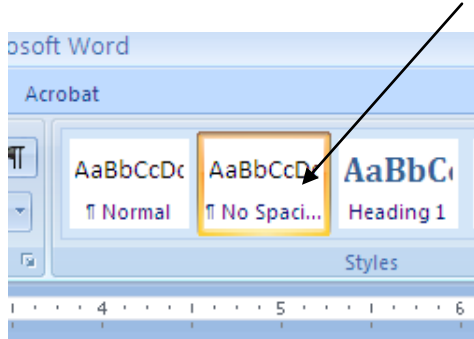


**A properly formatted MLA paper must be/contain:**

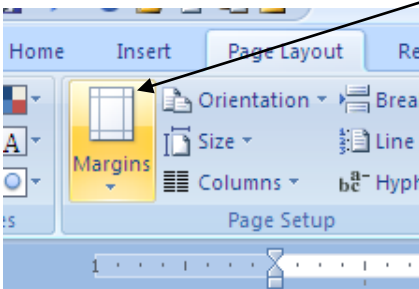
- One inch (1") margins
- Times New Roman, 12 point font
- Double-spaced (with no extra spaces – in office 2007, in the Styles box, before you begin typing, change “Normal” to “No Spacing”)
- Left-aligned
- Page numbers

**Follow these seven steps for a perfectly formatted paper on a school computer (Word 2010)...**

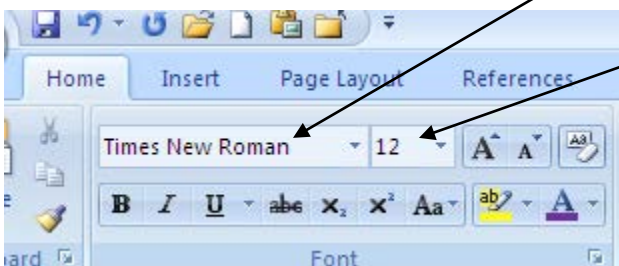
1) On the ‘Home’ tab, choose the “No Spacing” icon on the upper right.



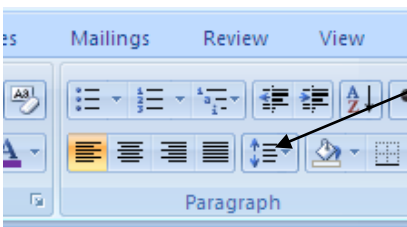
2) Under the ‘Page Layout’ tab, pull down to the margins tab. Be sure that the “Normal” 1 inch all-around margin is selected



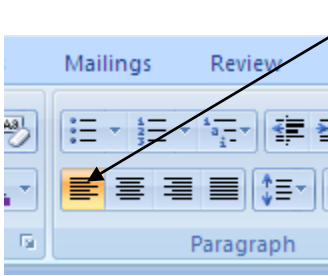
3) Go back the ‘Home’ tab and choose “Times New Roman” and “12” point font.



4) Next, choose double-spacing by clicking on this icon:

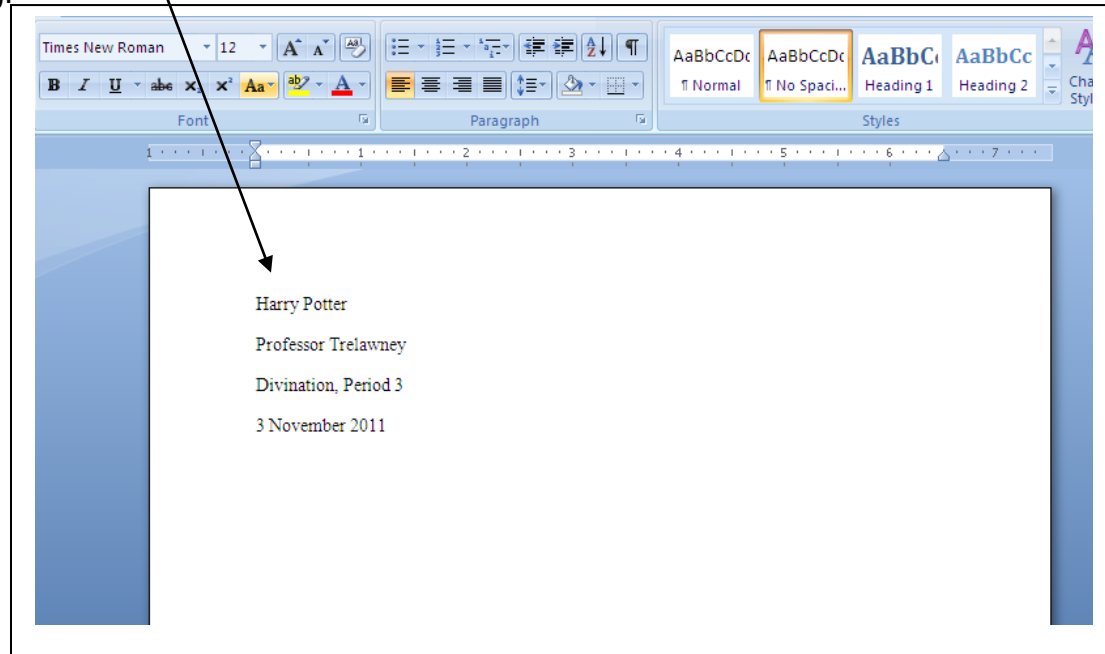


5) Make sure the page is “left aligned”



6) And then begin to type in the required heading information in the upper left corner (the heading is NOT part of the header/footer).

Your name (first and last)  
Your teacher’s name  
Your class name and period  
The due date, written out in full



7) **Page Numbers/Headers:**

- choose the “Insert” tab
- choose the “Page Number” icon
- hover over the “Top of Page” selection and choose “Plain Number 3”
- once chosen you will be in the header
- add your last name BEFORE the page number
- then (unfortunately) you need to change the font on the header by highlighting your name and page number and right-clicking to get to the “Font” options (change to “Times New Roman, 12 pt”)
- when done changing the font, click “OK” then click anywhere in your paper to get out of the header

