

Student's Name

Instructor's Name

Course Name

Due Date

Formatting Papers on Microsoft Word, Using MLA Guidelines

Open a new document by clicking on the icon representing a blank page on the upper left of the screen in the second row of icons. Change the font to "Times New Roman," 12 point.

Using the mouse, select "File" on the top bar. Click on "Page Setup"; select "Margins" and change all four margins to one inch. Click "OK." From "View" on the top bar, select "Header and Footer." Type your last name in the box on the screen; hit the space bar once. Then select the icon for page number (#). When "1" appears, move the cursor back to the first letter of your last name and hit the tab or space bar, moving both your name and page number to the right side of the box until the number "1" meets the right margin. Then click on "Close."

To double space, locate "Format" on the top bar. Click on it and pull down the menu. Select "Paragraph" from the menu. When the box appears on the screen, look on the right hand side in the middle for "Line Spacing." Arrow down to "double" and click. Then click "OK." Type the four-line heading flush to the left margin. Your full name appears on top, your teacher's name on the second line, the course title on the third line, and the due date of the paper is on the last line.

Think of a title for your paper. to center the title, find the icons in the second row on the right side of the "U." Click on the second icon. Type your title. Create an

interesting title! Do not call your work "Essay" or "Paragraph." Capitalize the first and last words of the title and all other words except articles, and coordinating conjunctions. Do not enclose title in quotations marks, do not underline it, and do not boldface it. Properly punctuate someone else's title however, if you are using it within your own. Hit "Enter" and select the first icon again for the rest of your paper.

Begin to type the text of the paper. Indent the first line of each paragraph one-half inch from the left margin. Do not justify the right margin, and do not add another line of space between paragraphs. Save your work from time to time.

Whenever you quote, summarize, or paraphrase an original source, you must document that source in two places, immediately at the end of the sentence and at the end of your paper on a final page labeled "Works Cited." Consult MLA guideline for further instructions. To use "Spell Check and Grammar Check," single click on the icon in the middle row that says "ABC." Be aware that everything highlighted may not be in error. Also be aware that the spell check will not recognize the misuse of a homonym.

To check "Statistics," select "Tools," and then "Word Count." This will give you some interesting information. When you are satisfied with your work, save it, and then print your document with black ink on white, "8 1/2 x 11" paper. Print on one sides of the paper. Do not make a title page or use a binder. Assemble the pages in reverse order, with the "pretty," most recent draft on top, previous drafts and peer responses underneath that, and the writing prompt on the bottom. Fasten all papers together with one staple. Use a paper clip instead if the package is too bulky for a single staple.