MLA Formatting for Microsoft Word® 2003
Click **Format** and **Select Paragraph** to set line spacing.
Change **Line Spacing** to **Double** with no spacing after or between paragraphs.
Click View and select Header and Footer
Click the Right Align button
Type your Last Name and hit Spacebar once
Check to make sure the font is
Times New Roman 12
Click **Page Setup** to remove the header from the first page.
Click Layout and Different First Page
Click **Close** or Double-click outside the dotted box to close the Header.
Sandra Reilly
Mrs. Reduzzi
English 10 HL
19 March 2012

Type your Heading:
• Your first and last name
• Your teacher’s name
• Your class title
• Due date for assignment—military style
Sandra Reilly
Mrs. Reduzzi
English 10 HL
19 March 2012

Title
Click **Format** and **Select Paragraph** to set indentations.
Set Indentation for First Line
Sandra Reilly
Mrs. Reduzzi
English 10 HL
19 March 2012

Title

You are ready to write your first sentence.
Save

• 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.