

1 VIEW RULER

- Click on *View*
 - Check *Ruler*

2 SET FONT TYPE AND SIZE

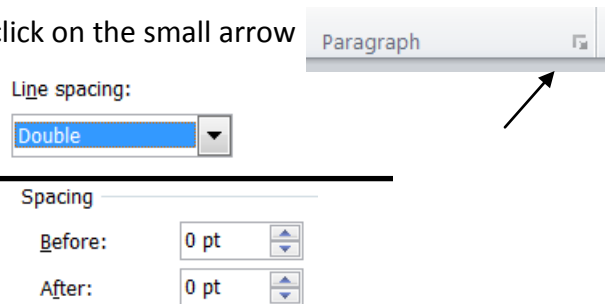
- On *Home* ribbon
 - Choose **Times New Roman** from drop-down menu
 - Choose **12 pt** font from drop-down menu

3 SET UP MARGINS

- Click on *Page Layout*
 - *Margins*
 - *Normal* (all 1 inch)

4 SET UP LINE SPACING

- On *Home* ribbon
 - On the bottom right of the Paragraph section, click on the small arrow
 - From the pop-up menu
 - Change **Line spacing** to *Double*
 - Change **Before** and **After** to *0 pt*

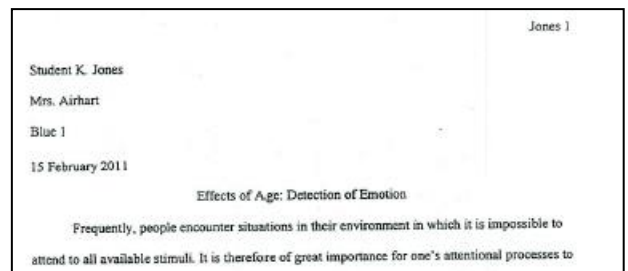


5 SET UP RUNNING HEADER

- Click on *Insert*
 - In the **Header and Footer** section,
 - Click on *Page Number*
 - Click on *Top of Page*
 - Choose **Plain #3** (right justified)
 - Page number should appear (shaded) with a blink cursor to the left of it
 - Without moving the cursor
 - Type your *LAST name* and *one space* to the left of the page number
 - Double-click outside of the header section
 - Running head should now be *grey* compared to the black font of the body of your paper.

6 SET UP NAME HEADING & TITLE

- Left Justify
 - Your full **name**
 - The **teacher's** name
 - The **period** of the class
 - The **date** (in this format: 15 February 2011)
- Center the full title of your essay
- Tab (indent 5 spaces) and begin the first paragraph of your essay.



MLA

Formatting

Directions