

Set up Paper in the MLA Format Office 2007

Sample Paper:

Jones 1 ¶

Fred Jones ¶

Miss Shimek ¶

Bible ¶

24 February 2010 ¶

Philippians 4:4-8 ¶

Rejoice in the Lord always. I will say it again: Rejoice! Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. ¶

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things. Whatever you have learned or received or heard from me, or seen in me put it into practice. And the God of peace will be with you. Philippians 4:4-8 (NIV) ¶

Step by Step Directions:

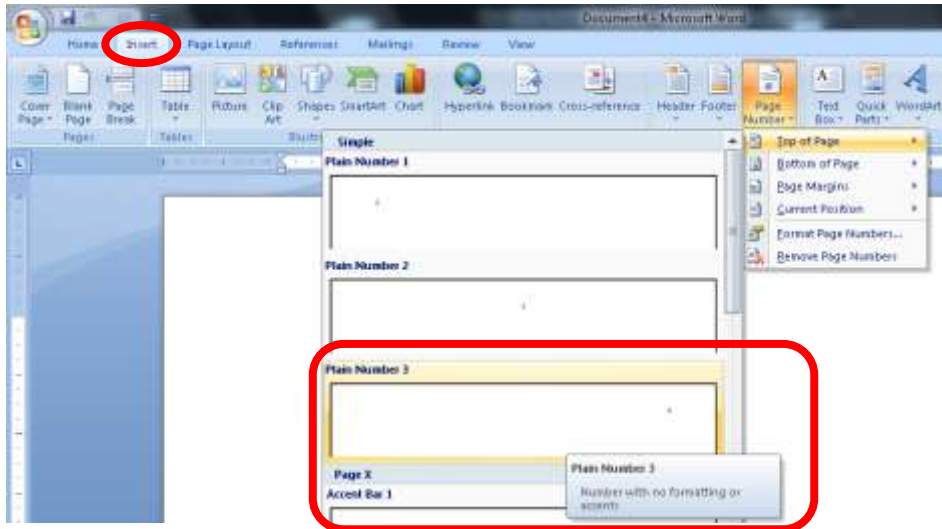
1. Font Settings:

- A. Set Font Type to Times New Roman
- B. Set Font Size to 12 Points

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2. Header:

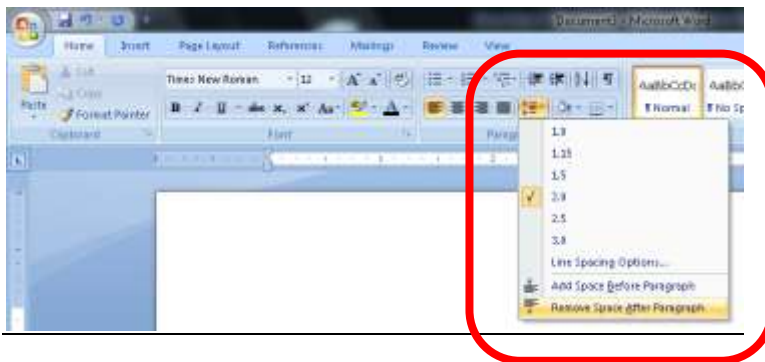
- A. Click on Insert\Page Number\Top of Page\Plain Number 3 (aligned to the right)



- B. Type in your last name
C. Press the space bar so there is one space between your last name and the page number.
D. Click Home
E. Set your font for your name and page number to 12 Points Times New Roman
F. Double Click below the Header dotted line to get to the body of your document

3. Heading

- A. Set spacing to Double 2.0
B. Click on *Remove Space after Paragraph*



- C. Type in the following on each line:

Your First Name Last Name

Your Teacher's Name including title (Mr., Mrs. ect...)

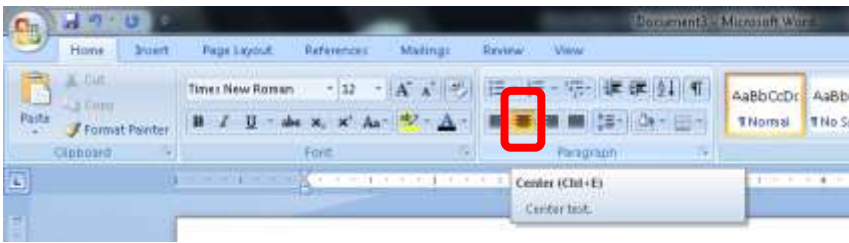
The Subject

Date: Day Month Year Example: 23 February 2010

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4. Title

A. Center your cursor



B. Type in your title: Each main word should be Capitalized.

5. Body

A. Turn on your ruler if it is not already turned on



B. Set your alignment to Align Text Left

C. Set the first line indent to ½ inch.

D. Begin typing your document

6. Notes:

A. There is only one enter between paragraphs.

B. There is one space after each word.

C. There is one space after punctuation.

D. Each paragraph contains only one enter mark.

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- E. How to turn on Non-Printing Characters (they never show up when you print). This is called the Show\Hide Button.



- F. Excellent MLA Guideline Website <http://owl.english.purdue.edu/>