Guidelines for setting up an MLA document

Step One—Inserting Your Page Number:
- Click on the insert tab
- Select Page Number
- Select top of page
- Select the third choice
- Type in your last name and a space (DO NOT DELETE THE # SIGN)

Step Two—Setting Your Spacing and Font:
- In the paragraph section of the home tab, click on the down arrow next to the line and paragraph spacing icon (up and down arrows next to four lines)
- Select 2 for double spacing
- Click on the down arrow again and select Remove Space After Paragraphs
- Change your font size to 12 or 11 point, depending on teacher preference
- Select a font (Calibri, Ariel, or Times New Roman)

Step Three—Typing Your Heading
- Keep your text aligned to the left
    - Your name (First and last)
    - Teacher name (Title and last name)
    - Class (Please include course – period)
    - Day Month Year (NOTE: there are no commas or slashes in an MLA formatted date)
- Example
  Sami Student
  Mrs. Bilinski
  English 9 C—1st Hour
  28 March 2012

Step Four—Center your title
- In the paragraph section of the home tab, select the Center icon.
- Type in your creative title (If you can't think of one right now, put something generic and add a creative one after you have drafted your essay). Hint: using a poetic technique like rhyme or alliteration often makes an effective title.

Step Five—Align your text left and begin your essay
- Click on the Align Text Left icon in the paragraph section of the home tab.
- Indent your paragraph by pressing the tab key.
- Begin typing your attention getter.