1"

Your Name

Bob Lyman

Course #

Date

double space text
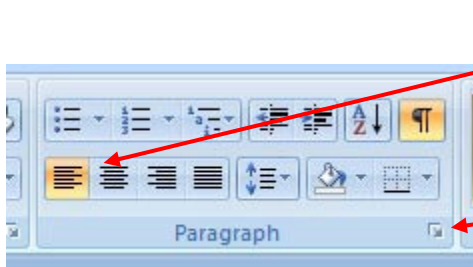
This is where your teacher's name is placed.

Center the Title
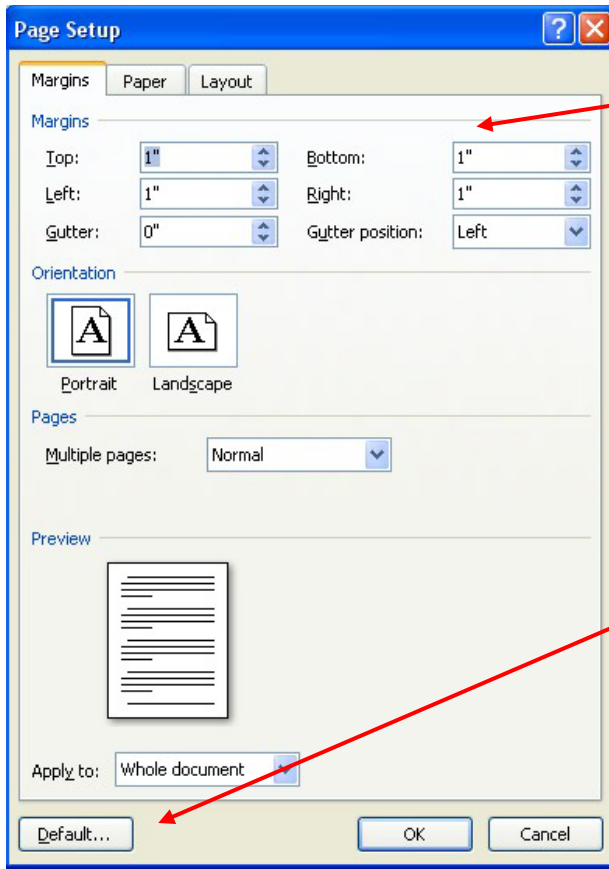
no extra line breaks

1"

Begin your paragraph on double-spaced line below your centered title; the paragraph should begin with a ½" tabbed indent. Your name and class information goes in the upper-left corner of the first page only (page headers on subsequent pages go in the upper-right corner). Use 1" margins for top and bottom as well as left and right sides. *Double space everything*, including blocked quotes. Justify the left margin only, leaving the right margin unjustified (text will appear ragged on the right side of the paper).

1"

no extra line breaks

Begin each following paragraph with a tabbed indent and without any extra spaces; extra spaces between paragraphs is not allowed in MLA format. Use a 12-point font, and choose a font that is easy to read rather than one that is decorative. Scripted fonts are hard to read even if they do make your paper "look nice"; it is the content of the paper that is most important, and making it easy for your readers to read and understand that content is *always* the best choice.

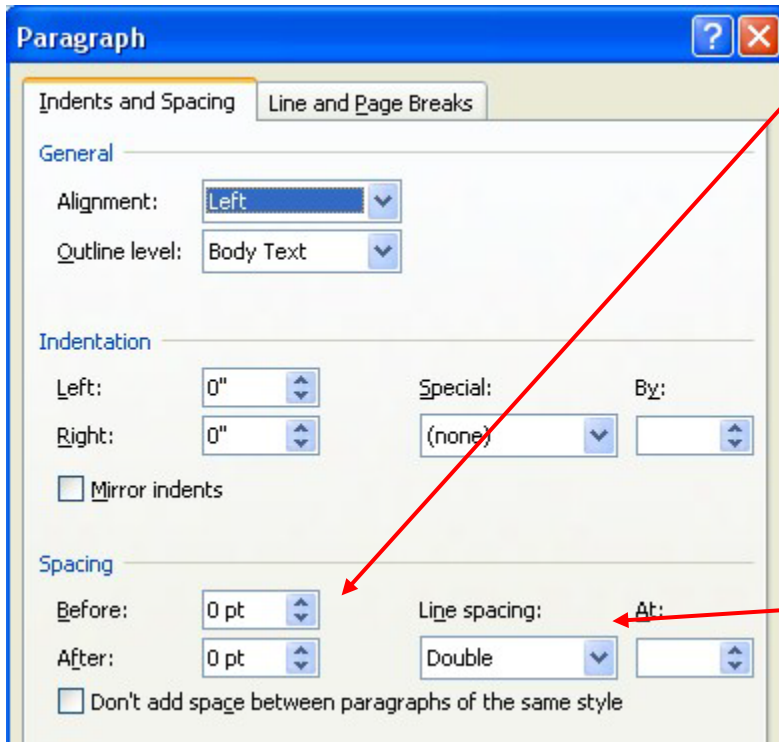Body text should be left-justified. Click on the button on the left.

Clicking on the buttons located in the lower-right corner will open a dialogue box—on the next page, the "Page Setup" and "Paragraph" dialogue boxes are shown.

Go to the "Page Layout tab and select "Page Setup."

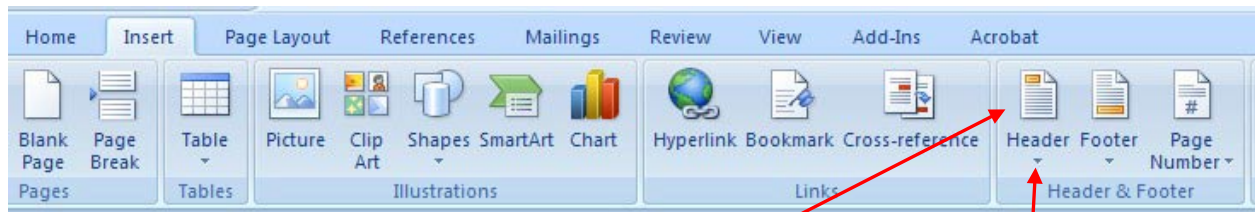Make sure all margins are set at 1".

Clicking this button after changing margins to 1" will result in a new default setting of 1"; every new document will then have 1" margins.
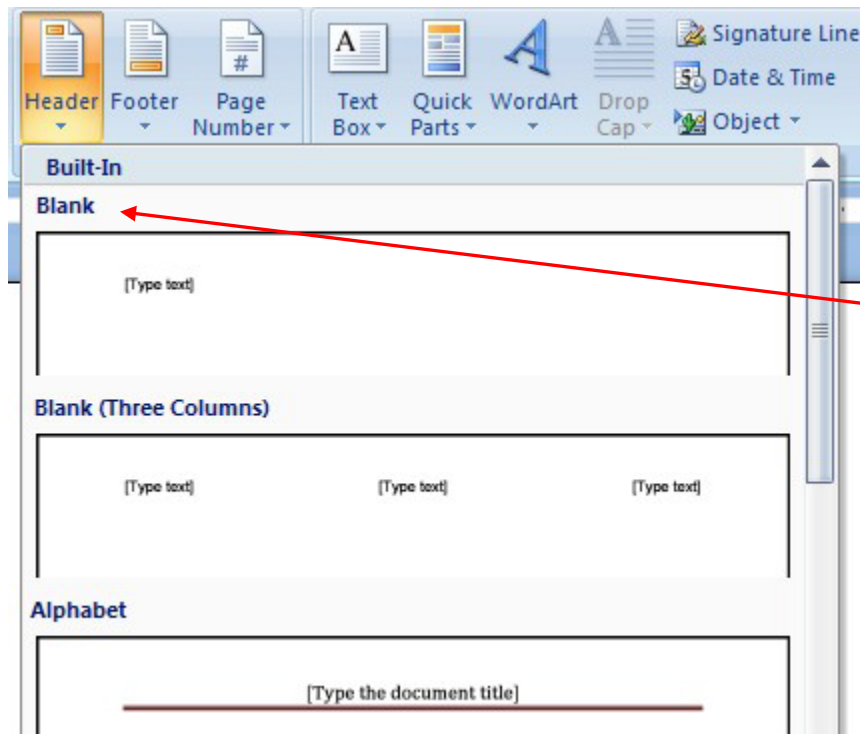

Go to the "Home" tab and select "Paragraph."

Make sure the spacing before and after paragraphs is set to 0 pt; there should be no extra spacing between paragraphs.

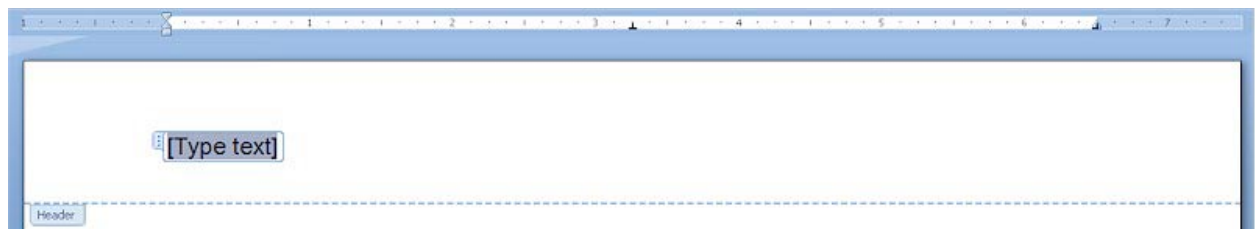Line spacing should be set to double for the whole document.

To place a header on the page, click on the "Insert" tab and select "Header."

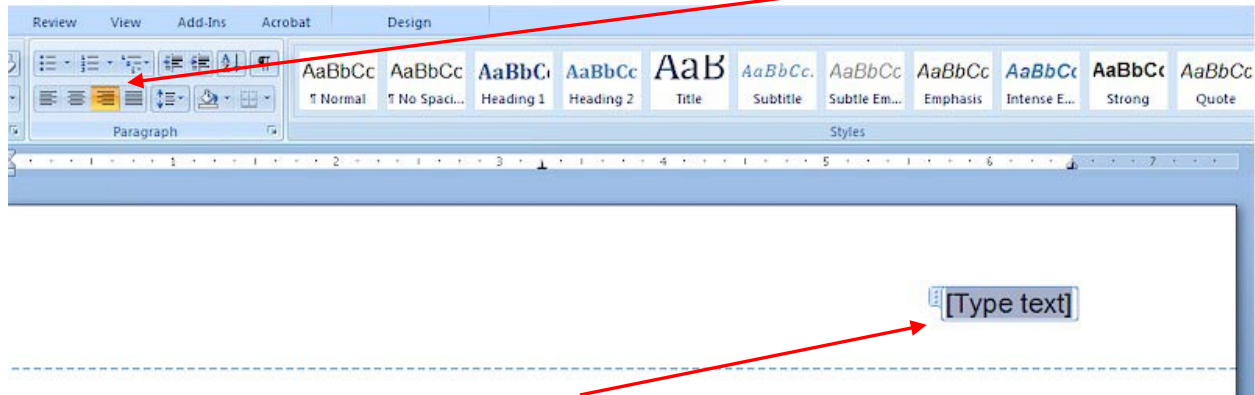Clicking on this little triangle will open the menu of choices as seen below.

Built-In

Blank

[Type text]

Blank (Three Columns)

[Type text]   [Type text]   [Type text]

Alphabet

[Type the document title]

Although there are many style choices, use the "Blank" style by clicking on "Blank."

The screen should then look something like the following:
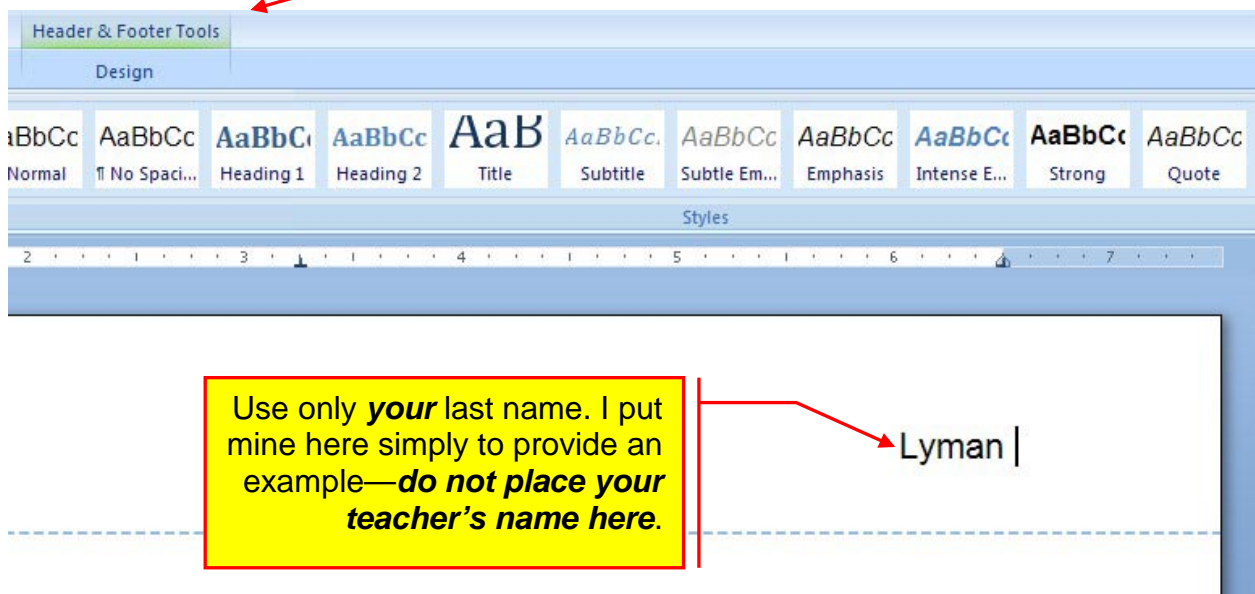
[Type text]

Header

The header, however, needs to be placed in the upper-right corner of the page. To move in to this position, select the "Home" tab and click on the "Align Right" button.
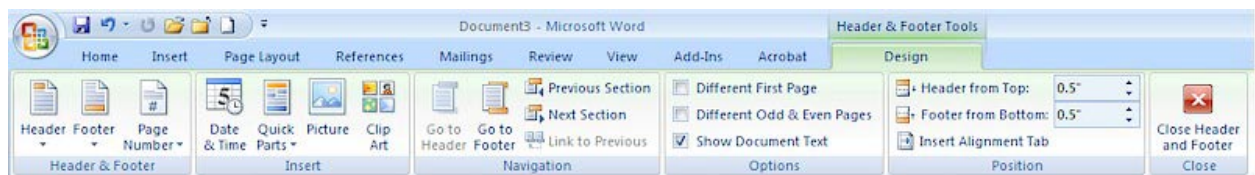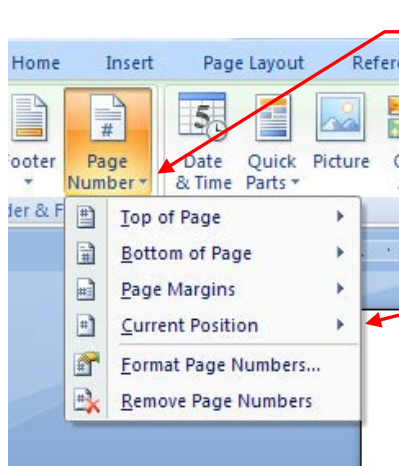

Notice that the header has moved to the right side of the page.

The header consists of just your last name and the page number—there should be NO punctuation, commas or dashes. To begin, simply type *your last name*. When you have finished, put in ONE space by pressing the space bar once. Then, click on the specialty tab labeled "Header & Footer Tools" located above the regular toolbar.

Use only *your* last name. I put mine here simply to provide an example—*do not place your teacher's name here*.
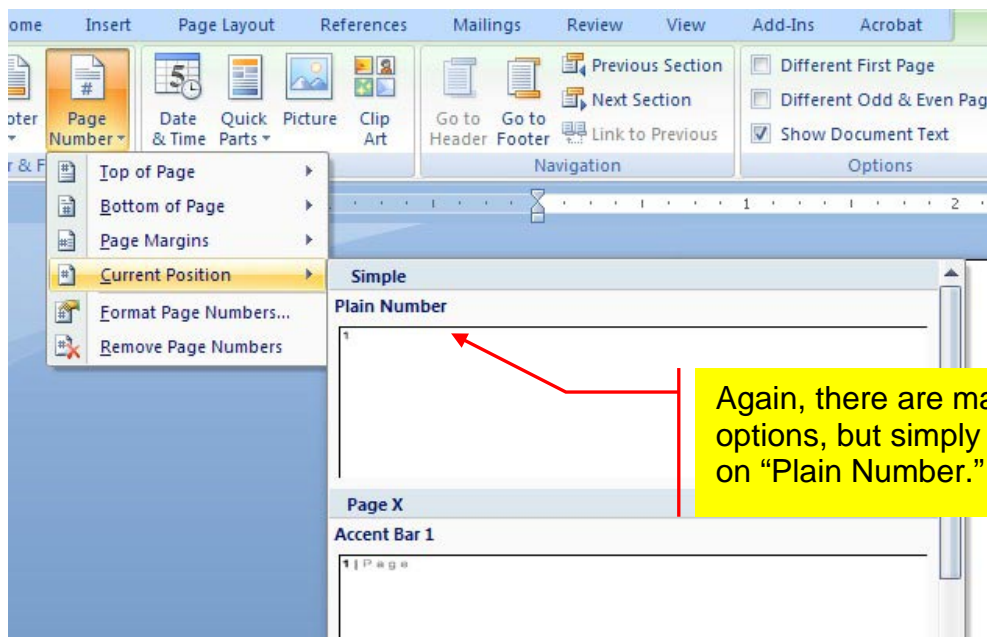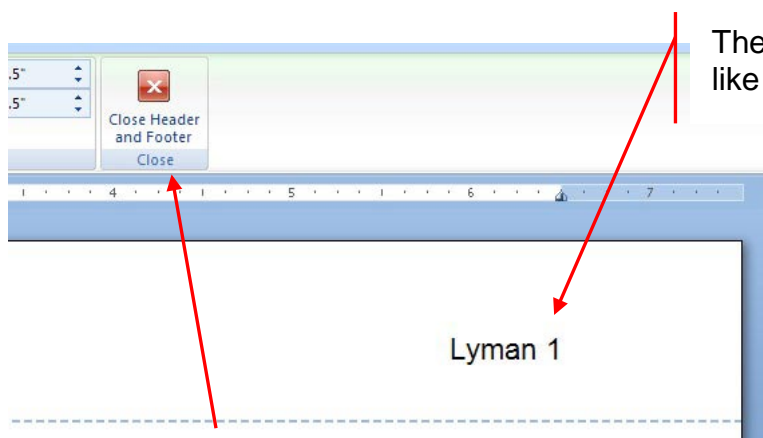
Lyman |

The following toolbar will appear:

Clicking on the small triangle at the bottom right will open the menu below.

Place the cursor over "Current Position" for more options (as shown below).

Again, there are many options, but simply click on "Plain Number."

The result should look like this.

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Click on the "Close Header and Footer" button to exit the header options and to return to your document.