MLA Formatting for Microsoft Word® 2010
Open the Paragraph Dialog Box to set line spacing.
Change Line Spacing to Double with no spacing after or between paragraphs.
Double click at the top of the page to edit the Header
Select: Top of Page
Plain Number 3
Type your last name
Press the space bar once
Right Click to Change the font to Times New Roman 12
Click Different First Page To remove the header from the first page
Double click below the dotted line to close the Header.
Deborah Lowenburg
Mr. Kozicki
English 12 HL
6 March 2012

Type your Heading:
• Your first and last name
• Your teacher’s name
• Your class title
• Due date for assignment—military style
Deborah Lowenburg
Mr. Kozicki
English 12 HL
6 March 2012
Deborah Lowenburg  
Mr. Kozicki  
English 12 HL  
6 March 2012

Title
Deborah Lowenburg
Mr. Kozicki
English 12 HL
6 March 2012

Title
Set Indentation for First Line
Deborah Lowenburg
Mr. Kozicki
English 12 HL
6 March 2012

Title

You are now ready to write your first sentence.

MLA Formatting is complete!
Deborah Lowry

Mr. Kozicki

English 12

6 March 20

Title

You are now ready to write your first sentence.
Select your Student H-Drive
Name your document
First Draft
• Click **File—Save As**
• Go to your student drive
• Make a new folder
• Save as “First Draft ” in your folder
• You will need to follow these steps each time you are required to write a paper in MLA format.