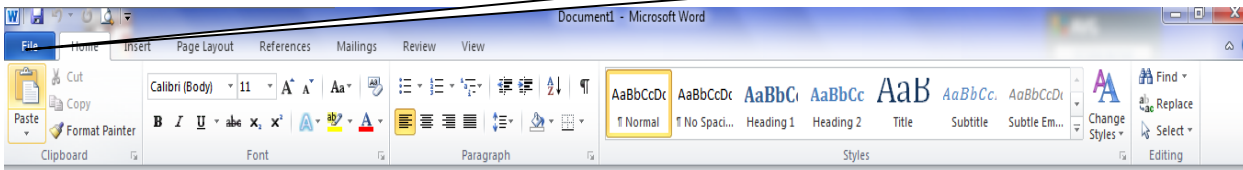
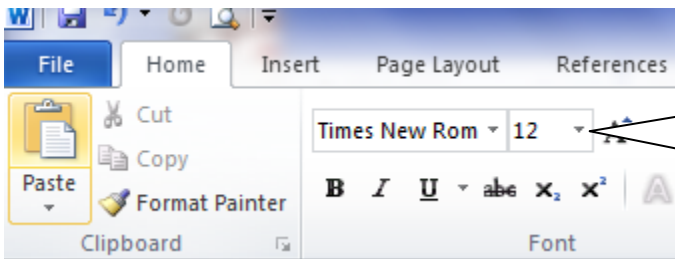


Word 2010: Preparing the Page for MLA Format

This is what you will see when you open Word.



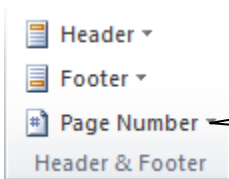
FONT



Click the HOME tab at the top of the toolbar. Click the choices down-arrow to the right of the font name. Click the font (Times New Roman or Arial for MLA). Click on the choices down-arrow to size 12 font for MLA.

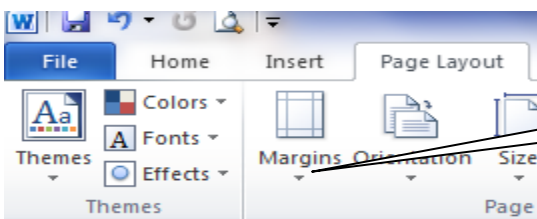
HEADER

Click INSERT at top of toolbar.



Click on PAGE NUMBER at the top of Header/Footer tab. Click on TOP OF PAGE. Click on PLAIN NUMBER 3 to place number on the right. Type in your last name and hit the SPACE BAR once. Highlight text and click HOME tab to select Times New Roman 12 font. Double click below dotted line to continue.

MARGIN SIZE

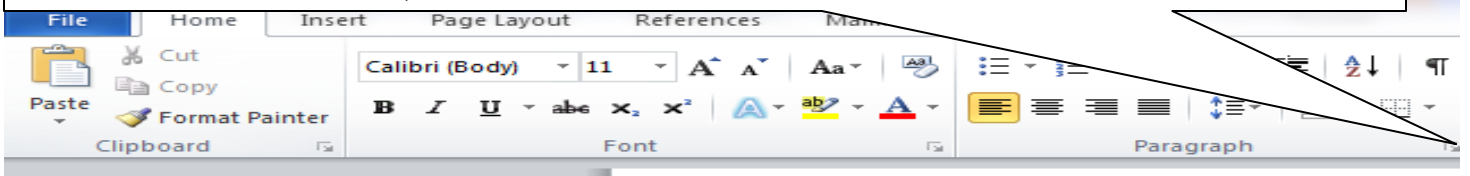


Click PAGE LAYOUT tab at the top of toolbar. (See first picture. PAGE LAYOUT is third tab.) Click on MARGINS. Click on NORMAL to set 1" margins.

Word 2010: Preparing the Page for MLA Format

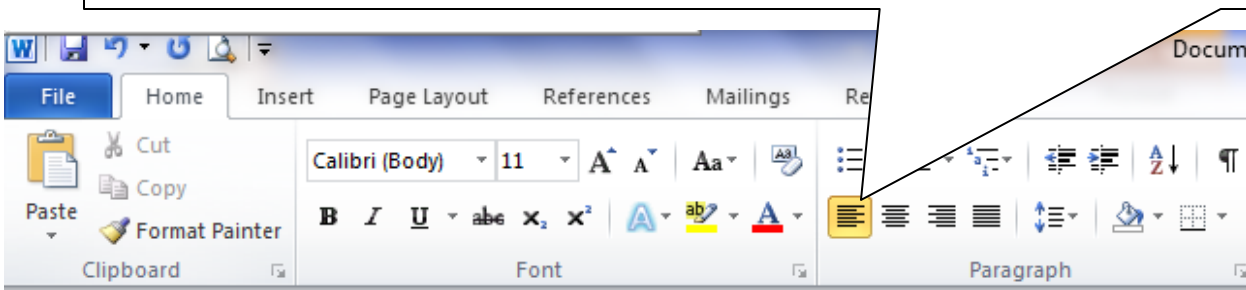
LINE SPACING

Find the PARAGRAPH section (Home tab) and click on the blue arrow. Click the down-arrow in the line spacing box. Click on double spacing. Click “OK” at bottom. (Be sure the numbers are “0” after the words BEFORE and AFTER.)



MARGIN JUSTIFICATION

Above the paragraph section, the icons picture left alignment (for body of paper) and center alignment (for title of paper).

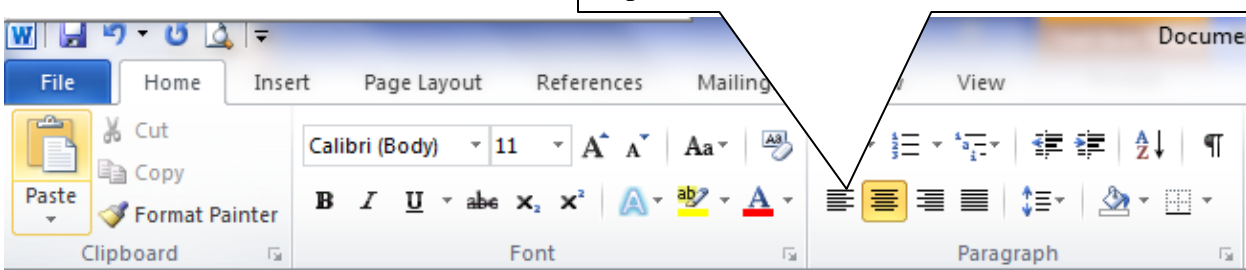


PREPARING YOUR HEADING

From your left, type your name; hit ENTER. Type the instructor’s last name; hit ENTER. Type the course number (English 101); hit ENTER. Type the due date (Day Month Year: 25 Jan. 2009); hit ENTER.

AFFIX YOUR TITLE

Click on the CENTER icon. Type the title, using the correct capitalization; hit ENTER.



BEGINNING THE BODY OF YOUR PAPER

Click on the LEFT icon. Hit TAB once to indent, and start typing. Use TAB each time you start a new paragraph.

