

Setting up Word Processing File – MLA Format Guide Sheet

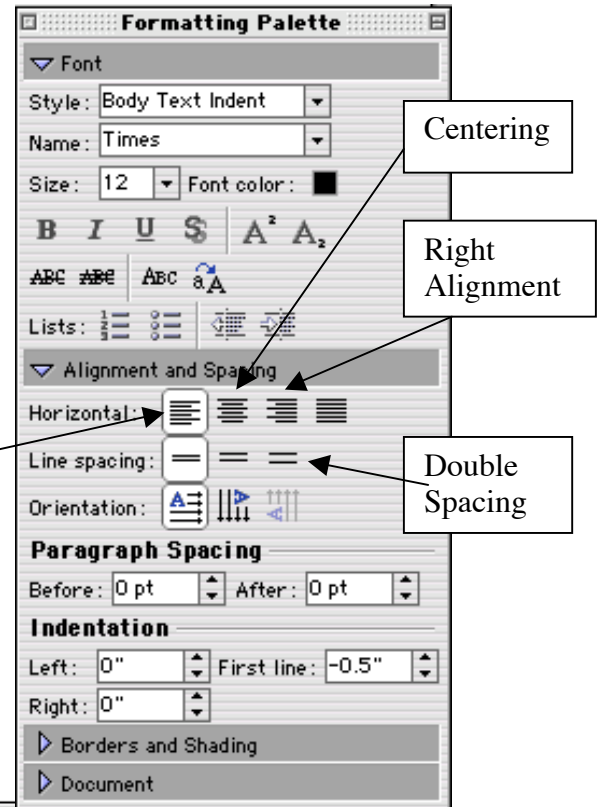
Microsoft Word - Macintosh

Getting Started:

1. Create a new word processing file using Microsoft Word
2. Menu Bar ☞ File ☞ SaveAs. Name your file and save it in the appropriate folder.
3. Do you see the Formatting Palette? If no, on Menu Bar ☞ View ☞ Formatting Palette
Use the picture of the Formatting Palette to assist you as you follow these directions.
4. Click on the Alignment & Spacing triangle on the Formatting Palette so that it looks like the diagram

Putting Last Name & Page Number in Header (follow steps in order!!):

1. Leave the font on Times & the font size at 12
2. Menu Bar ☞ View ☞ Header and Footer
3. Click on the Right Alignment icon (see DIAGRAM to the right)
4. Type in your last name
5. Tap the space bar three times
6. Click the Insert Page Number icon on the Header and Footer toolbar
7. Click on Close on the Header and Footer toolbar



Setting Double Space:

1. Look on the Formatting Palette next to Line spacing (under Alignment and Spacing). Click on the double spacing icon (see diagram of Formatting Palette above).

For Heading & Centered Title (refer to the sample on the reverse side):

1. Type your name, press Return
2. Type your teacher's name, press Return
3. Type your class, press Return
4. Type the date, press Return
5. Select Centering icon (see the diagram above for the Formatting Palette under Alignment and Spacing)
6. Type in your title, press Return
7. Select the Left Alignment icon
8. Press Tab key and begin typing. SAVE!

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Microsoft Word - Windows

Getting Started:

1. Create a new word processing file using Microsoft Word
2. Menu Bar ꞑ File ꞑ SaveAs. Name your file and save it in the appropriate folder.

Putting Last Name & Page Number in Header (follow steps in order!!):

1. Leave the font on Times (New Roman) & the font size at 12
2. Menu Bar ꞑ View ꞑ Header and Footer
3. Click on the Right Alignment icon on the Formatting Toolbar across the top of your window
4. Type in your last name
5. Tap the space bar three times
6. Click the Insert Page Number icon on the Header and Footer toolbar
7. Click on Close on the Header and Footer toolbar



Setting Double Space:

1. On the Formatting Palette click on the pull down arrow next to the Spacing icon (it is the icon just to the right of the alignment icons) and drag down to 2.0.

For Heading & Centered Title (refer to the sample on the reverse side):

1. Type your name, press Return
2. Type your teacher's name, press Return
3. Type your class, press Return
4. Type the date, press Return
5. Select Centering icon (see the diagram above for the Formatting Palette under Alignment and Spacing)
6. Type in your title, press Return
7. Select the Left Alignment icon
8. Press Tab key and begin typing. SAVE!