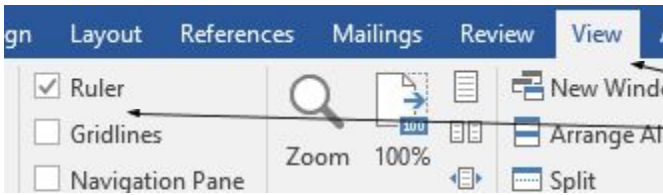
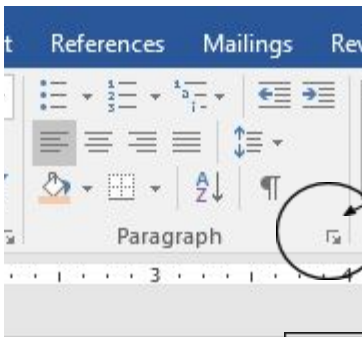


Formatting Your Essay - MLA



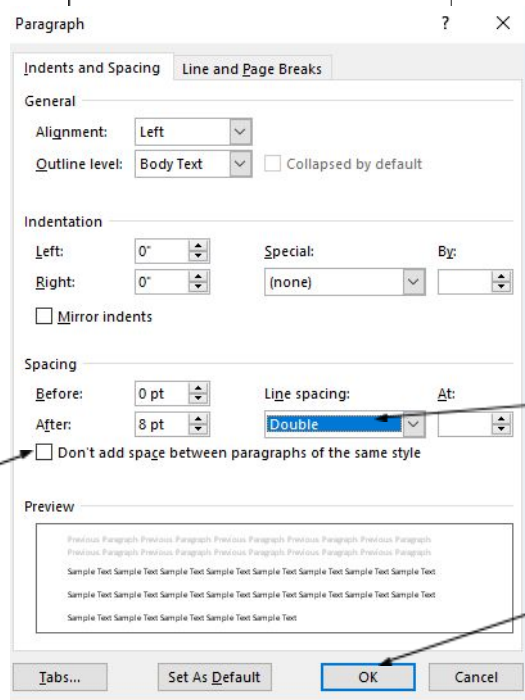
Click "view" tab
Check box next to "ruler"

Line spacing:



Click here

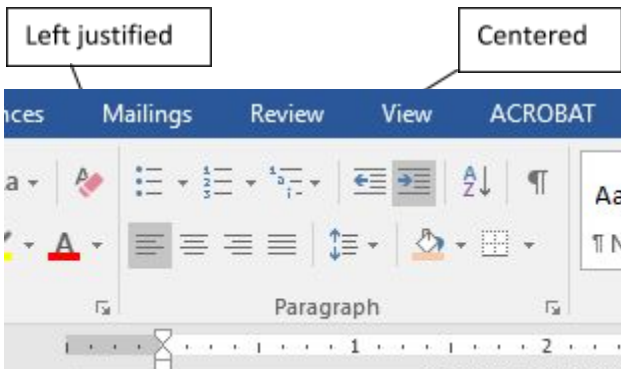
Check this box to remove extra spaces between paragraphs



Set line spacing to "double"

Click "OK"

Alignment:



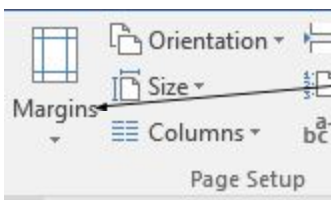
Left justified

Centered

Margins:



Click "Layout"



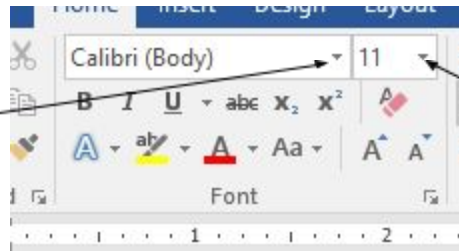
Click "Margins"



Choose "Narrow" (.5" all sides)

Font:

Font Style
Click dropdown
Choose
"Times New Roman"



Font Size
Click dropdown
Choose "12"

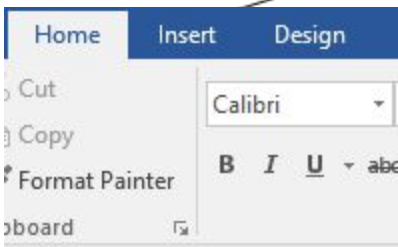
Paragraph Indent:



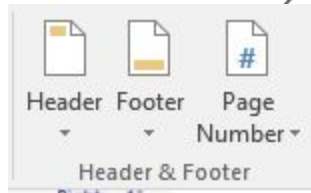
Be sure tab stop looks like "L"
If not, click until it does



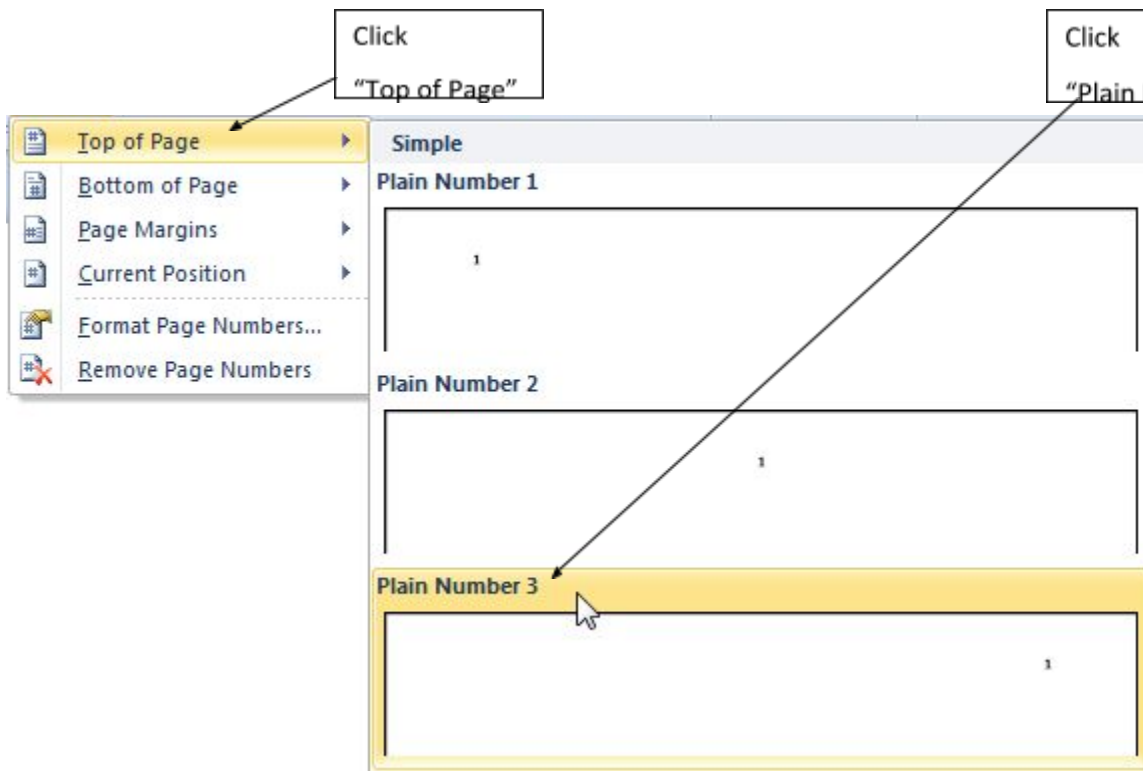
Header:



Click
"Insert"



Click
"Page Number"



Click
"Top of Page"

Click
"Plain Number 3"