**FHS English Department: MLA Paper Setup Directions**

*Because this will be the required format you will use in most of your college classes, we will require that ALL typed assignments be formatted this way. You’ll get used to it with some practice. Make sure to keep this reference for all future assignments.*

**Step One: Margins**

All margins (left, right, top, and bottom) should be set at exactly one inch. Most computers have 1 ¼ inch margins set as the default for right and left, so you must change this. You can then set them as your default.

|  |  |
| --- | --- |
| *For Windows XP (what we have at school):* | *For Windows Vista or Windows 7:* |
| \*Click on “File”\*Choose “Page Setup”\*Change them all to one inch | \*Click on “Page Layout”\*Choose “Margins”\*Change them all to one inch |

**Step Two: Double Space the ENTIRE DOCUMENT first!**

 Many students like to do this later, but they then end up forgetting to double space the name and other information. Also, students often end up with extra spaces between lines, so just do this before you begin typing!

**Step Three: Name, Teacher’s name, Class title, and date.**

Unlike what you may be used to doing, your name, the teacher’s name, the class, and the assignment due date are all supposed to go in the UPPER LEFT hand corner of the paper. Like the rest of the document, these four lines ARE double-spaced. The date must be written as follows: 26 January 2011

**Step Four: Header**

 In the upper right hand corner of EACH PAGE of your document, you need to have your last name followed by the page number. Rather than try to type this in at the top of each page, you must simply set up a header.

|  |  |
| --- | --- |
| *For Windows XP (what we have at school):* | *For Windows Vista or Windows 7:* |
| \*Go to “View”\*Select “Header and Footer”\*Using either the tool bar or by clicking on “Format,” make the header “Right Justified”\*Type your last name and then one space.Click on the button that looks like thisto automatically number ALL pages in a document.\*Click close. | \*Go to “Insert”\*Choose “Header”\*Set it up the same. |

**Step Five: Title**

 Your title will be just one double space after the date and must be CENTERED. Because you are not a published author, you do not need quotation marks, underlining, or bolding. You title should be the SAME SIZE (12 point font) as the rest of the document. Then, you will have just ONE double space before you begin typing the document.

Your Name

*One Inch Margin*

DOUBLE-

SPACED

*HEADER*

Your Teacher’s Name

Name of the Class

*CENTERED*

26 January 2011

*One Double*

*Space*

Thoughtful Title

 High quality writing that will wow your readers… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*One Inch Margin*

*One Inch Margin*

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*One Double*

*Space*

 Skillful transition to the discussion of your first main idea… \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*One Inch Margin*