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MS Word Instructions for an MLA Paper

First, change your left, right, top and bottom margins to 1 inch. To do this, go to the “File” menu and choose “Page Setup”. In the “Margin” tab, change the top, bottom, left and right margins to 1 inch and then click “OK”. Second, you should change your font to Times New Roman 12 point. To do this, go to the “Format” menu and choose “Font”. Choose “Times New Roman” for your font, and choose “12” for your size and then click “OK”. Third, you should turn on double spacing. To do this, go to the “Format” menu and choose “Paragraph”. Choose “Double” in the “Line Spacing” section and then click “OK”. Fourth, you should do your header, which should be on the far right corner of your page and includes your last name and an automatic page number (do not type a number). To do this, go to the “View” menu and choose “Header and Footer”. Once the Header box pops up, click the “Right Aligned” icon to move your cursor over to the right. Now type your Last Name (make sure to capitalize the first letter) and then hit the space bar. To enter the page number, choose the “Insert Page Number” icon that appears in the Header Tool box. Then click “Close”. Now you are ready for your title, which is always centered and each important word should have its first letter capitalized. To do this, click the “Center” icon and type your title.

Now you are ready to start typing your paper. Your paper should be left justified and the first line of each paragraph should be indented 5 spaces. At the beginning of each paragraph, simply hit the “Tab” key to indent.