

Ima Student

English 111-03

October 7, 2003 (please note these 3 lines are the Heading)

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. When turning in papers, save your document as a rich text file (RTF), so anyone can open it.

Word 2007:

1. Word has a default margin of 1.25" on the right and left. MLA requires a 1" all around. Page Layout/Page Setup/Margins and change the margins to 1".
2. You will need to create a Header (Name and page number on Right at ½ from top) Select Insert/ Header/Footer/Page Number/ Select Top/ the basic number on the far right/ when the number comes up type your last name and space once/Close Header(on far right).
3. The standardspacing is double spaced. Select Home/Paragraph/choose the symbol with an up and down arrow/2.
- 4 Create your Heading: Home/paragraph/left justify/ type your first and last name and press return/ Type your class name and section and press return/ Select INSERT/Date&Time- Select the style you want and press OK.
5. Hit enter/ Home/Paragraph/ align center and type the Title- press enter twice.
6. Select Home/align left/ Press TAB to indent paragraph and begin typing.

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/Select Align Right from the top/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 next step)/Select INSERT-Page Number- will say align right and select OK/ Close Header.

3. The standard is double spaced. Select FORMAT- Paragraph- Line Spacing- choose double.

4 Create your Heading: Return to left justify- type your first and last name and press return/ Type your class name and section/ Select INSERT- Date- Select the style you want and press OK.

5. Hit enter/ Select align center and type the Title- press enter twice.

6. Select Home/align left/ 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. Select align left- Select FORMAT- Line - Spacing-2

5. Will return to left justify- type your first and last name and press return

6. Type your class name and section.

7. Select INSERT-Date- press enter twice

8. Select align center and type the Title- press enter twice

9 Press TAB to indent paragraph and begin typing.

Prepared by Tidewater Community College Writing Center  
Updated by Bonnie Startt/ September 18, 2008

See Page 3 for Research Paper with Title page and Outline

These additional format instructions on page 2 will apply for Word97/2007 Only:

There may be occasions when you need to write a full research paper that also includes a title page and an outline section. The easy way is to do each of these as separate documents when you are only turning in a paper copy, so you do not have to worry about new page numbers. On some occasions, for example taking an online class, where the needs 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 formatting. 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.

In Word 2007:

1. Go to Page Layout/ Breaks/Next Page/Section Breaks/ and click 3 times to create 3 sections.
2. Go to first section--Before this step create an MLA Title page and save it in the Insert/Cover Page/ Now just select MLA Cover page/ In the Options area/ Different 1<sup>st</sup> page.
3. In Navigations/ Next section/ NOW Options/different 1<sup>st</sup> page//Page Number/Format/ select lower case Roman Numerals select start at i/ type your last name/ enter twice/ Next Section/
4. In Navigations/ next section/ NOW Options/different 1<sup>st</sup> page / Page Number/Format/ select regular numbers/ select start at 1/ type your last name.

In older versions of Word 97-2003

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 Close

Created Tidewater Community College

Bonnie Startt--September 18, 2008