

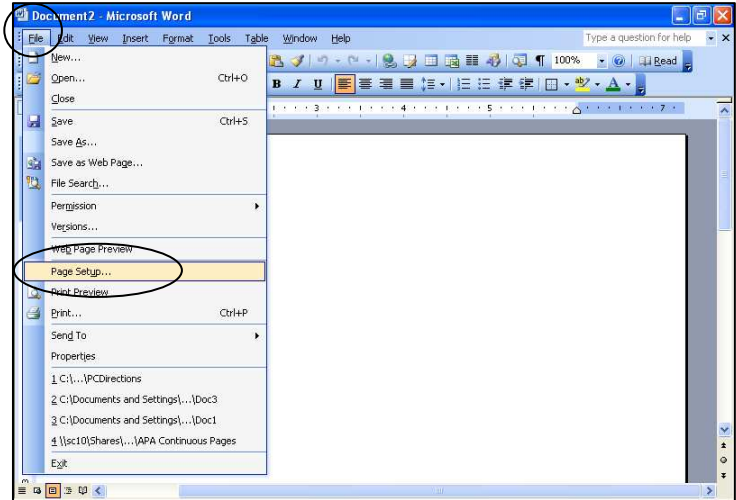
# Formatting a Paper in Microsoft Word 2003 (or Earlier Version)

## Opening Microsoft Word

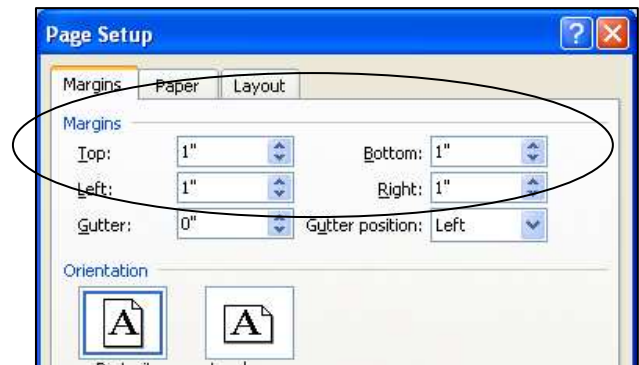
Double click on the *Microsoft Word* icon.

## Setting Up the Paper in MLA Format

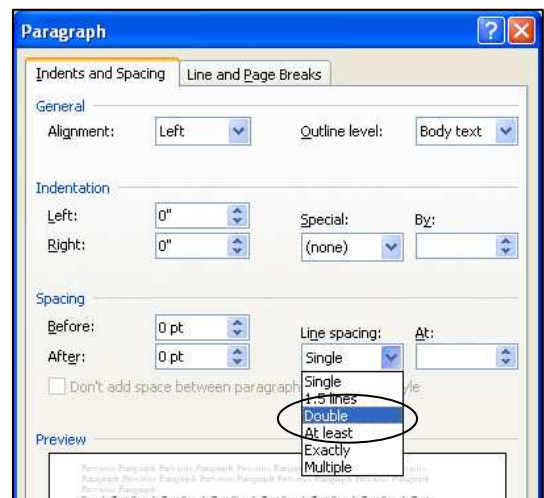
Pull down the *File* menu at the top of the screen, and click on *Page Setup*. (If you do not see *Page Setup*, wait until the menu expands.)



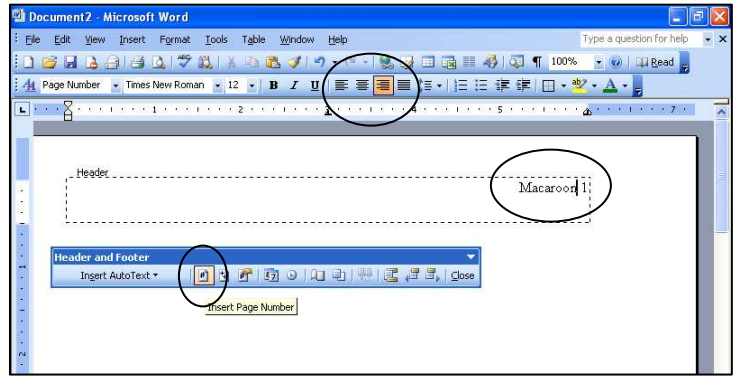
On the *Margins* tab, set all margins at 1", and click *OK*.



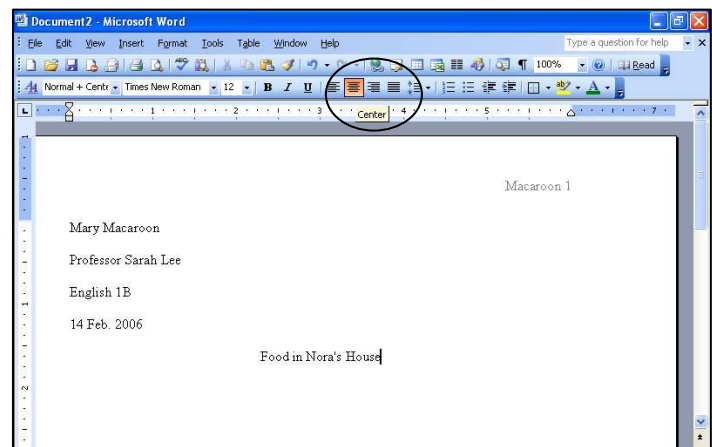
Pull down the *Format* menu, and click on *Paragraph*. On the *Indents and Spacing* tab, set *Line spacing* on *Double*, and click *OK*.



Pull down the *View* menu, and click on *Header and Footer*. Click the *Align Right* button on the Formatting toolbar. Type your last name and one space. Click the # button on the Header and Footer toolbar in the middle of the screen. Click *Close* on the Header and Footer toolbar. Your last name and the correct page number will appear automatically on every page.



Type a heading, including your name, your instructor's name, the name of the class, and the date. Hit the *Enter* key once at the end of each line. The heading will be double-spaced. Click the *Center* button on the Formatting toolbar. Type the title of your essay. (Capitalize the first letter of each main word. The title should be in the same font and size as the heading and the rest of the paper. Do not underline or boldface the title.) Hit the *Enter* key once.



Click the *Align Left* button. Hit the *Tab* key once, and you are ready to type the first paragraph of your paper.

### Saving the Paper

Pull down the *File* menu, and click on *Save as*. Type a title for your file in the *File name* box. (You can choose to save in an older version of Word in the *Save as type* box.) In the *Save in* box, go to the disk (or drive or folder) where you want to save your paper (for instance, your floppy disk), and then click *Save*.

