

Student's Name

Teacher's Name

Course Designation

Date

### Formatting Word 2007 for MLA Papers

First, the document margins must be set to 1", which is the default on Word and should not need to be altered (click *Page Layout* on the menu bar and select *Margins* to make any needed adjustments). Next, click on *Home* on the menu bar, select Times New Roman from the drop-down menu of fonts, and change the font size to 12. In the *Paragraph* box, use the drop-down menu to change the line spacing to 2.0. Finally, click *Page Layout* on the menu bar, and in the *Paragraph* box, make sure the spacing before and after paragraphs is set to 0 pt.

To set the page number, click *Insert* in the menu bar, click on the "Header" option in the *Header & Footer* box, and select "Blank." This will turn your document light gray and place the cursor in a dash-line box at the top of the page. Hold down the *Ctrl* key and hit the *R* key to set right alignment, and replace "[Type text]" with the page number as follows: type your last name, hit the spacebar once, click the "Page Number" option in the *Header and Footer* box, and select "Current Position: Plain Number." Verify that your name and the page number are in 12 point, Times New Roman font. Double click the body of the document to close the header bar.

Finally, type your name, your instructor's name, the course title, and the date, each on separate lines against the left-hand margin. Hold down the *Ctrl* key and hit the *E* key to center your title. Type a descriptive and original title, hit *Enter*, and hold down the *Ctrl* key and hit the *L* key to return to normal justification. Be sure to use the *Tab* key to indent the first line of all new paragraphs by 1/2".