Setting Up Your Paper in MLA Format

1) Set your paper for double line spacing.

2) Change your font size and style.
   A) Click on the "Home" tab.
   B) Click here
   C) Click on "2.0" for double spacing.
   D) Change font to "Times New Roman."
   E) Change font size to "12."

3) Insert page numbers into your paper.
   A) Click on the "Insert" tab.
   B) Click on "Page Numbers."
   C) Select "Top of Page."
   D) Choose "Plain Number 3."

4) Insert your last name and a space before the page number.
   Type your name and a space before the page number.
5) Change the font size and style for your header (last name and page number) to match the rest of your paper.

A) Click on the "Home" tab.
B) Highlight your last name and page number.
C) Change the font to "Times New Roman" and the font size to 12.
D) Click twice anywhere below the blue dotted line to type the rest of your document.

6) Check your margins and change your paragraph spacing.

A) Click on the "Page Layout" tab.
B) Click on "Margins."
C) Make sure "Normal" margins are selected.
D) Change the number in the "After" box to "0 pt."

7) Type your name, your class information, today’s date (typed as day, month, year) and the title of your paper.

A) Click on the "Home" tab.
B) Type your information, hitting "Enter" after each line.
C) Click here to move back to the left.
D) Click here to center your paper’s title.

Now you’re ready to type your paper!