Go to **Insert**, click on **Page Number**, Select the **Top of Page**, and then Click on **Plain Number 3**



This will insert the page number on the right side of the Header, click in front of the number and type your last name and a space. Then go up and click the **Different First Page** box (dependent upon your teacher's preference). Make sure your font matches the body of your paper. Finally click **Close Header and Footer**.

