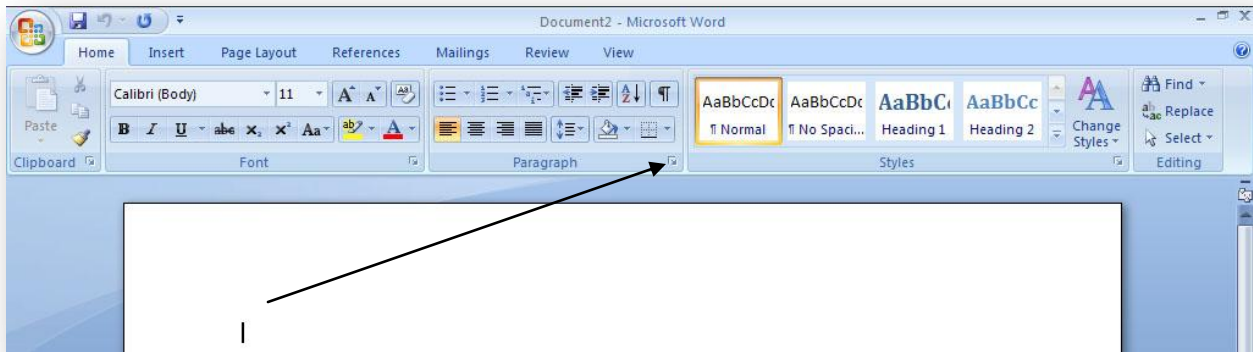


Setting Microsoft Word 2007 to MLA Format for English Papers

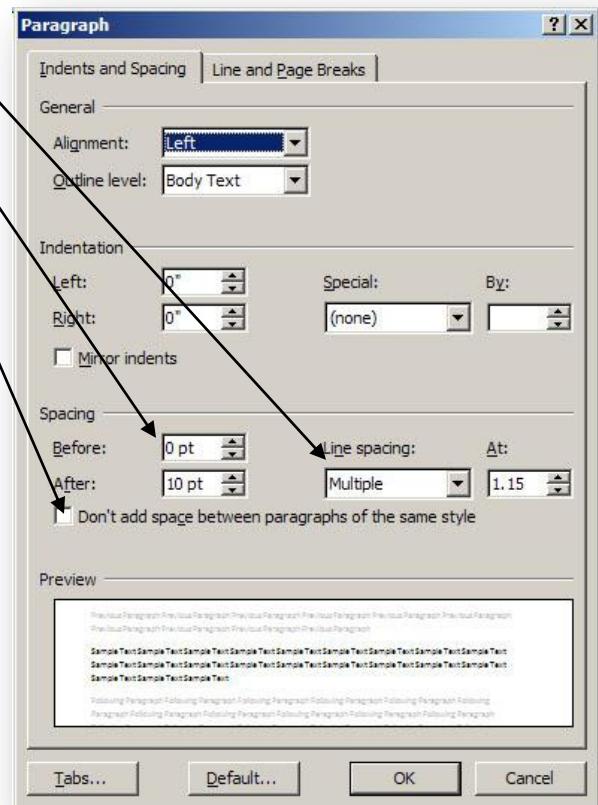
Do ALL of these instructions BEFORE starting your paper.



Step 1: Click on the arrow next to “Paragraph” on the “Home” Tab.

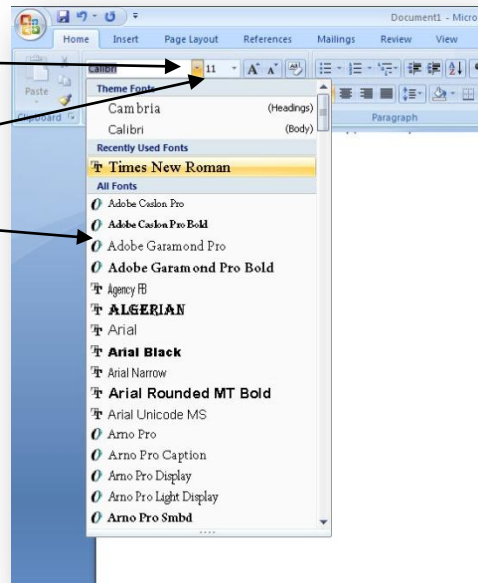
In the box that comes up, do the following:

1. Set Spacing to Double
2. Set “Before” and “After” spacing to “0”
3. Click the box that says “Don’t add space between paragraphs of the same style”



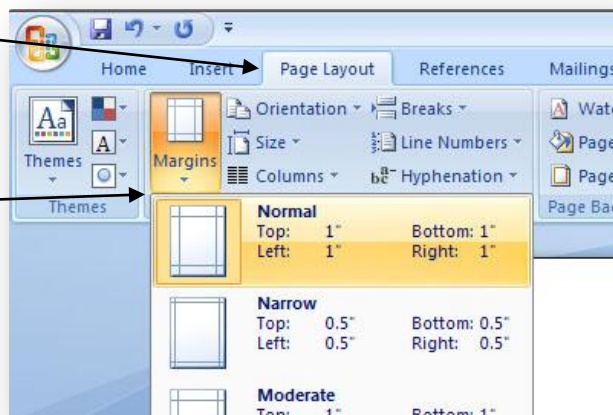
Step 2: Set Font

1. Click on the arrow next to font on the home tab
2. Set to Times New Roman 12 pt.
3. Set font size to 12



Step 3: Set Margins

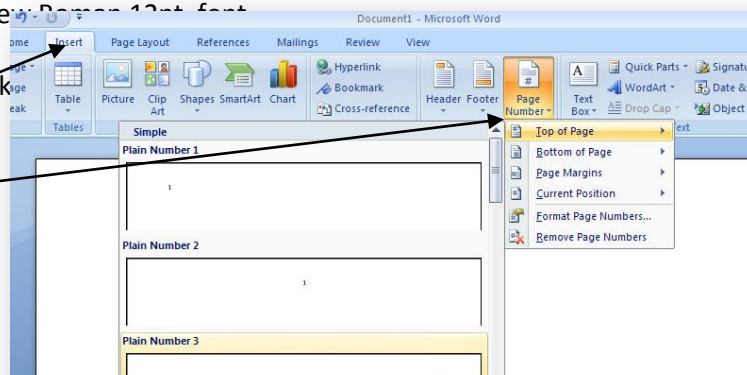
1. Click on the page layout tab
2. Click on Margins and make sure it is set to "Normal"



Step 4: Header

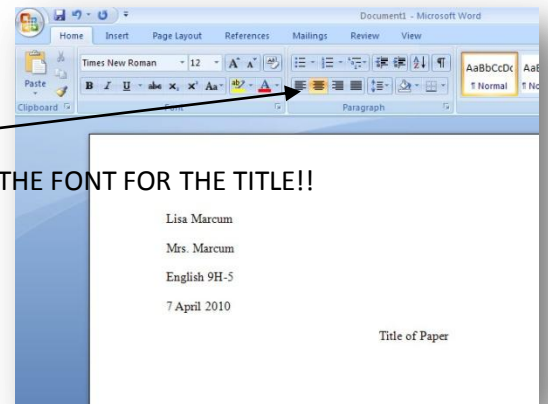
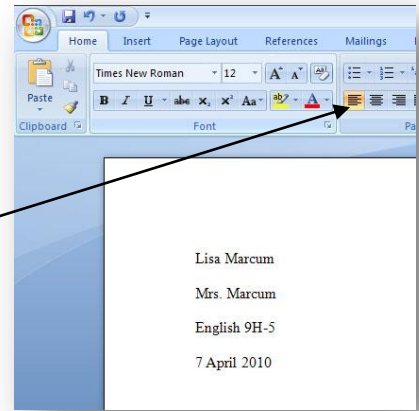
1. Click on the "insert" tab
2. Click on "page number" on the right hand side, and chose "plain Number 3".
3. Type your Last name in front of the page number. Highlight name and number and change to Times New Roman 12pt font

4. Double click



Step 5: Heading /Title

1. Make sure the alignment is set to "left".
2. Type your First and Last name and hit enter.
3. Type your teacher's name (Mrs. Marcum) and hit enter.
4. Type your class and class period and hit enter.
5. Type the date (Day Month Year) and hit enter.
6. Center the paper and type your title. **DO NOT CHANGE THE FONT FOR THE TITLE!!**



Step 6: Start paper

1. Hit enter after typing your title.
2. Left Align the paper.
3. Hit tab to indent for first paragraph and BEGIN! 😊

