MLA Formatting in Word 2010
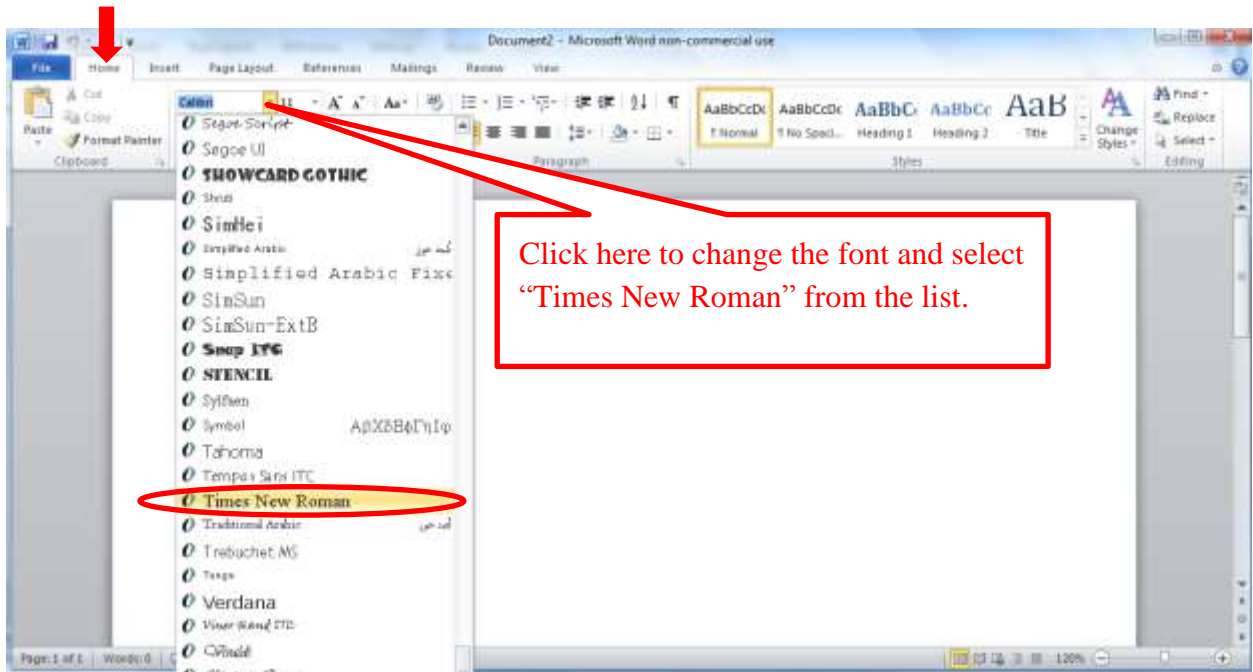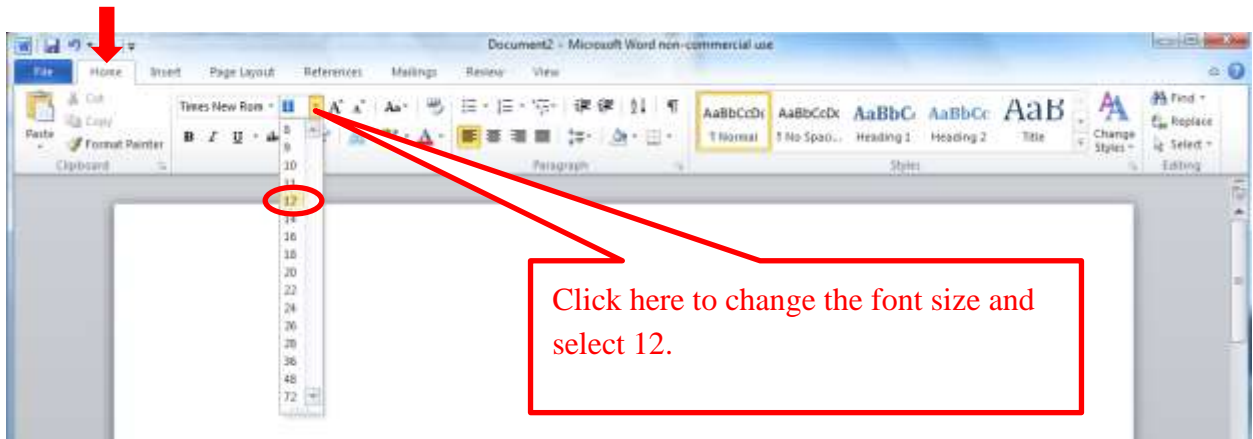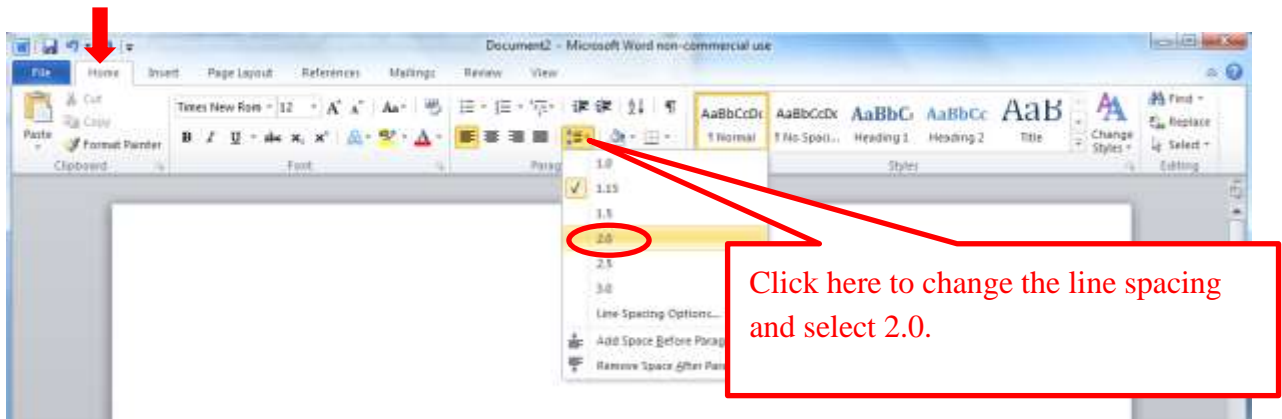
1. Change the font to "Times New Roman."

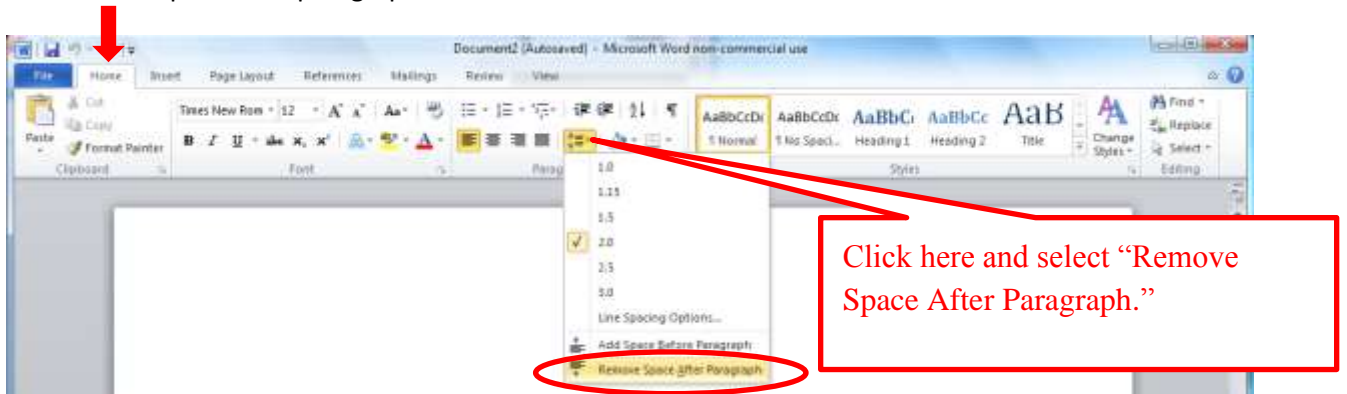Click here to change the font and select "Times New Roman" from the list.

2. Change the font size to 12.

Click here to change the font size and select 12.

3. Set the line spacing to double space.

Click here to change the line spacing and select 2.0.

4. Remove space after paragraph.

Click here and select "Remove Space After Paragraph."

5. Set margins to 1" top, bottom, left, and right sides of page.

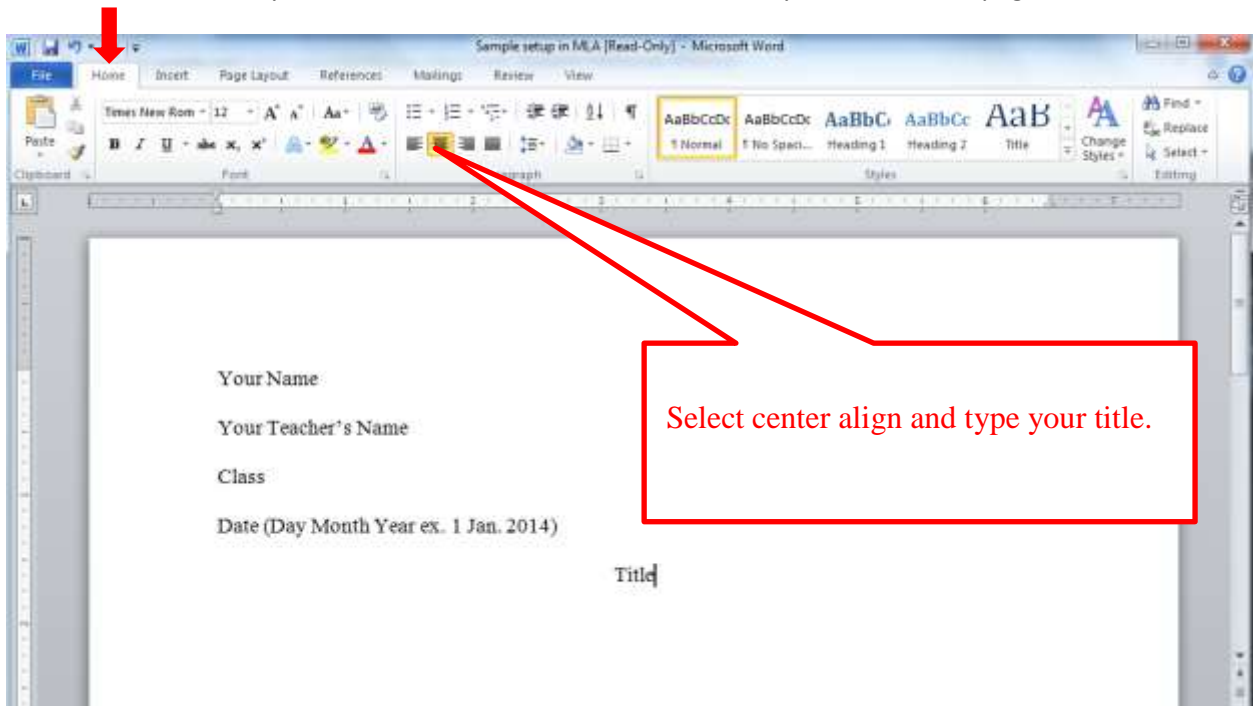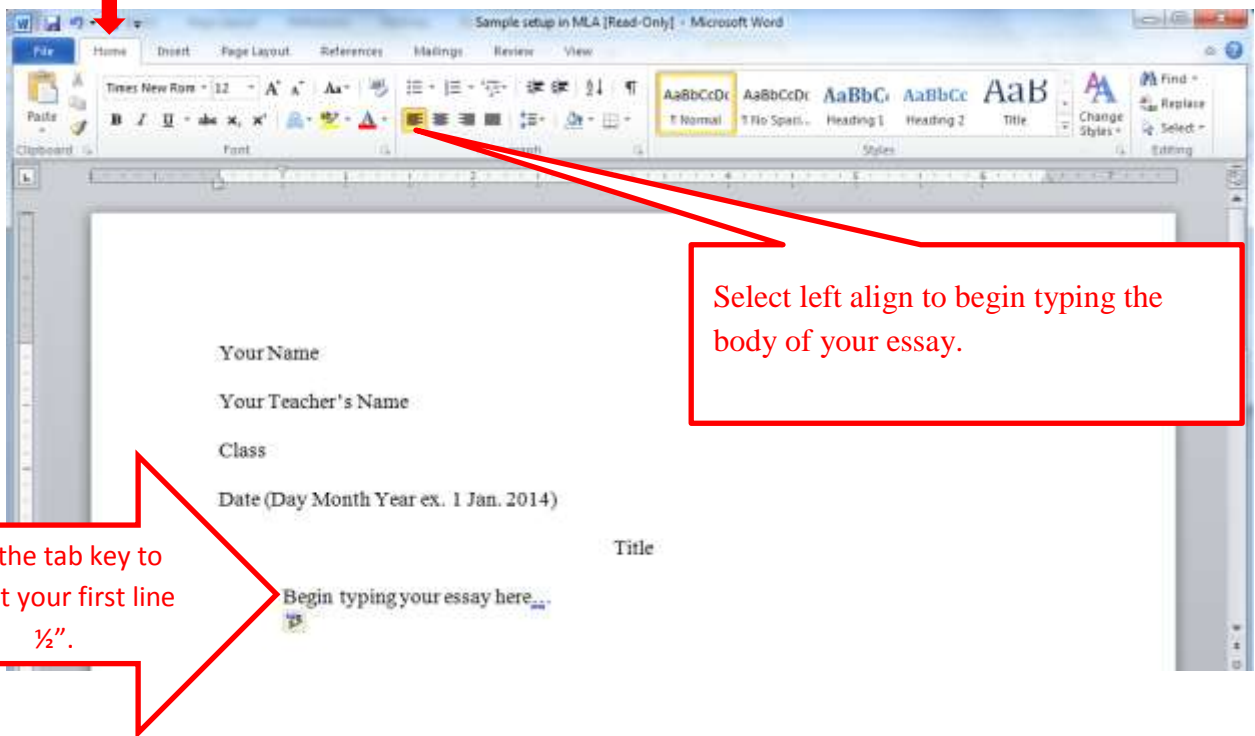On the page layout tab, click on margins and select 1" margins for the top, bottom, left, and right.
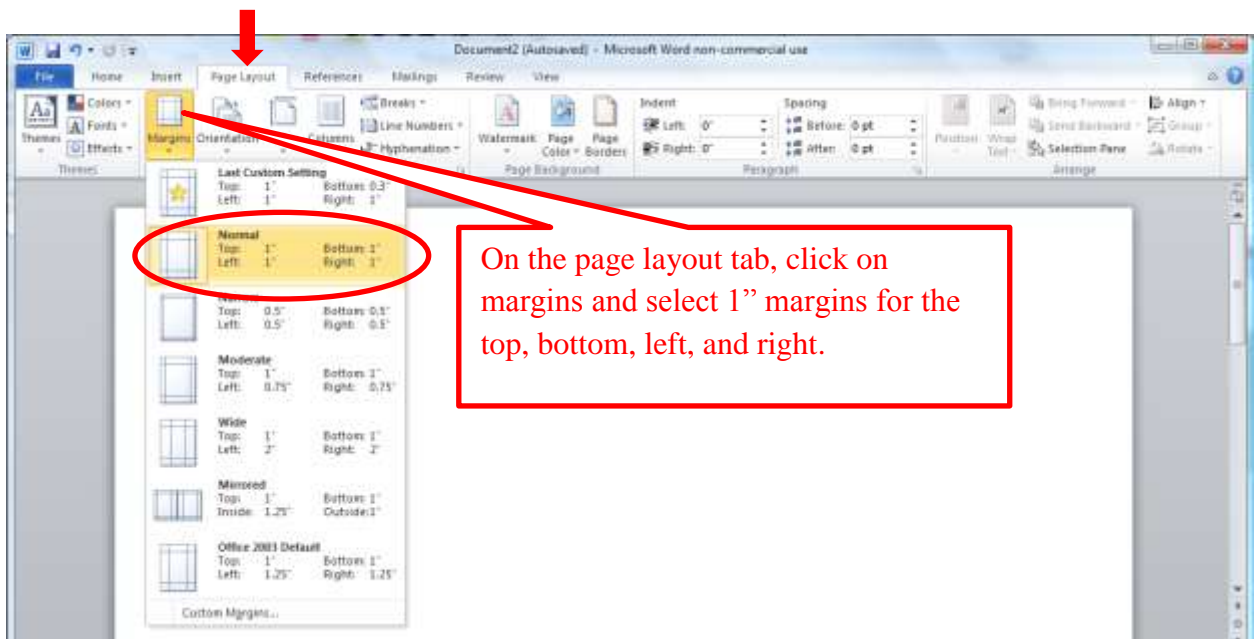
6. Type your heading in the upper left corner of the paper in the MLA format designated below or follow your teacher's requirements.

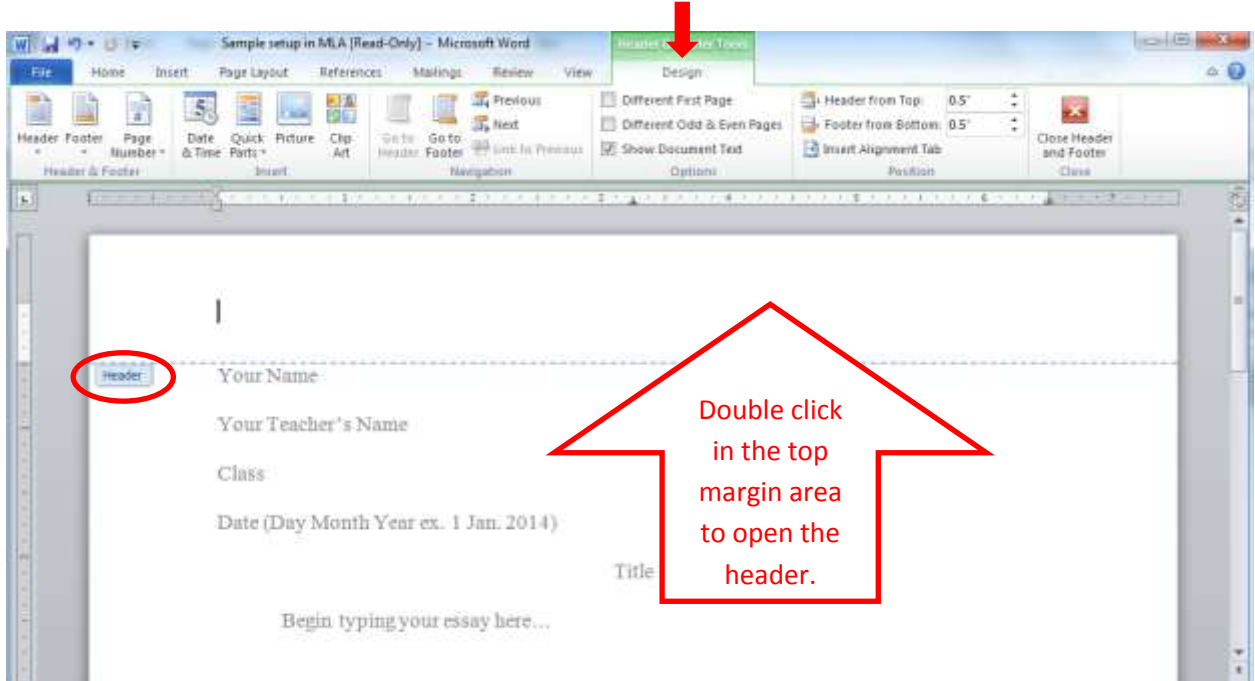Select left align and type your heading in the upper left corner of the paper.

Your Name

Your Teacher's Name

Class

Date (Day Month Year ex. 1 Jan. 2014)
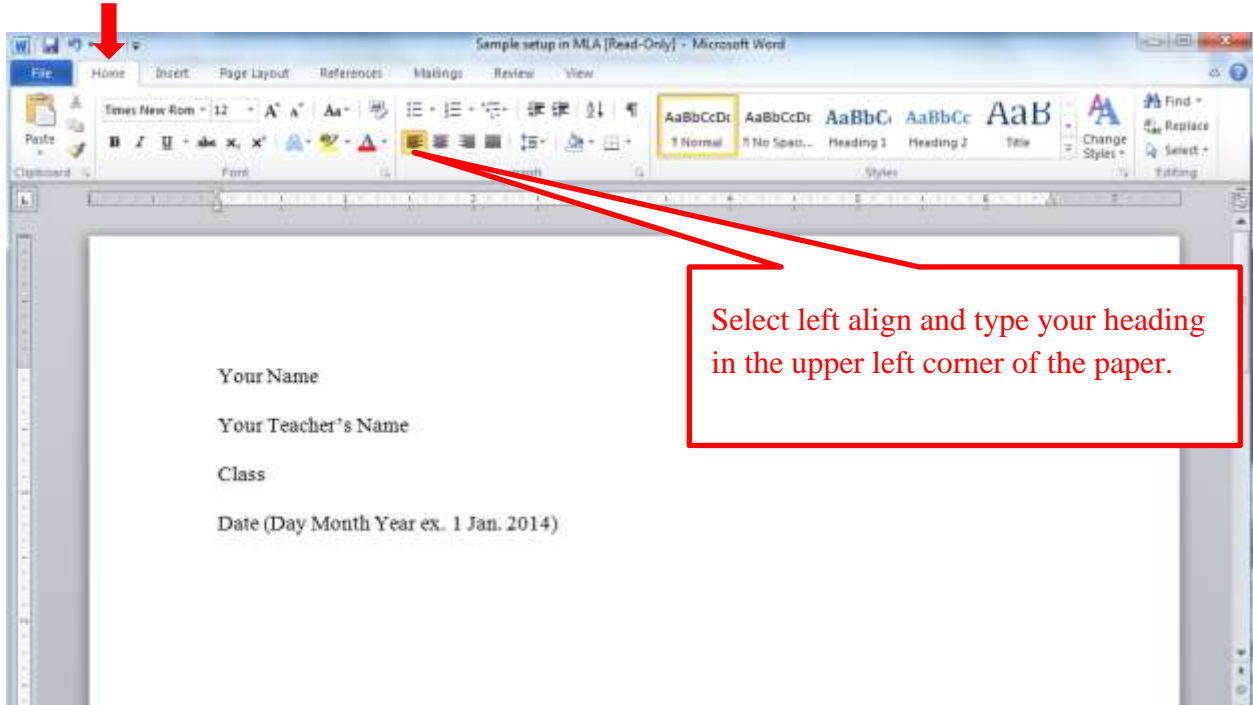
7. Press the enter key once to move to the next line and center your title on the page.

Select center align and type your title.

Your Name

Your Teacher's Name

Class

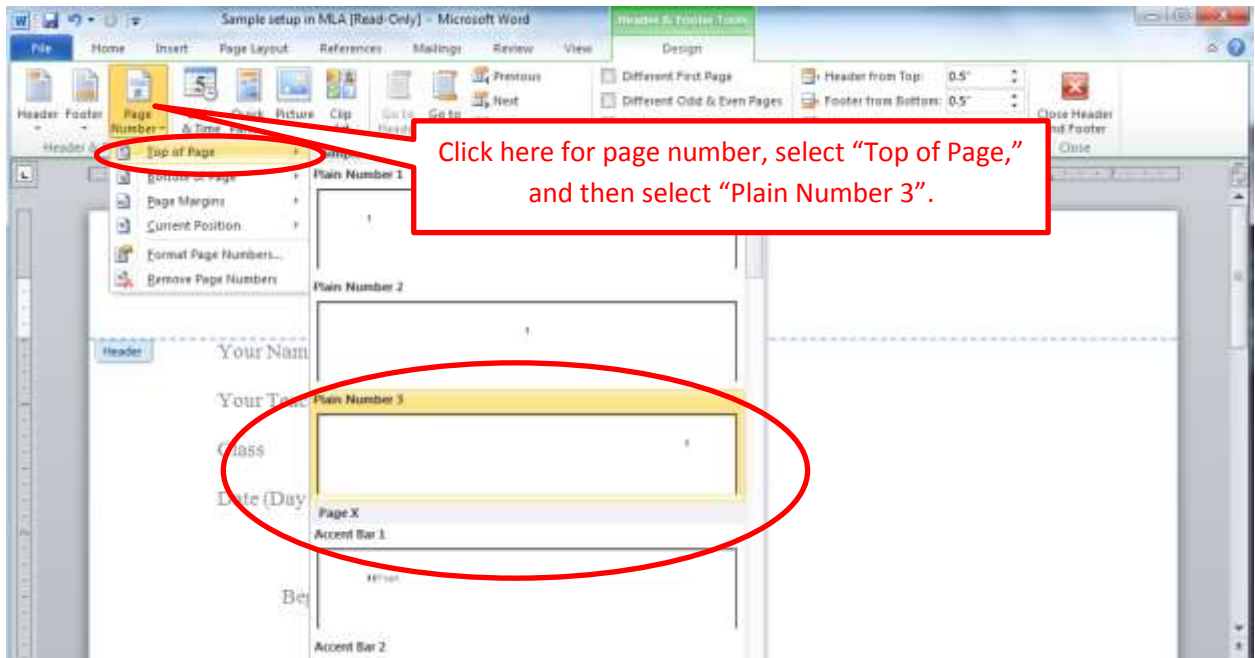Date (Day Month Year ex. 1 Jan. 2014)

Title

8. Press the enter key once to move to the next line, select the align left icon, use the tab key to indent your first line, and begin typing your essay.
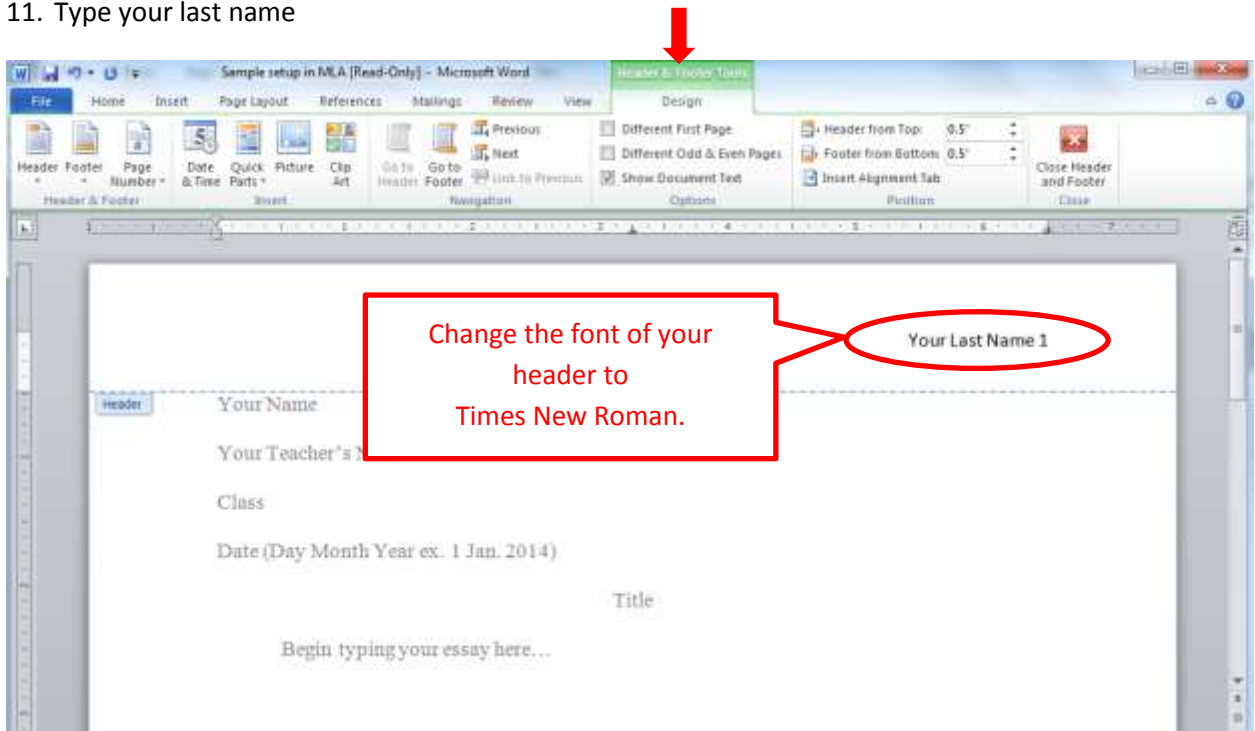

Select left align to begin typing the body of your essay.

Use the tab key to indent your first line ½".

9. Next add page numbers to the header of your document

Double click in the top margin area to open the header.

10. Select the correct number formatting

Click here for page number, select "Top of Page," and then select "Plain Number 3".

11. Type your last name

Change the font of your header to
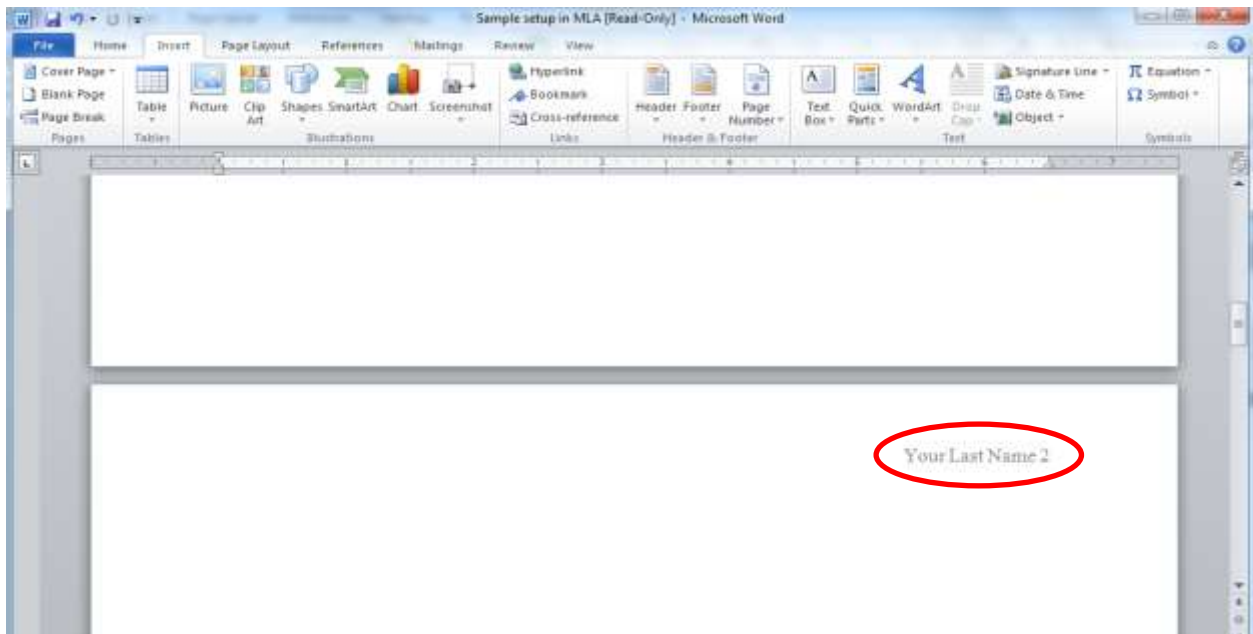Times New Roman.

Your Last Name 1

12. Place a check mark next to "Different First Page" to remove your name and numbering from the first page
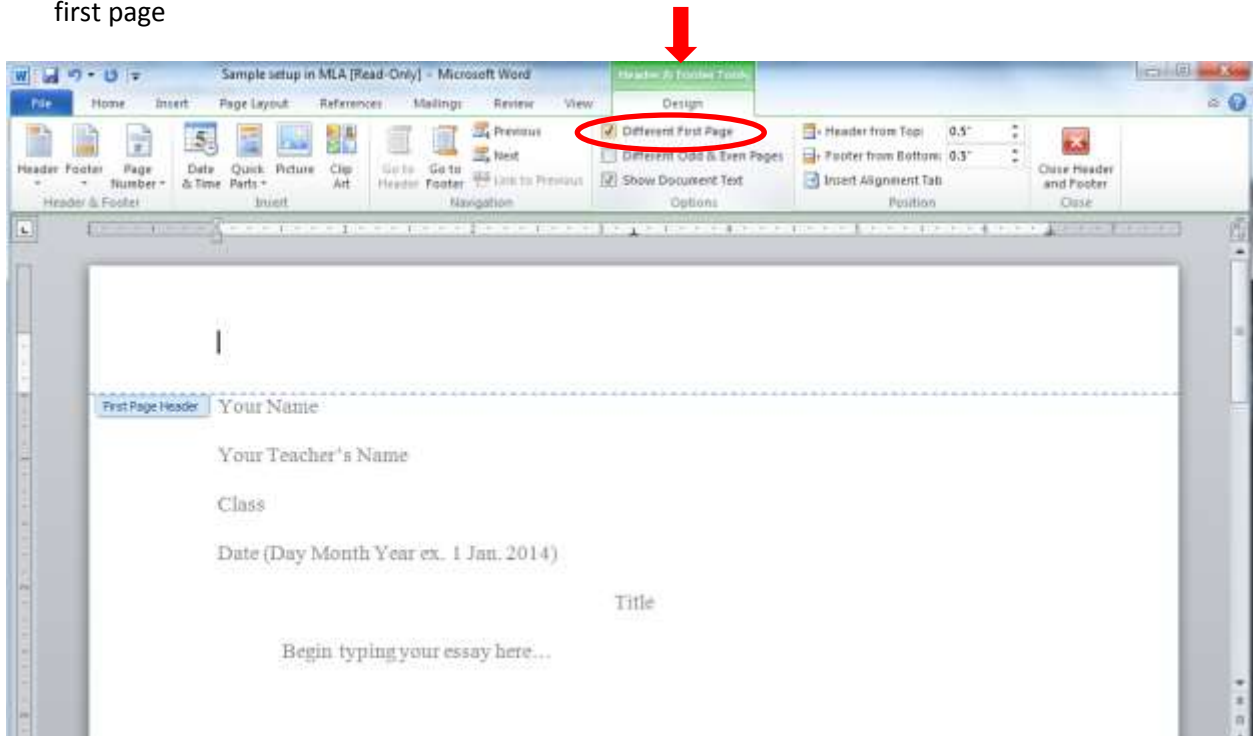
13. Your last name and correct page number will appear on page 2 and each page after that

14. Save document as a Word Template to use for future MLA papers.
    a. Click on File > Save as
    b. Name of file: MLA Research Template
    c. Select file type: Word Template