First and Last name

Mrs. Navarro

English 10

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Instructions on Formatting MLA in MS Word

 These instructions are written in MLA format to give you an example of what all your papers for this class should look like. Start off by setting the margins to 1 inch on every side by clicking on “Page Layout” at the top menu. Then select “Margins” and click on “Normal”. Your next step is to insert the page numbers at the top right corner. Select “Insert” at the top menu. Then select “Page Number” and hover over “Top of Page” and select “Plain Number 3”. After that, the number 1 should show up at the upper right corner; now type in your last name. Then highlight your last name and the number and change the font to Times New Roman and the size to 12 under the “Home” menu at the top. Your header will be automatic from this point on.

 Afterwards, double click in the area of your heading and change the font to Times New Roman and the font size to 12. Now click on the little arrow to the right of “Paragraph” and select “Double” for Line Spacing. Then type in your heading following the format we learned. After your heading, press ENTER and click on the box that CENTER ALIGNS your words and type in your title. Then press ENTER once and click on the box that LEFT ALIGNS your words and press the TAB key. You are now ready to start typing your essay. You will never press ENTER twice when typing in MLA format because it will create too much line spacing.

 An important thing to remember when typing your essay is that you always indent with the TAB key. Do not press the SPACE bar multiple times! Finally, please fold this paper in half and glue it to page 18 of your composition book. Make sure the fold is facing outward.