

MLA Formatting

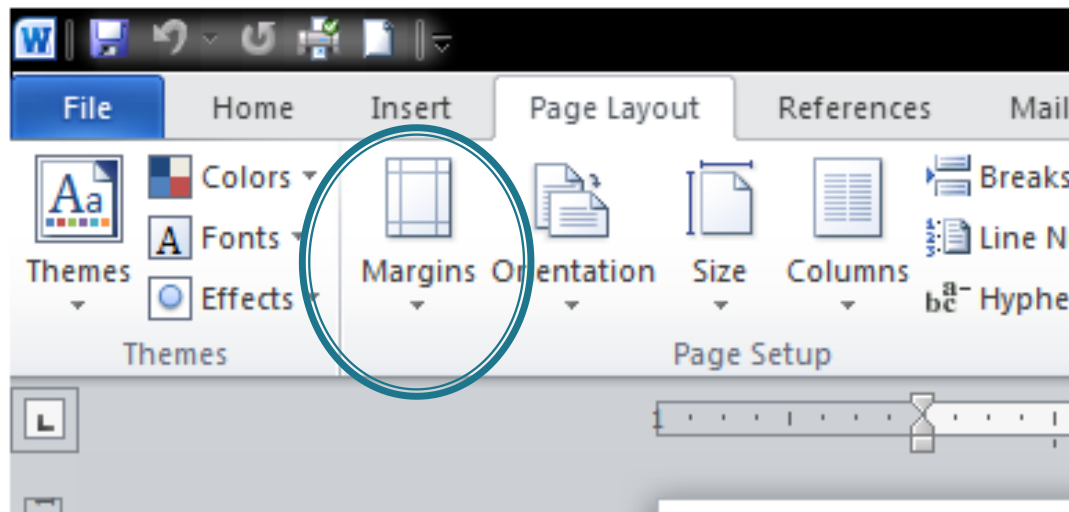
How to set up your paper

Word

- ▶ Open up Word
 - You can type “Word” in the search bar of your Start Menu, if you cannot find it

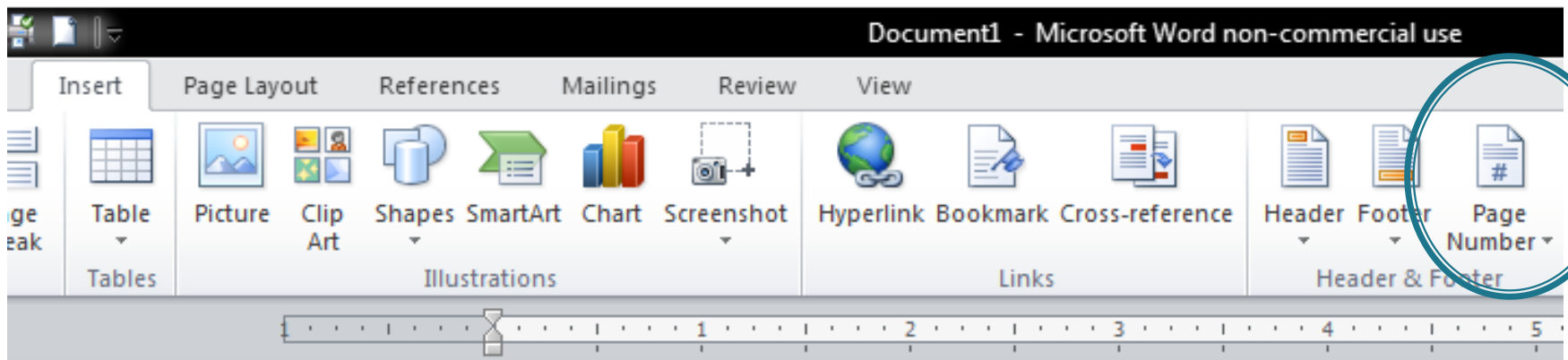
Margins

- ▶ All margins need to be 1”
 - By default, when you open a new document, it will have 1” margins



Headers

- ▶ You must have your LAST name and page number in upper RIGHT corner of document
- ▶ It must be at the ½” mark (Word should do this automatically for you)
- ▶ The next slide has four steps to set this up.



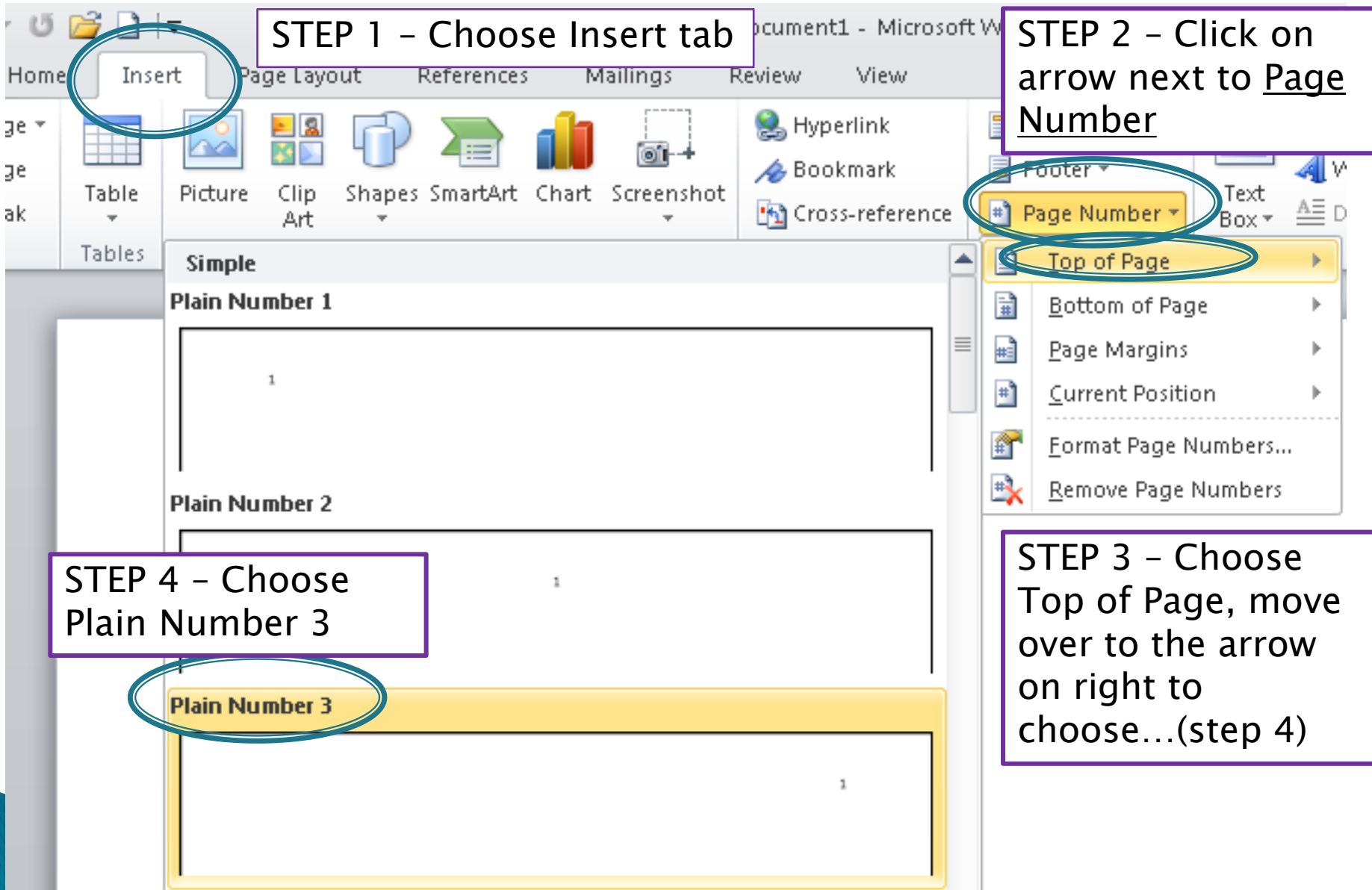
Adding Name & Page Number

STEP 1 - Choose Insert tab

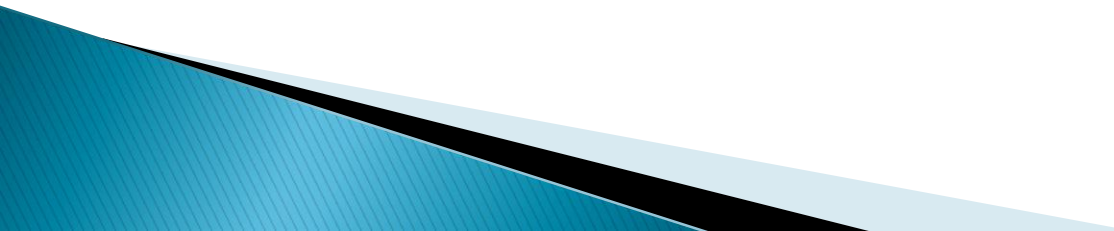
STEP 2 - Click on arrow next to Page Number

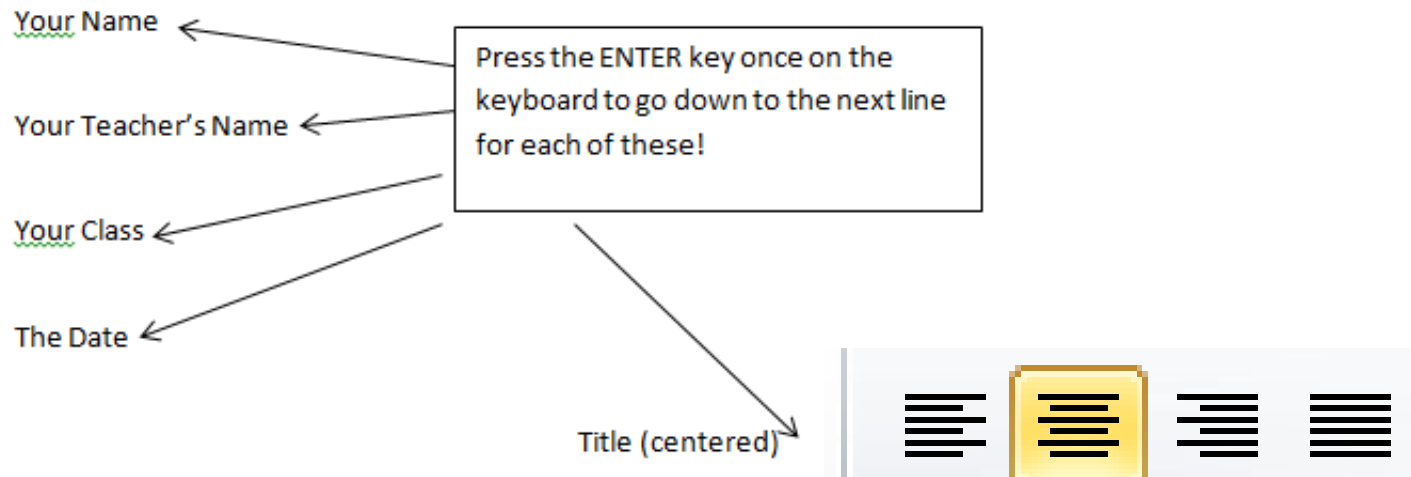
STEP 4 - Choose Plain Number 3

STEP 3 - Choose Top of Page, move over to the arrow on right to choose...(step 4)



Finishing the Header

1. Now the blinking insertion point (or line) is next to the number “1” in the heading.
 2. Type your last name (proper noun) and press the spacebar once to give room between the number and your name.
 3. Press the ESC key on your keyboard or double-click in the body of the document
 4. Your header is done!
- 

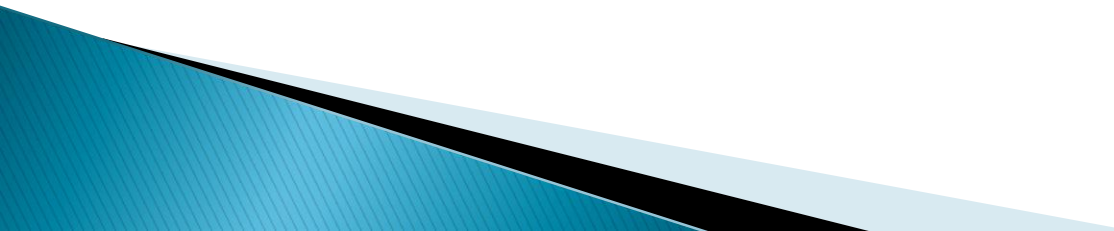


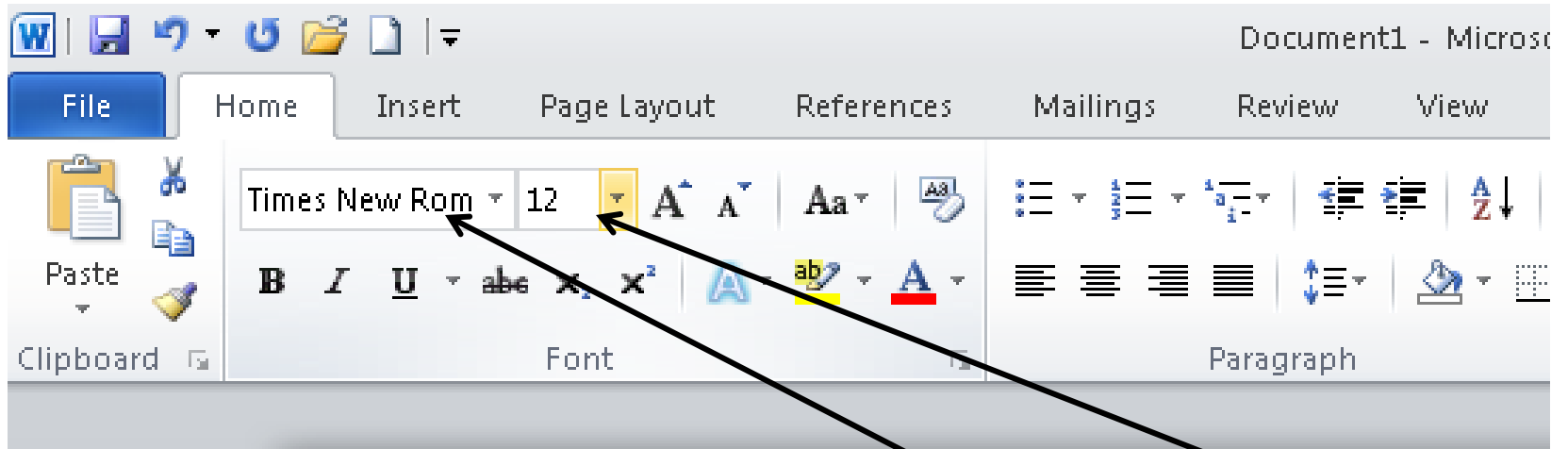
The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented. The start of your first paragraph indented.

Second paragraph (notice each paragraph is indented by pressing the TAB key ONCE). When you are completely done with your paper do the following;

1. Press CTRL + A key to select all your text (no matter how many pages)
2. Now change the spacing to "2" for double spacing. Your whole document should be good to go!

Finishing the format

- ▶ After all is typed. You will format the following:
 1. Font Type
 2. Font Size
 3. Line Spacing
 - ▶ See the next slide for directions.
- 



Use the Font Type and Size buttons to set Font to Times New Roman and Size to 12

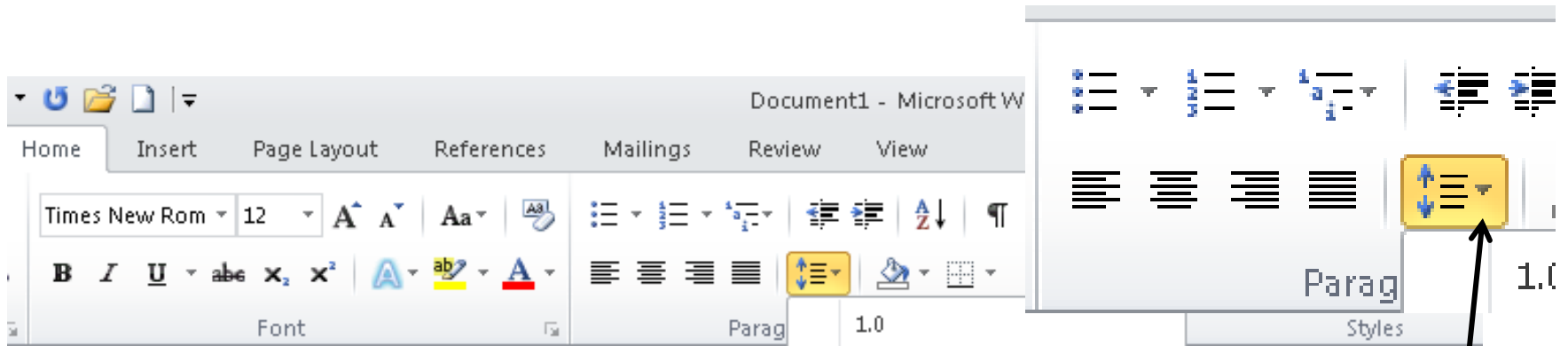
Your Name (proper noun)

Your Teacher's Name (proper noun)

Name of Your Class (proper noun)

Date (for example: 25 August 2013)

Title



Your Name (proper noun)

Your Teacher's Name (proper noun)

Name of Your Class (proper noun)

Date (for example: 25 August 2013)

Title

Lastly, use the Line Spacing button to make the whole document double spaced

Press the TAB key on the keyboard for your first sentence in each paragraph. This is the start of the first paragraph. This is the start of the first paragraph. This is the start of the first

You're Done!

