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).

![Image of Microsoft Word Page Layout 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**.

![Image of Microsoft Word Paragraph settings]
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**.

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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.
A Unique Holiday

October is my favorite month. One thing that I love about October is our family’s tradition of going to Oktoberfest on a weekend every October. We even make sure that we pre-plan the Oktoberfest activities so that we can attend Oktoberfest without any hassle all month. The beer tent is where the children and adults, and everyone from my little cousins to my grandparents, can enjoy something to eat. For example, German sausages, music, food, and drinks are all part of Oktoberfest. Another thing that I love about Oktoberfest is the costumes people wear. For instance, men and boys will dress up in lederhosen, which are leather shorts with suspenders to hold them up. Girls and women like to dress up in Bavarian beer garden costumes, like the women on the St. Pauli beer label. People who don’t have a costume wear many funny Bavarian hats, top hats with a feather, and even beer hats. Also, people can purchase silly wigs to wear. Last year, for example, my sister bought a red hat with a red chicken hanging from it. The best thing about the food is the entertainment. For example, a band used to actually come from Germany each year to play music at the Oktoberfest Center, and even local bands play "tapped" music. During the festival, there’s a lot of fun. Of course, there is the traditional polka dancing, and on Sunday, the chicken dance and the Rama Racing are very popular. Another aspect of Oktoberfest is the costumes for men, dance, and Oktoberfest music. All in all, the family tradition.