

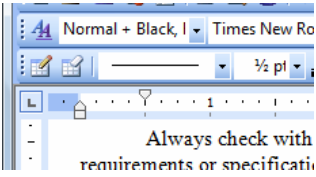


## Tips for Following MLA Format

MLA Guideline	How to Do It in Word	Shortcuts
Margins are 1" (one inch) on all sides.	File > Page Setup... Margins tab Change Left, Right, Top, Bottom settings to 1 inch.	In Print Layout view, drag the margins on the vertical ruler and horizontal ruler.
Header (optional) is ½" from the top right-hand corner. Each page must have a header consisting of your last name and the page number.	View > Header & Footer Use the Header and Footer toolbar to add parts to your header & footer.	
Double-space throughout your paper.	Select your text. Format > Paragraph... Line Spacing – Set to double.	Ctrl + 2 OR Click the Line Spacing button on the Formatting toolbar. 
The title of your paper should be centered two lines below the date. Do not underline or quote the title.	Select your title. Format > Paragraph... Alignment – Set Alignment to Center	Ctrl + E OR Click the Center button on the Formatting toolbar. 
Indent (or five spaces) the first word of each paragraph.	Select your text. Format > Paragraph... Set Special to First Line. It will automatically be set to .5"	Drag the First Line Indent marker to the right on the ruler. 
Insert a footnote.	Insert menu > Reference > Footnote	Alt + Ctrl + F
Insert a page break.	Insert menu > Break...	Ctrl + Enter
Copy formatting from one place to another.	Select the paragraph that contains the formatting you want. Double-click the Format Painter button. Drag your mouse over the text you want to apply the formatting TO. (paint it) Click on the Format Painter button to turn it off when you are done.	Select text that has formatting. Ctrl + Shift + C Select the text you want to apply formatting TO Ctrl + Shift + V