**MLA Formatting Step-by-Step**

1. **FONT** should be in Times New Roman 12 pt.
2. **HEADER:** Double click the top right corner of your screen. In the header section, type YOUR LAST NAME. Click PAGE NUMBER tab on the left side of your screen and when the drop down menu appears, click “top right of page” & then click the option that has the number at the top right.
	1. HINT: If you last name disappears after you add in the page number, be sure to retype it in the box.
3. **Top left side of page:**
	1. Your name
	2. My name
	3. Class period/assignment
	4. Date (day month year)
4. Middle of page= **TITLE** (keep font and size the same!)
5. **DOUBLE SPACE**: Click the “line and spacing” button. Once the drop down menu appears, click “2.0”
6. **MARGINS:** Click “layout” at the top of the screen; click “margins” & be sure the first option (1’’ margins” is selected.