

## 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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