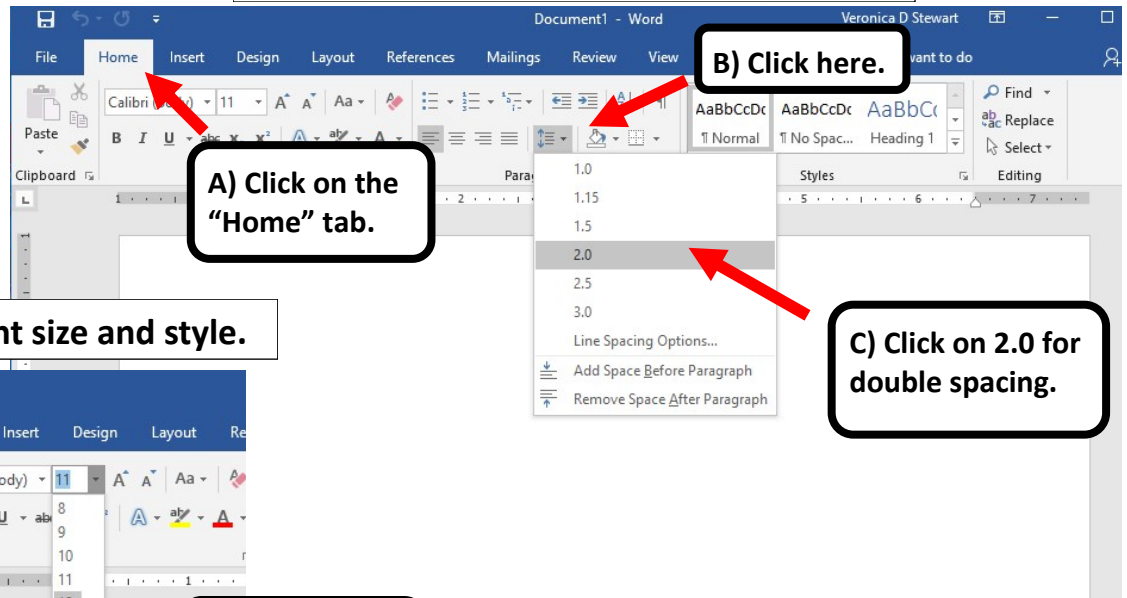
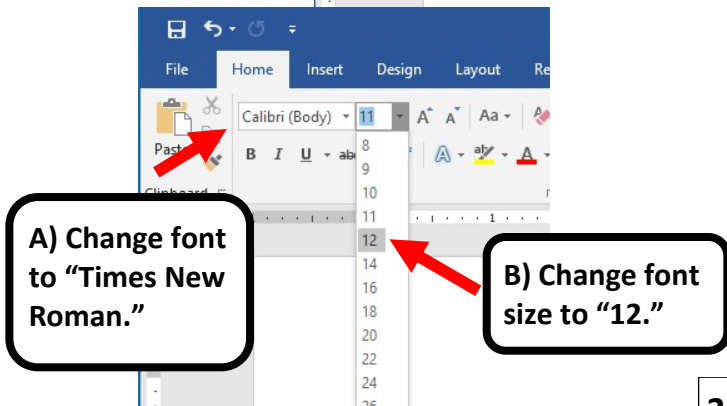


Setting Up Your Paper in MLA Format

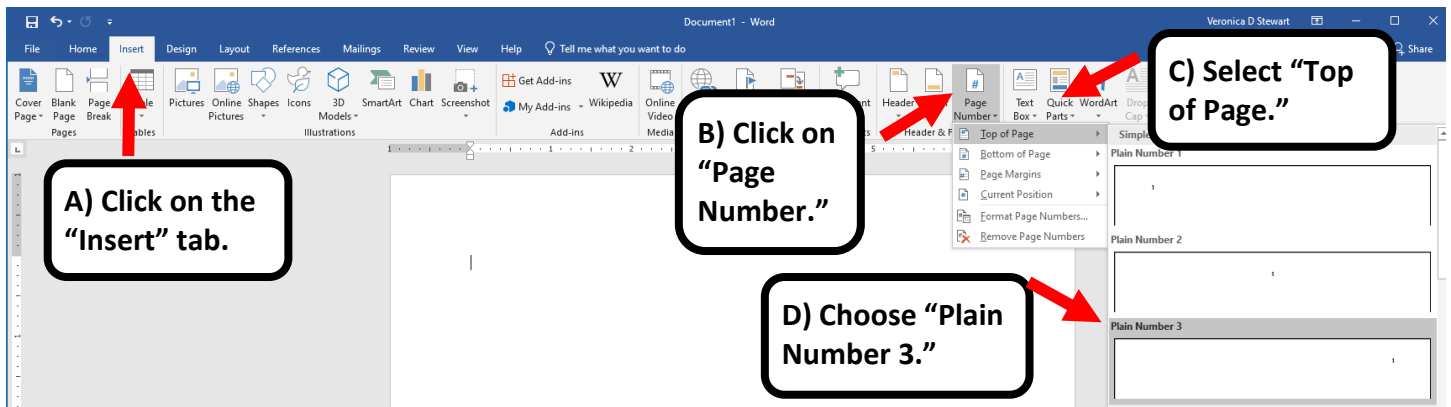
1) Set your paper for double line spacing.



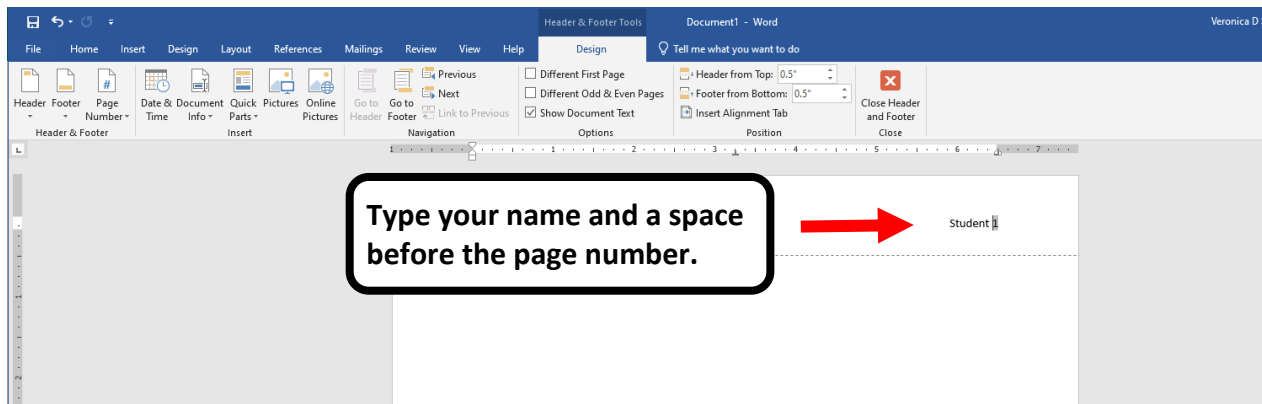
2) Change your font size and style.



3) Insert page numbers into your paper.



4) Insert your last name and a space before the page number.



5) Change the font size and style for your header (last name and page number) to match the rest of your paper.

A) Click on the "Home" tab.

B) Highlight your last name and page number.

C) Change the font to "Times New Roman" and the font size to 12.

D) Click twice anywhere below the dotted line to type your document.

The screenshot shows the Microsoft Word interface with the Home tab selected. A header area is visible at the top of the page with the text "Student 1". Red arrows point from the callout boxes to the Home tab, the header text, the font and size settings in the ribbon, and the area below the header line.

6) Check your margins and change your paragraph spacing.

A) Click on the "Layout" tab.

B) Click on "Margins."

C) Select "Normal" margins

D) Change the number in the "After" box to "0 pt."

The screenshot shows the Microsoft Word interface with the Layout tab selected. The Margins and Paragraph sections are visible. Red arrows point from the callout boxes to the Layout tab, the Margins section, the Normal margin option, and the "After" spacing box in the Paragraph section.

7) Type your name, your class information, today's date (typed as day, month, year) and the title of your paper.

A) Click the "Home" tab.

B) Type your information, hitting "Enter" after each line.

C) Click here to center the title.

D) Type the title of your paper and hit "Enter."

E) Click here to return to the left.

The screenshot shows the Microsoft Word interface with the Home tab selected. The document content is visible, including the name "Jane Student", class information "Ms. Smith", "Comp. II", and date "11 October 2022". The title "The Title of My Paper" is centered. Red arrows point from the callout boxes to the Home tab, the typed text, the center alignment button, the left alignment button, and the title text.

Now you're ready to type your paper!