

Ima Student
English 111-03
October 7, 2003

Select A Title That is Appropriate to the Topic

This is the way that a standard essay using the MLA (Modern Language Association) is formatted. It is easy to format the paper using your computer word processing program. Always remember to save your file as soon as you start typing the header to avoid losing information if there should be any sort of problem. You should also remember not to use your spell checker until after you save. This paper will offer directions for both Word and WordPerfect.

Word 98/2000:

1. Word has a *default margin of 1.25"* on the right and left. MLA requires a 1". Go to **Files, Page Setup** and change the margins.
2. To begin to set the header (Name and page number on Right at ½ from top) Select **VIEW- Header/Footer**.
3. Select Align Right and type your last name. Tap the space bar twice before adding the page number. (In Word 2000 you can use the page number option (#) in the header area. Older versions follow step 4.)
4. Select INSERT-Page Number- will say align right and select OK.
5. Close Header.
6. Will return to left justify- type your first and last name and press return.
7. Type your class name and section.
8. Select INSERT-Date- Select the style you want press press OK.
9. Select align center and type the Title- press enter twice.
10. Select align left- Select **FORMAT- Paragraph- Line Spacing-choose double**.
11. Press TAB to indent paragraph and begin typing.

WordPerfect 6:

1. Select **Insert- Header/ Footer-** select Header A and Create.
2. Select Right Justify and type your last name and press the space bar twice.
3. Select the #1 in the Header area and then close using the Open Folder there.
4. Will return to left justify- type your first and last name and press return
5. Type your class name and section.
6. Select INSERT-Date- press enter twice
7. Select align center and type the Title- press enter twice
8. Select align left- Select **FORMAT- Line - Spacing-2**
9. Press TAB to indent paragraph and begin typing.

Prepared by TCC Writing Center Updated October 2003 Bonnie Startt

See Page 2 for Research Paper
with Title page and Outline

These additional format instructions on page 2 apply for Word Only:

There may be occasions when you need to write a paper that also includes a title page and an outline section. The easy way is to do each of these as separate documents, so you do not have to worry about new page new numbers. On some occasions, for example on online class which needs it to be sent as a single document, you will need to do it all as a single document.

You need to set up 3 sections before you do any format. Section 1 is your title page, section 2 is the outline page(s), and section 3 is the body which will include the Works Cited.

Open a document.

1. Go to Insert/break/break section types/ next page-- do it 3 times and set up three sections.
2. Using the View set up header/ footer
3. Go to the <open book> page setup and select different first page
4. Go to section 2 by selecting the <header Page- arrow right> Show next
5. Now you need to select <header double page> same as previous. The writing above the header will go away. Now do a right justify and type your name.
6. Go to the # with a hand print and select the lower case Roman numerals.
7. Tell it which page to start at... i
8. Make sure your cursor is after your name and select the #.
9. Go to section 3 by selecting the <header Page- arrow right> Show next
10. Now you need to select <header double page> same as previous. The writing above the header will go away.
11. Go to the # with a hand print and select the standard number
12. Now tell it to start at 1
13. Close

Bonnie Startt—October, 23, 2003