MLA FORMAT

Directions:

Open up a word document and **before typing anything be sure to do the following**:

1. Set the font to Times New Roman, size 12
2. Set the line spacing to double (2.0)
3. Create a heading
   1. Go to INSERT
   2. PAGE NUMBER
   3. TOP OF PAGE
   4. PLAIN NUMBER 3
4. Click the CLOSE HEADER & FOOTER button
5. At the top left of your page type your full name (first and last)
6. Hit ENTER, type the instructor’s name
7. Hit ENTER, type the course name
8. Hit ENTER type the date in this format: 14 January 2014
9. Hit ENTER, CENTER your text and type your title
10. Hit ENTER, align LEFT, and hit TAB to indent.
11. Start typing!
12. Only hit ENTER once between paragraphs.