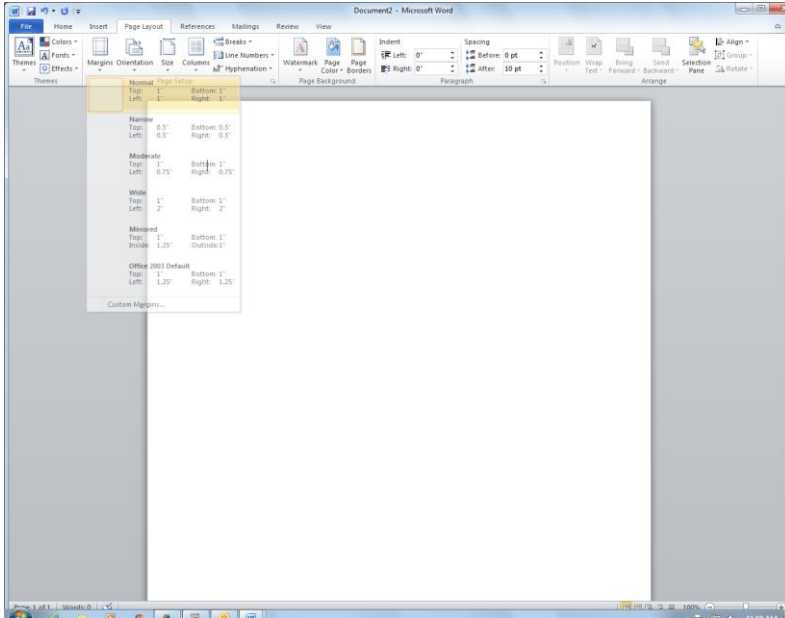
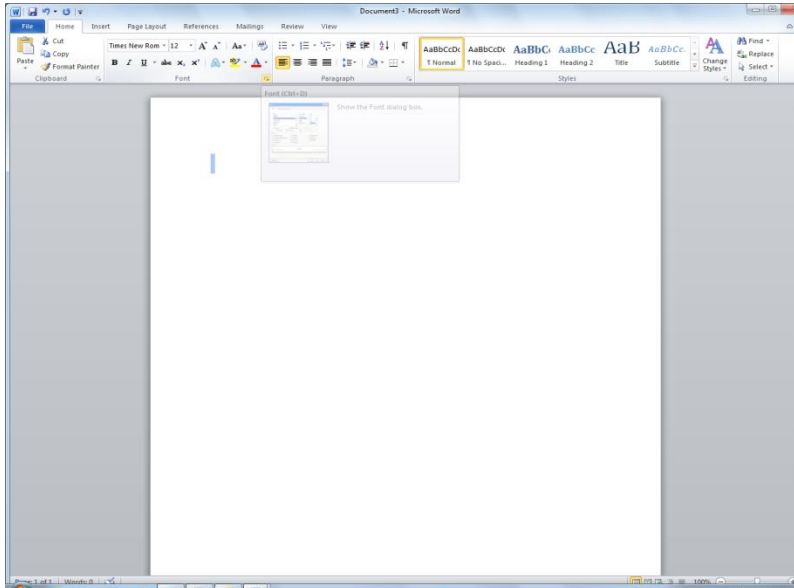


# How to format your paper in MLA

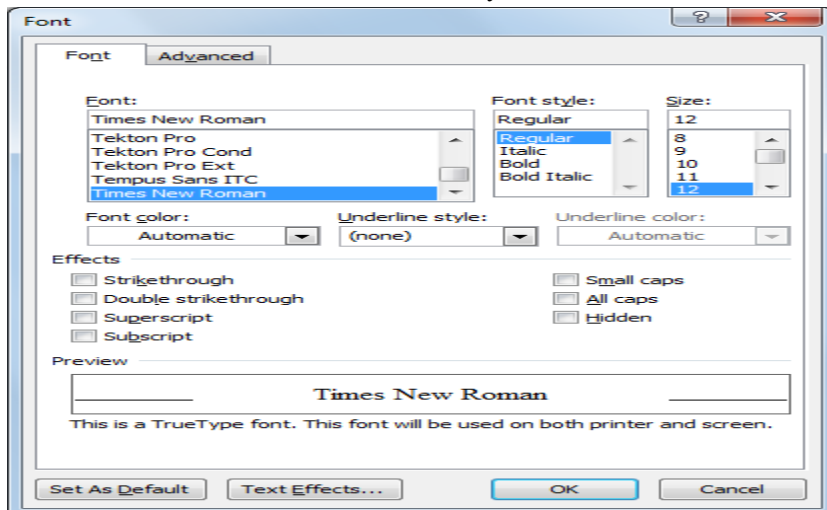
1. Open Word and choose Blank Document
2. Click on Page Layout tab, Margins, and select Normal



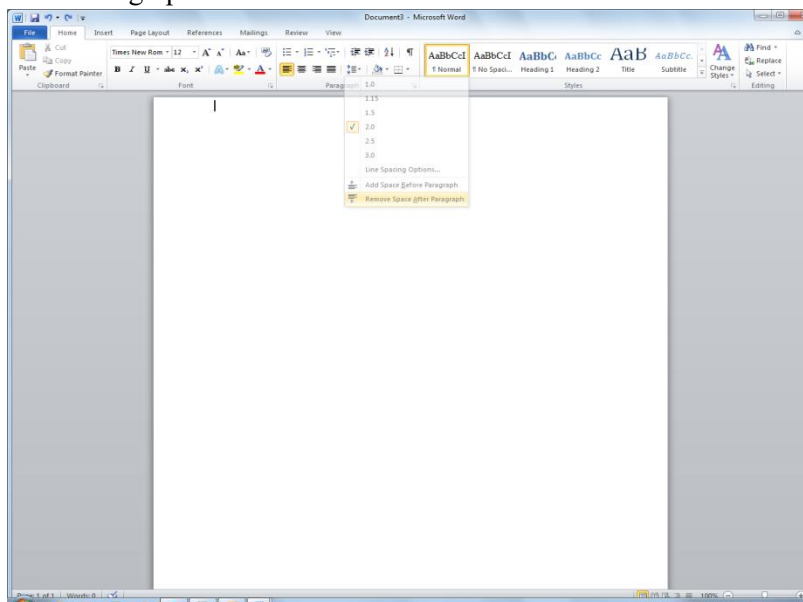
3. Click on the Home tab. Click on the small Font Formatting arrow in the bottom right corner of the Font section



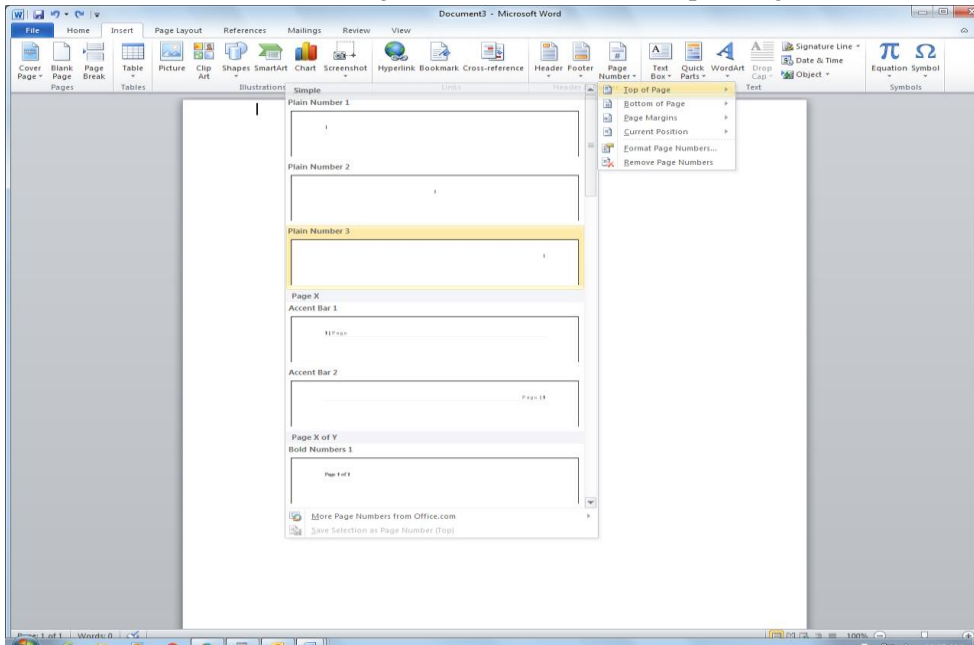
4. A box will pop up. Choose Times New Roman OR Arial, Regular, and font 12. Click Set as Default and choose “This Document Only”.



5. Now set to double space. Click on Paragraph spacing icon and select 2.0 and “Remove Space After Paragraph.”



6. Click on Insert Tab, click on Page Number, hover over Top of Page, Select Plain Number 3.



A number 1 will appear. Make sure it stays highlighted! Type in your last name plus one space. Double click under the dotted line.

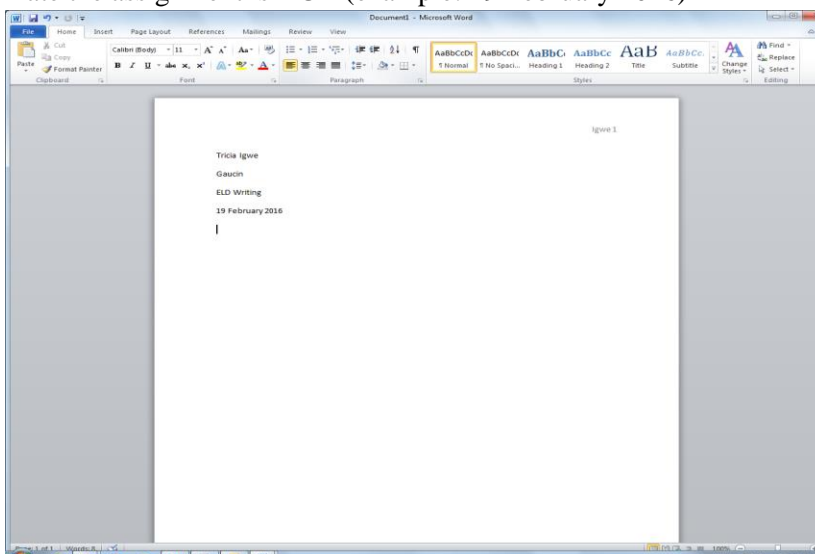
7. Next, type in the information about the paper/class. Click on Home tab and make sure left margin icon is highlighted. Type in:

Your First and Last name

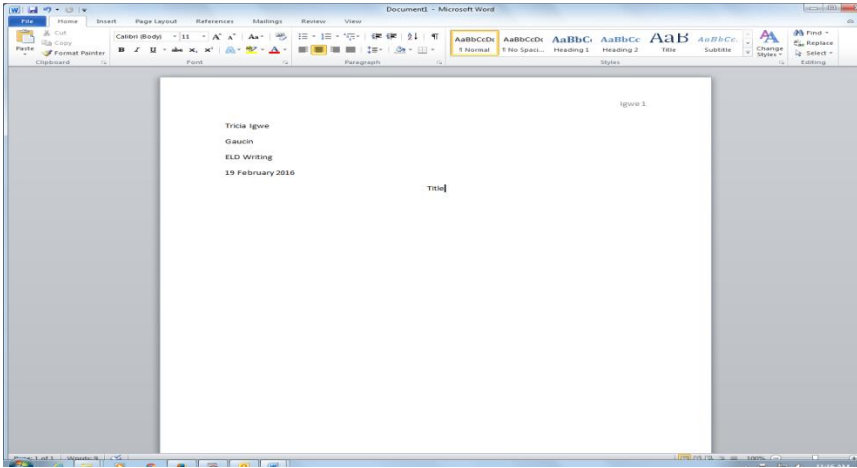
Teacher's Last Name

Class Title

Date the assignment is DUE (example: 19 February 2016)



8. Type the title in the Center (make sure center margin icon is highlighted).



9. Press enter, Click on Left Margin icon, press Tab, and begin typing your paper.

