

Using Microsoft Word for MLA, APA, and Turabian Documentation

Double-space entire document (2 ways)

1. Click on Edit.
2. Click on Select All (keyboard shortcut Ctrl + A).
3. Click on Format.
4. Click on Paragraph.
5. Under Line Spacing, click on the arrow to reveal multiple choices of spacing, including "double."
or
1. Strike Ctrl + A.
2. Strike Ctrl + 2.

Setting page margins

1. Click on File.
2. Click on Page Setup.
3. Click on up/down arrows or simply type in specifications. For all documentation styles, margins should be 1" on all sides of document.

Inserting page numbers (2 ways)

1. Click on Insert.
2. Click on Page Numbers.
3. Decide if you want page numbers on top or on bottom of your document.
4. In same window, decide on an alignment (left, right, center, etc.).
5. For more advanced formatting options, click on Format.
or
1. Click on View.
2. Click on Header and Footer.
3. Header and Footer toolbar will appear presenting several options, including page number insertion.
4. Hover over other toolbar buttons to learn other formatting options.

Note: After you have a header/footer established by either means above, double-click on it to edit. This is an easy way to insert your last name preceding a page number that will be applied to all pages.

Indentation for block quotes

1. Select quote or paragraph to be indented into a block.
2. Right click on your mouse.
3. Select Paragraph.
4. Under Indentation, change Left to 1" to conform to specifications for block quotes.

Centering

1. Select text that you want centered.
2. Click on the "Center" button on your toolbar or, as a shortcut, press Ctrl + E.

Creating Styles

You can create your own styles to expedite the process of formatting. On your formatting toolbar, you should see a drop-down menu with, more than likely, "normal" selected. If you do not see this, add "style" via "add or remove" buttons. To create a new style:

1. Click on Format.
2. Click on Style.
3. Click on New.
4. Enter a name for your new style.
5. Choose a type. A paragraph style will be used for alignment, indentation, etc.
6. Click on Format.
7. You will see several options for you to customize your new style. To create a block quote style, set the left indentation to 1".
8. To use your new style, for instance, a block quote, select the paragraph, click on the style drop-down from your toolbar, and select the appropriate style.