

## MLA Format for Essays

**Font:** should be **Times New Roman**.

**Font size** should be **12** throughout the **entire** paper.

**Indent:** Push on the **Tab** key on your keyboard every time you begin a **new paragraph**.

### Double-Space:

1. Highlight **all** Text (**Ctrl-A**)
2. Pres **Ctrl- 2** to double space.


### Margins:

1. Go to **File** on the toolbar at the top of the page. 2. Next, click on **page setup**.
3. Click on the **drop-down arrows** until all the margins are **1 inch**.

*Should look like this:*

Top: 1"                      Bottom: 1"  
Left: 1"                     Right: 1"

### Header:

1. Go to **View** on the toolbar at the top of the page.
2. Click on **Header and Footer**
3. Type Your Last Name
4. Click on  to number your pages

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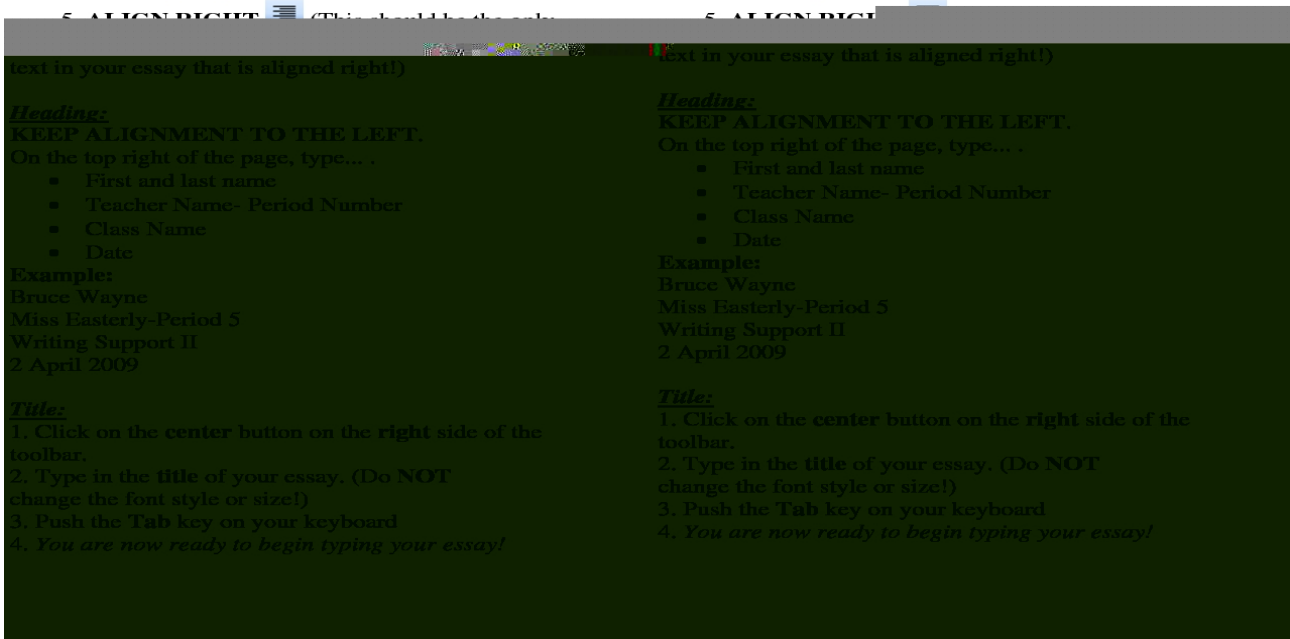
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text in your essay that is aligned right!)

**Heading:**  
**KEEP ALIGNMENT TO THE LEFT.**  
On the top right of the page, type...

- First and last name
- Teacher Name- Period Number
- Class Name
- Date

**Example:**  
Bruce Wayne  
Miss Easterly-Period 5  
Writing Support II  
2 April 2009

**Title:**

1. Click on the center button on the right side of the toolbar.
2. Type in the title of your essay. (Do NOT change the font style or size!)
3. Push the Tab key on your keyboard
4. You are now ready to begin typing your essay!