

## MLA Formatting

- ✓ Open a Word document. Save it in **YOUR** folder on the school's server. Name it something that will be easy for you to remember.
  - Click on the **Home** tab at the top.
  - Set your font to Times New Roman size 12.
- ✓ Click on the tiny down arrow beside the word **Paragraph**.
  - Change **Spacing** to Before **0** pt and After **0** pt.
  - Make sure **Line Spacing** is set at **Double**.
  - Put a check mark in the box before "Don't add space between paragraphs of the same style."
- ✓ Click on the **Page Layout** tab at the top.
  - Click on the down arrow under the word **Margins** on the left side at the top.
  - Click **Normal**. This will set all margins at one inch.
- ✓ Click on the **Insert** tab at the top.
  - Click on the down arrow beside the words **Page Number**.
  - Hold your cursor over **Top of Page**.
  - Click the third option down which will put your page number on the right side.
  - Type your last name and one space. That should put your last name just before the page number.
  - Double click in the body of your paper to leave the page number area.
- ✓ Heading: left margin – your name, teacher's name, course name, date.
- ✓ After the heading, the title should be centered. In order to center your title, click on the **Home** tab. Click on the appropriate button over the word **Paragraph**.
- ✓ Do not use bold or underlining in the title.
- ✓ MLA discourages the use of exclamation points.

### Flash Drive –

Save into your folder on the school's server. Click on the circle in the upper left corner of your screen. Click Save As. On the left side, click on My Computer. Double click on your flash drive. Save your document onto your flash drive.