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Using Microsoft Word 2007

See the setup of the model MLA-formatted paper on pages 416-417 of the *New McGraw-Hill Handbook* (section 24f).

Set Top, Bottom, Right, and Left Margins to 1"

To set the margins, select the Page Layout tab,

- * Click on the "Margins" icon.
- * Choose the "Normal" margin setting (1" for each of the margin settings)

Set line spacing to double-spaced,

- * On the Home tab, click the arrow to the right of "Paragraph"
- * Under "Line Spacing," select "Double."
- * Make sure both Before and After spacing are set to 0 pts.
- * Click OK.

Create a Header with your last name and the page number:

Every page of a manuscript in MLA format has a header in the upper right-hand corner of the manuscript, approximately 1/2" from the top of the page. To create the header and set the page numbering to automatically increment each page,

- * From the Insert tab, select Page Number and Top of Page.
- * Choose "Plain Number 3"
- * Use the left arrow to move one space to the left of the page number; type your last name (capitalizing only the first letter) and a single blank space (to separate your surname from the page number).
- * Do not type in a page number by yourself in the header; if you type in a "1" by hand, then every page in your document will print out with the number "1" instead of properly incrementing the number for each page.

Double click outside of the "header" box to return to your document (or press the header close button).

Enter document MLA format information into the document:

In the upper left corner,

- * Type your name (first name, followed by surname) and then press the Enter key once.
- * Type your professor's name, and then press the Enter key once.
- * Type the course identification, and then press the Enter key once.
- * Type the date, using European or military style (day, month, year -- e.g., 2 February 2008). Do not add zeroes to single numerical digits -- e.g., do not type "02 February 2008" (you are a human being, not a computer). Press the Enter key once only.

* Now type a detailed, descriptive title (or title sand subtitle) -- e.g., "Honey" [without the quotation marks] would be an unsatisfactory title if the

assigned topic was "What food substance do you find most repulsive?"; instead, "What Food Substance I Find Most Repulsive," or "The Most Repulsive Food Substance," or "Honey: The Most Repulsive Food Substance")

* Use the whole line when typing the title; let any run over go to the next line; only then, center the title; if the title runs more than one line, then after typing out the whole title, "select" it and then center-align it.

* Type the title of your paper, capitalizing the first word and all words except articles, prepositions, and conjunctions (use the acronym "CAP" to remember that all words should be capitalized except Conjunctions, Articles, and Prepositions).

* Do not use italics, boldfaced type, underlining, or all caps to format your title.

* Do not type a period at the end of the title. Press the Enter key once, proceed to the body of your essay, and then press the tab key. Remember to use the Tab key to begin every paragraph

* Return to your title, select it, and then click on the Align Center icon.

* Now bring your cursor back to the beginning of the body of your essay/document

Note 1: Do not hit the return or enter key at the end of a line; allow the word processor to automatically wrap the text to the next line. Depress the enter key only once at the end of each paragraph, and use the tab key to begin a new paragraph.

Note 2: Occasionally a student while word processing will inadvertently press the "Ins" key on the keyboard. This key will change the "mode" of the word processing program from Insert to Typeover, so that in typing, material is not added to previous material but rather eliminates or erases the previous material. The solution is to simply press the Insert or "Ins" key again, to revert to the Insert mode, rather than the Typeover mode.

Note 3: Be sure to periodically save your document to your "Z" or "Jaguar" or "Spots" drive on the ASU network. After the first save, in which you name the document, periodically press the control key and the "s" key simultaneously with your fourth and third fingers, respectively.

Note 4: Be sure to save your document a final time before printing out, or before attempting to run a whole-document spell check.

Note 5: If you do not have Word 2007 at home, but rather Word 1997-2003, then you should use the "save as" option to save your document in Word 1997-2003 format, if you might want to open the document at home.