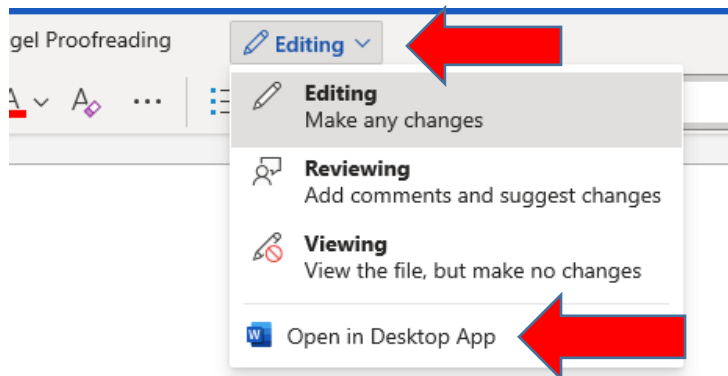


Follow these steps carefully to format an essay in Word 2013 using MLA 8:

- **When working at home**, access Office 365 by visiting www.cobbk12.org, click **LOGIN tab** and login to Office 365 Sign-in. Login using firstname.lastname@students.cobbk12.org email and school computer password
- **When at school, no password is necessary. Simply click in password field.**
- Click on cloud to go to One Drive
- Start new Word doc
- Rename by clicking on “Document” in top middle of screen, typing name, click Enter
- **Click on “Editing” - This is extremely important. The online version is different! Select Open in Desktop App in dropdown menu.**
- You will probably have one to two pop ups, answer open or yes. **If you start like this every time, your work should always be saved.**



- **Go to Layout**
Select **Margins**
Choose **Normal 1”** on all sides

- **Go to Home**
Set font to **Times New Roman**, size **12**

- **Go to Paragraph Section**
Set **line spacing to 2.0**
In same menu, select **“remove space after paragraphs”**

- **Add personal info:**

Your name	Gena Cochran (student’s name)
Teacher’s name	Mr. Bennett (teacher’s name)
Class	9 th Grade Literature (class)
Date	16 August 2017 (current date, just like this!)

- **Center Title** (no bold, underlined or italicized)

- **Reset left margin**

- **Indent** each paragraph using **tab key**

- **Write your fabulous essay!**

- **Go to top of first page:**
Select **insert**
Select **Page Number**
Select **Top of Page**
Choose **Plain Number 3**
Type last name followed by space, change font to Times New Roman size 12
Close Header and Footer
Last name followed by page number will be added to each page

Always, always check your work against Purdue OWL or the MLA 8 handbook as different versions of Word can make a difference in formatting. Happy Writing! 😊

<https://owl.english.purdue.edu/owl/resource/747/24/>