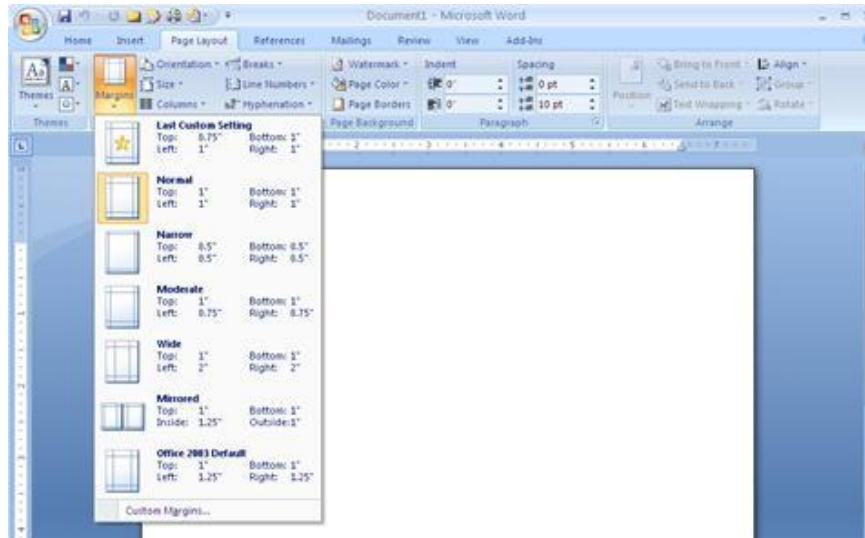


Format a Document in MLA Style Using Microsoft Word 2007

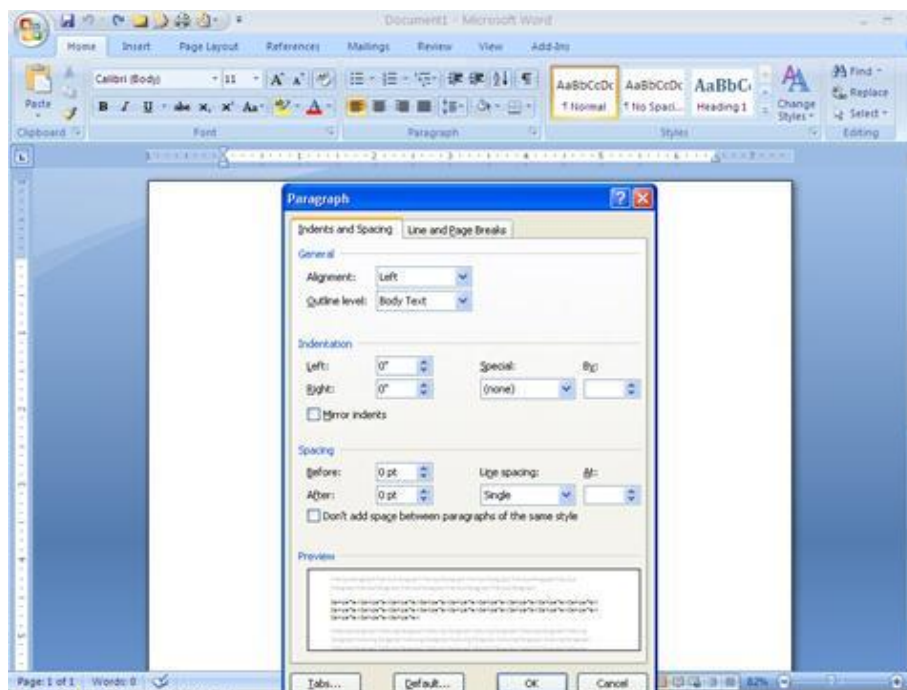
STEP 1: SET TOP, BOTTOM, RIGHT, AND LEFT MARGINS TO 1"

1. To set the margins, select the **Page Layout** tab.
2. Click on the "**Margins**" icon.
3. Choose the "**Normal**" margin setting (1" for each of the margin settings).



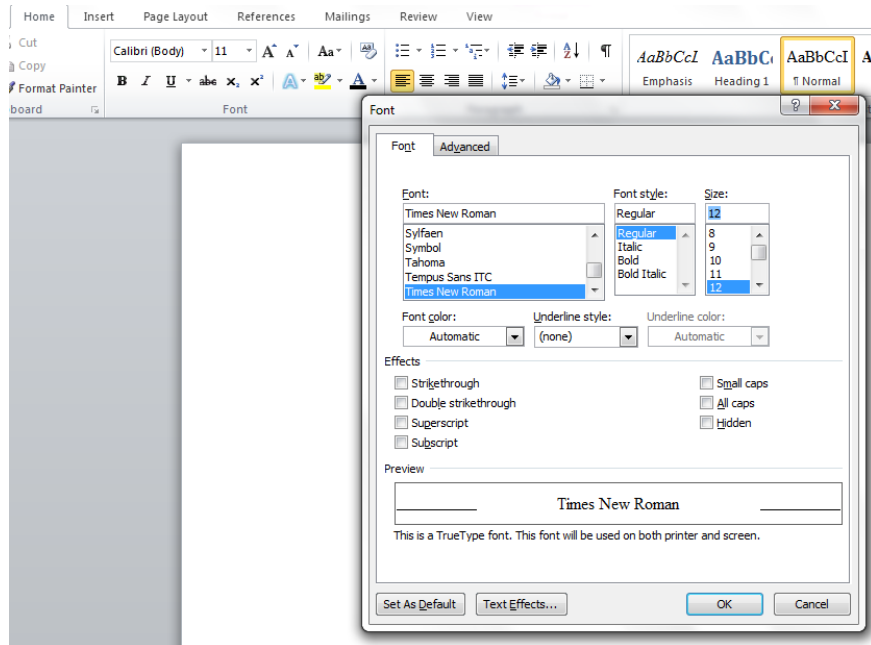
STEP 2: SET LINE SPACING TO DOUBLE SPACED.

1. On the **Home** tab, click the arrow to the right of "**Paragraph**".
2. Under "**Line Spacing**," select "**Double**."
3. Make sure both **Before** and **After** spacing are set to 0 pts.
4. Click **OK**.



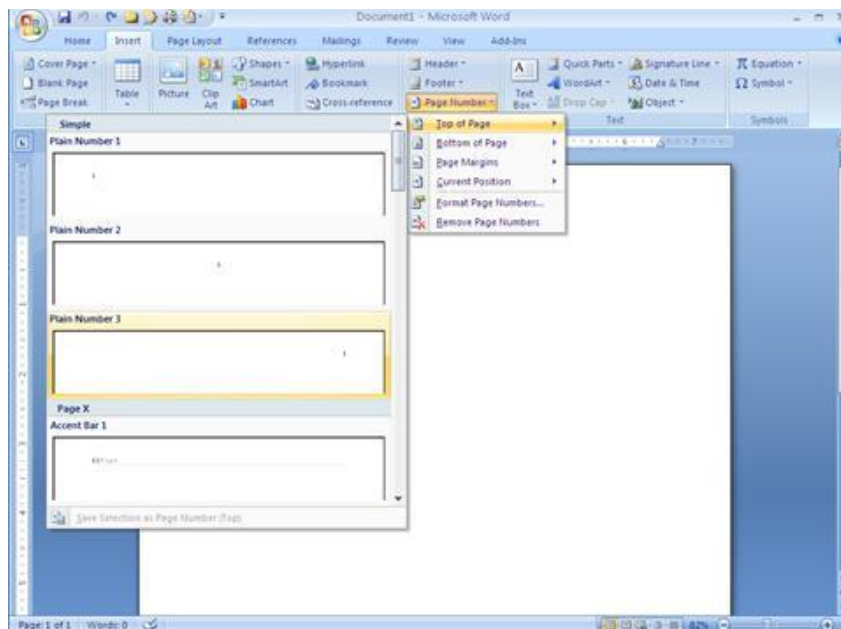
STEP 3: SET FONT TO TIMES NEW ROMAN AND FONT SIZE TO 12-POINT

1. While still on the **Home** Tab, click on the arrow to the right of “**Font.**”
2. Scroll down and select “**Times New Roman.**”
3. Then click on the number **11** and change it to **12**.
4. Then click on “**Set As Default**” down at the bottom left.
5. Then click on **OK**.

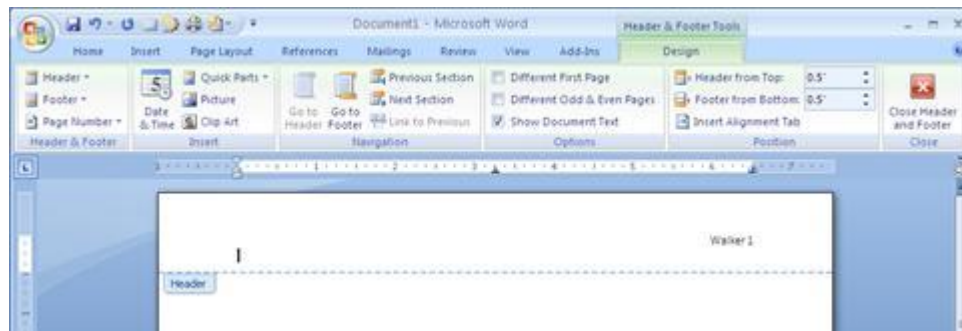


STEP 3: CREATE HEADER WITH YOUR LAST NAME AND PAGE NUMBER


1. From the **Insert** tab, select **Page Number** and **Top of Page**.
2. Choose “**Plain Number 3**” (see below).




4. Use the left arrow to move one space to the left of the page number; type your last name and a single blank space.
5. Double click outside of the "**Header**" box to return to your document.



STEP 4: ENTER HEADING AND TITLE

1. Return to the **Home** Tab. Type your name and then press the **Enter** key once.
2. Type your professor's name, and then **Enter**.
3. Type the course name and ID (usually the section number), and then **Enter**.
4. Type the date day first, followed by the month and year, with no commas (example: 20 February 2012). Press the **Enter** key once *only*.
5. Click on the **Align Center** icon. 
6. Type the title of your paper, capitalizing the first word and all major words and proper nouns. Do *not* use italics, boldfaced type, underlining, or all caps to format your title. Do *not* type a period at the end of the title. Press the **Enter** key once.




STEP 5: INDENT TO BEGIN FIRST PARAGRAPH

7. Click on the **Align Left** icon. 
8. Depress the **Tab** key to indent 1/2 inch to begin your first paragraph and begin typing your document.

Note: Do not hit the return or enter key at the end of a line; allow the computer to automatically wrap the text to the next line. Hit the enter key only once at the end of each paragraph, and use the tab key to begin a new paragraph.

SAMPLE MLA FORMATTED DOCUMENT

Times New Rom12A^Aa

B*I*U^{abc}_{x₂}

Font

