Dorky McNerderson

Lister

English 3

November 12, 2010

How to Set Up an MLA Paper in 9 Mostly Easy Steps—LATEST VERSION OF WORD

1. Go to PAGE LAYOUT and then "Margins" and set the Top, Bottom, Left, and Right margins at 1".

2. Go to HOME and then "Paragraph" and then set the "Line Spacing" to DOUBLE.

3. Go to INSERT and then "Header." Choose "Blank." Click on "Page Number" in the top tool bar, then choose "top of page" and choose the option that has the number at the right margin. (I think it is option 3). Then type your last name before the page number, and click on "Close Header."

4. Type your name. Enter.

5. Type your teacher's name. Enter.

6. Type the name of your class. Enter.

7. Type the due date of the assignment. Enter.

8. Center the cursor and type your title. Enter.

9. Return the cursor to the left margin. Tab. Begin typing your paper.