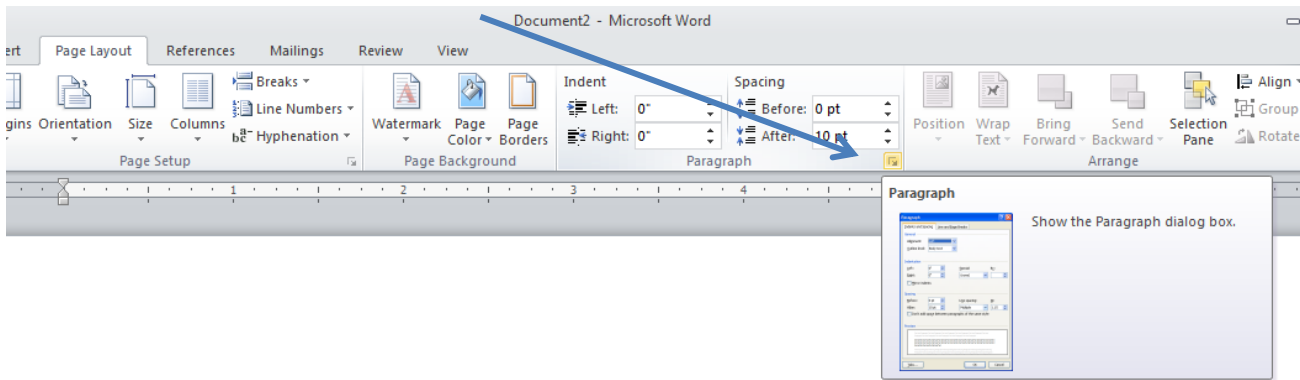


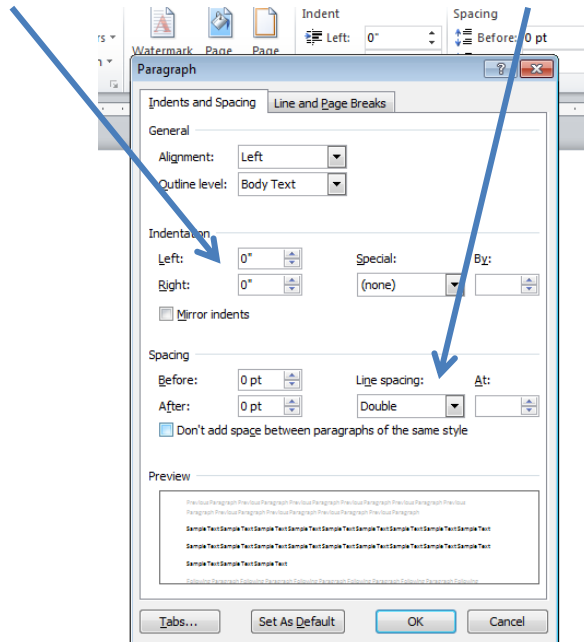
Instructions for setting up your paper in MLA format.

Formatting will be a grade; you must follow these directions exactly!

1. Open a Word document.
2. Make sure margins are 1" all around (this is probably already the default)
3. Change the spacing to be double spaced with no additional spaces before or after each line. **Do this:** Put the cursor over "Home" or "Page Layout" and open "Paragraph"



4. Under "Spacing" select "0 pt" for "Before" and "After" and select "Double" for "Line spacing"



5. Change the font to Times New Roman, 12 point.
6. Type your *heading* (NOT a header). The heading must be exactly like this with your class period entered! Make sure you type the actual due date. The date in the sample isn't necessarily the due date.

Firstname Lastname

Ms. Woodliff

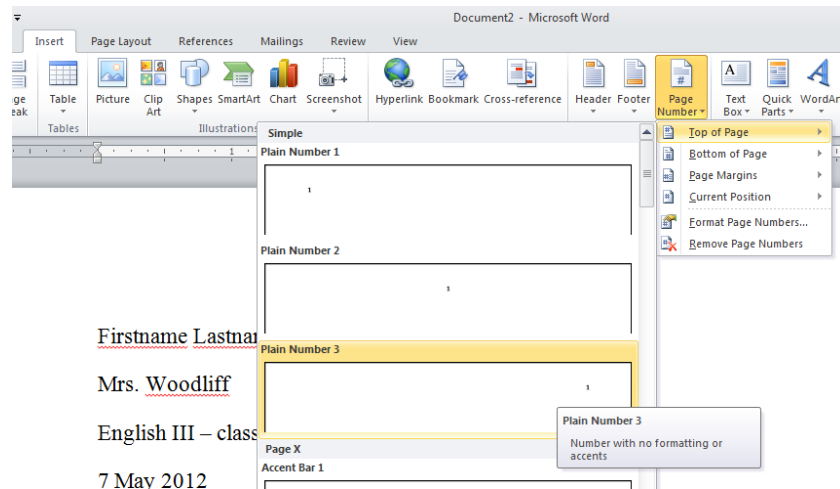
English III - ____ (class period)

11 November 2014

This is the **due date**!

7. Type your title: click "enter" once after your heading. Center the line. Title your paper Literary Analysis. (Do NOT put your title in quotation marks, no bolding, no fancy font. Keep it 12pt, Times New Roman)

8. Now click “enter” to the next line and left justify it (un-center it). This is where you will start typing your essay. You must **indent** each new paragraph. Indent by pressing the “Tab” key.
9. Now, create a header (this is your Lastname and page number) “Insert” page number in top right. Choose the “Plain Number 3.”



10. Type your last name before the page number. Add a space after your last name.
11. Select your last name and the page number and change the font to 12pt Times New Roman

Note: You must put the title of the story in quotation marks. “The Library Card” – each main word is capitalized. If you don’t do this, you will lose MLA format points.