

Setting up Word Processing File – MLA Format Guide Sheet

Microsoft Word – Windows

Getting Started:

1. Create a new word processing file using Microsoft Word
2. Menu Bar → SaveAs. Name your file and save it in the appropriate folder.

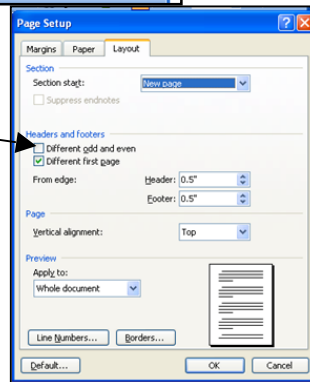


Putting Last Name & Page Number in Header (follow steps in order):

1. Leave the font on Times (New Roman) & the font size at 12
(Note: if you are missing some options on the toolbar, click the dropdown arrow on the right and choose the option you wish to use)
2. Menu Bar → View → Header and Footer
3. Click on the Right Alignment icon on the Formatting Toolbar across the top of your window
4. Type in your last name
5. Tap the space bar three times
6. Click the Insert Page Number icon on the Header and Footer toolbar (*Follow directions 7 to 10 to have your page numbering start on the second page with the number 2*)
7. Click on Format Page Number → Set Page Numbering to 1



8. Go to Page Set Up → Layout Tab
9. Check Different First Page (Your numbering will now start with 1 on the second page of your paper)
10. Click Close on the Header and Footer toolbar



Setting Double Space:

1. On the Formatting Palette click on the pull down arrow next to the Spacing icon (it is the icon just to the right of the alignment icons) and drag down to 2.0.



For Heading & Centered Title

1. Type your name, press Return
2. Type your teacher's name, press Return
3. Type your class, press Return
4. Type the date, press Return
5. Select Centering Alignment icon
6. Type in your title, press Return
7. Select the Left Alignment icon
8. Press Tab key and begin typing. SAVE AS YOU GO!