



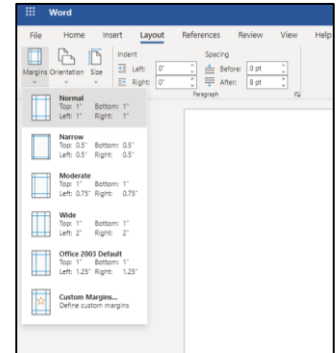
## Illinois Valley Community College Writing Center

### FORMATTING AN ESSAY IN OFFICE 365 WORD ONLINE

*These instructions will show you how to use Office 365 Word Online to format an essay in accordance with the Modern Language Association's MLA Handbook 8<sup>th</sup> Edition. Consult the MLA Handout in the IVCC Writing Center or in Jacobs Library if you have more questions.*

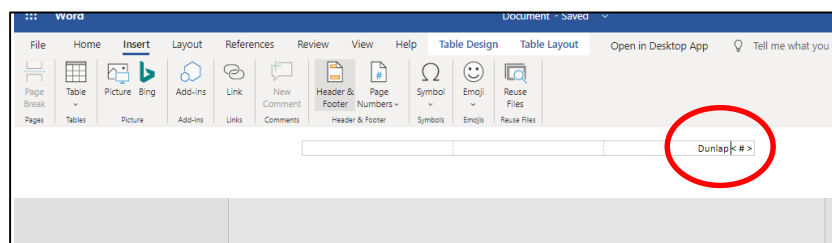
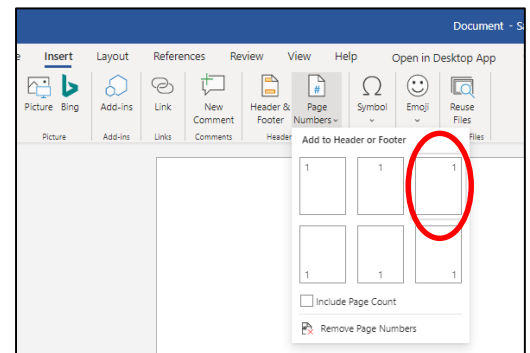
#### To Set Your Margins

- Go to *Layout*
- Choose *Margins*
- Choose *Normal* (1-inch margins)



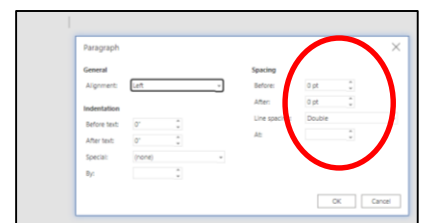
#### To Create Your Header

- Go to *Insert*
- Choose *Page Numbers*
- Choose the box with the number at the top right corner of the page
- Type your last name before the page number and space
- Highlight your last name and page number, go to *Home*, select *Times New Roman* as your font and *12* as your font size
- Click off your header to close
- Note: Once you click outside of the header area, you will not see your name or the page number. To see this information while you are in *Edit* view, click on "Header" at the top right of your paper.



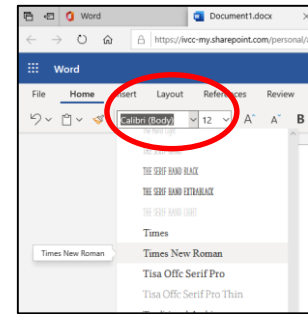
#### To Double Space Text

- Go to *Layout*
- Click the three dots (More Options) under the *Spacing* button
- Choose *Paragraph Options*
- Change the *Before* and *After* to 0 and the *Line spacing* to Double
- Click *OK*



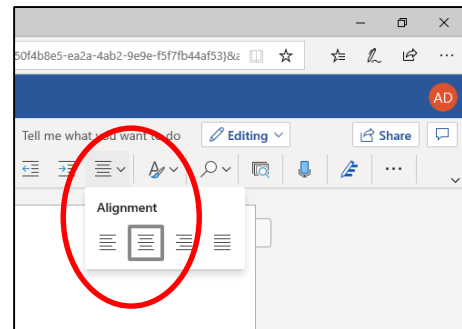
## To Change the Font

- Go to *Home*
- Click the arrow in the *Font Name* box (next to the paint brush) and scroll down and select *Times New Roman*
- Click the arrow in the *Font Size* box and select *12*



## To Center Your Title

- Highlight your title
- Go to *Home*
- Click on the *Text Alignment* button
- Choose *Align Center*

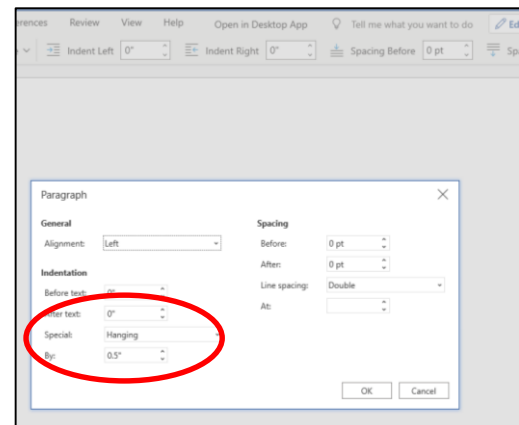


## To Indent Your Paragraphs

- Place your cursor before the first word in your paragraph and hit the TAB key until the first line is indented ½”.

## To Indent the Second Line of a Works Cited Entry

- Go to *Layout*
- Highlight all of the text on the Works Cited page EXCEPT the title *Works Cited*
- Click the three dots (More Options) under the *Share* button
- Choose *Paragraph Options*
- In the dialog box under *Indentation*, for *Special*, choose *Hanging*.
- Click *OK*



## To Remove the Hyperlink from a Web Site Address

- Right-click on the hyperlink. A small menu will appear
- Choose *Remove Link*

