

MLA Format:

The MLA formatting type is the formatting you will need to use for your Home2Teach courses.

These are the several parts of MLA format:

1. Margins 1" on all sides
2. Header in the upper right corner with last name and page number
3. Double-spaced lines throughout entire paper
4. Size 12, Times New Roman font
5. Heading with name, teacher's name, class, and date
6. Title, centered
7. First-line indentation for each paragraph

Note: Specific instructions for each of these parts are contained in the following pages. Please refer to them to correctly format your paper.

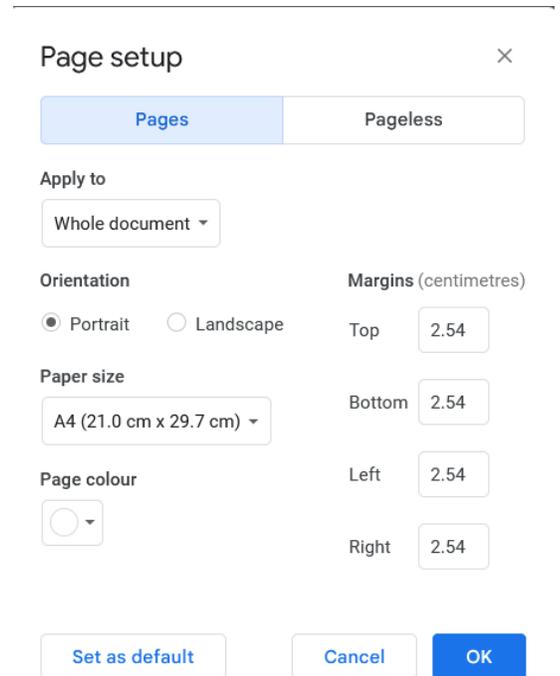
Set Margins

Each new document automatically has a 1-inch margin top, left, right, bottom, so there is no need to change it. If you ever need to change it,

File Edit View Insert Format Tools Add-ons Help

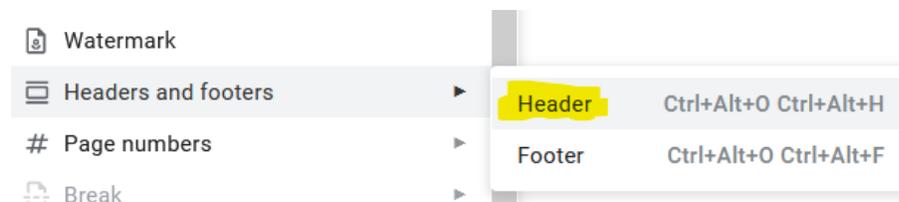
select **File**, then **Page set-up** (near the bottom of that list).

A pop-up window like this should appear. At the Margins section, update all the margins to 1 inch. Click **OK**.



Create the Header

On the tool bar, click **Insert**, and choose **Header**.



Then update the font to **Times New Roman size 12**. If the cursor isn't blinking against the right margin, select the **Right Align** icon on the menu.



- Type your last name, and hit the spacebar once.

- b. On the right side of the line that says **Header**, select **Options**.
 - c. Select **Page Numbers** on the drop-down list.
 - d. In the box that appears, check that **Header**, **Show on first page**, and **Start at 1** are selected.
- Then click **Apply**.

Page numbers ×

Position

Header Footer

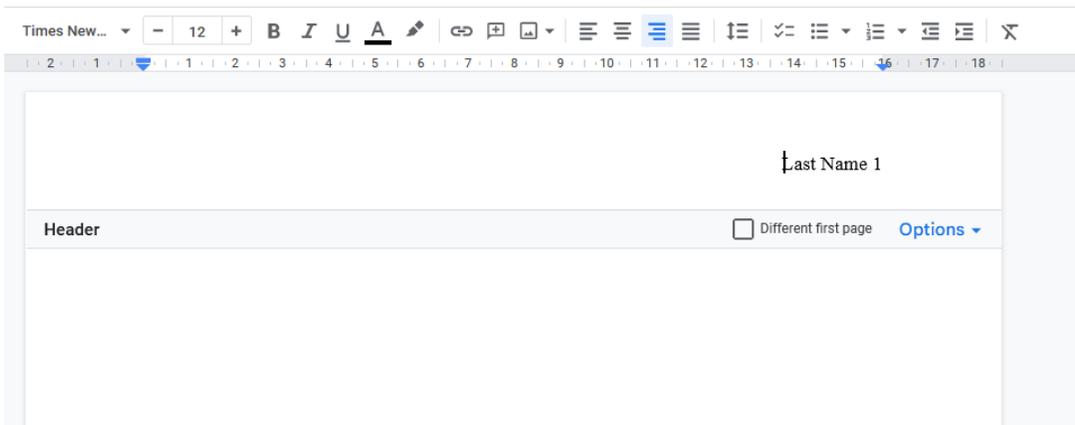
Show on first page

Numbering

Start at

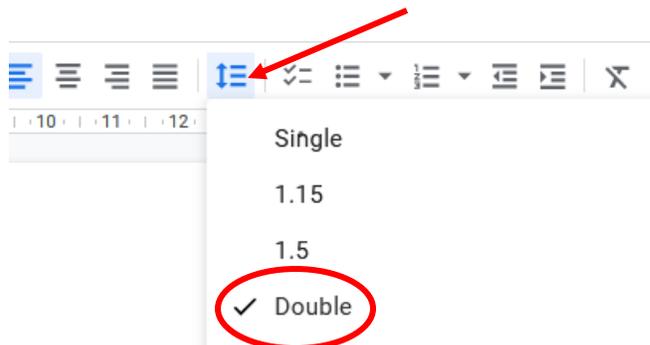
Continue from previous section

Your finished header should look like this:



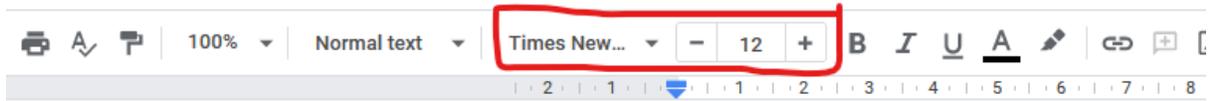
Set Paragraph Spacing

Find the **Line & paragraph spacing** option on the menu bar and select **Double** from the drop-down list.



Set the Font

Click into the body of the document. In menu bar, there is a section that allows you to change the font and font size.



Change the font from Arial size 11 to **Times New Roman size 12**.

Create a Heading

Set-up the heading in the top left corner of the first page (the cursor will be blinking where you need to start). Write the following information:

Your first and last name

Your teacher's name

The class name

Date (Write in this order: day, month, year. Do not abbreviate the month)

Hit **Enter** only *once* to go to the next line. Your heading should look like this:

Ballard 1

Ryan Ballard

Ms. Stephanie

Comparative Writing

28 October 2016

Add a Title

Hit **Enter** ONCE at the end of your heading. There should not be extra space between your heading and title. Click **Center Align** and type your title.



Do **not** change your font size/type/style. This should be size 12 Times New Roman, just like the rest of your paper!

Start a Paragraph

Hit **Enter** ONCE, and then click **Left Align** to return your cursor to its



proper position. There should not be an extra line between your title and the first line of your paragraph.

The first line of every paragraph should be indented. To indent do this, press the **Tab** key (next to the letter Q) on your keyboard. Start writing!

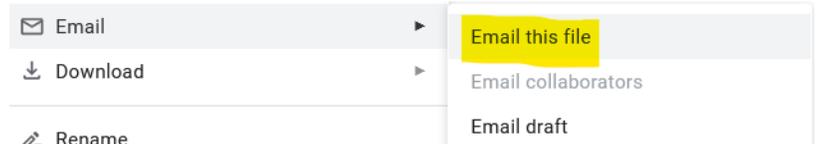
To Send as an Email Attachment

1. Save file using required format: Class-Student Name-Assignment



2. Select **File** from the tool bar.

3. Click **Email** and **Email this file**.

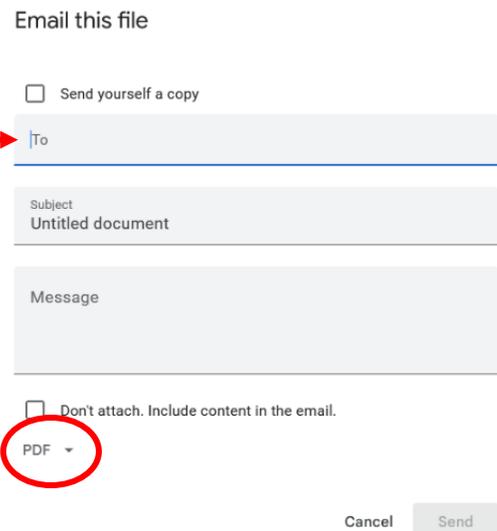


4. A box like this should appear.

To: teacher's email address

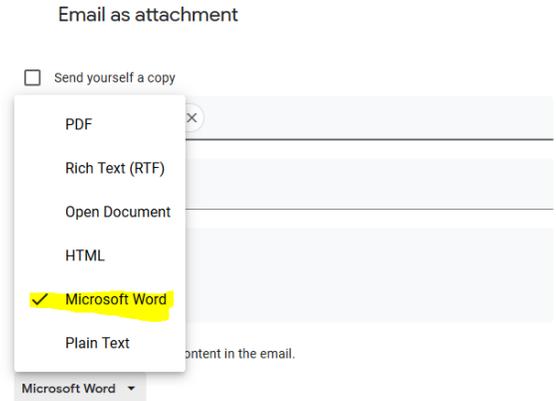
5. Subject Line: Class-Student Name-

Assignment. Type a message to your teacher.

A screenshot of the 'Email this file' dialog box. It has a title bar 'Email this file'. There is a checkbox 'Send yourself a copy'. Below that is a 'To' field with a red arrow pointing to it. Below the 'To' field is a 'Subject' field containing 'Untitled document'. Below the 'Subject' field is a 'Message' field. At the bottom, there is a checkbox 'Don't attach. Include content in the email.' and a dropdown menu showing 'PDF'. At the bottom right are 'Cancel' and 'Send' buttons.

Cancel Send

6. At the bottom, you will see **PDF** with a little down arrow next to it. Click there, and then select **Microsoft Word** from the drop-down list.
7. Then click **Send**.



This is how your document should look:

