

## Formatting Your MLA Paper with Word 2007

1. Open a new Word document (you will automatically have 1 blank page).
2. In the **Home** tab, click on the arrow in the lower right hand corner in the **Font** box.
3. Set the **Font** to Times New Roman, and set Size to 12.
4. Click on **Default** box, then click yes. If you do not click on Default, then Word 07 will return Font style & size back to Calibri 11 in the Header area of your paper.
5. In the **Paragraph** box click on the arrow (can be in **Home** tab or **Page Layout** tab).
6. In **Spacing, Before & After** should both be 0 pts. **Line Spacing** should be **Double**.
7. Click on **Default** box, then click yes.
8. Click on **Page Layout** tab.
9. Click on drop down arrow under **Margins** and choose **Normal** (1 inch margins on all sides).
10. Double click in the **Header** area (at the top of the page). A blue dashed line will appear. Above the line is the **Header** area and below is the **Body** area. Your cursor marker should be in the **Header**.
11. Click on the **Insert** tab.
12. Click on the **Page Number** drop-down arrow in the **Header/Footer** box.
13. Click on **Top of Page** and **Plain Number 3**. This will insert page numbers throughout your paper.
14. Type your Last Name in front of the number 1 and press the spacebar. Your name will appear in the **Header** on every page in front of the appropriate page number.
15. Double click in the **Body** area of the paper
16. MLA requires basic information on the 1<sup>st</sup> page of your paper. On the 1<sup>st</sup> line, type your first and last name. Press Enter.
17. On the 2<sup>nd</sup> line, type your instructor's name (example: Instructor Smith). Press Enter.
18. On the 3<sup>rd</sup> line, type the name of your class (example: English 104). Press Enter.
19. On the 4<sup>th</sup> line, type the date (example: 6 June 2011). Press Enter. This basic information will be on the left hand side of the paper.
20. Type the Title of Your Paper. Highlight **only** the Title of Your Paper. In the **Paragraph** box at the top, click on the **Center** icon. This will center the title.
21. In the **Paragraph** box at the top, click on the **Align Text Left** icon. Your cursor will move to the left side of the page.
22. You may now begin work on the body of your paper.

Note: You can use this as a template for other papers using MLA format. Just change the instructor's name, name of class, and date along with title of the paper and save with a new **File Name**.

