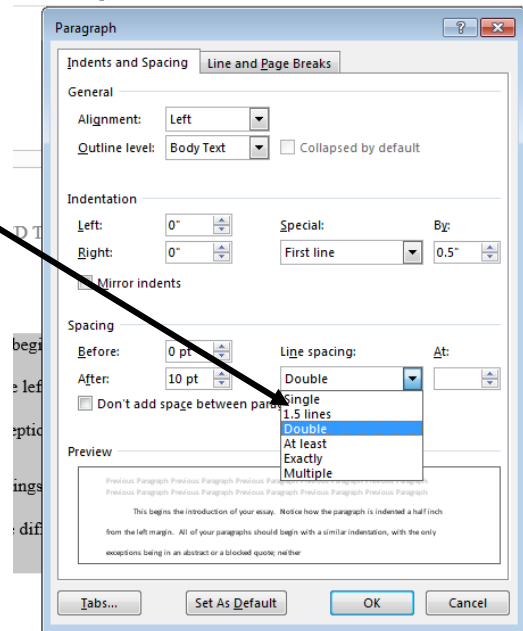
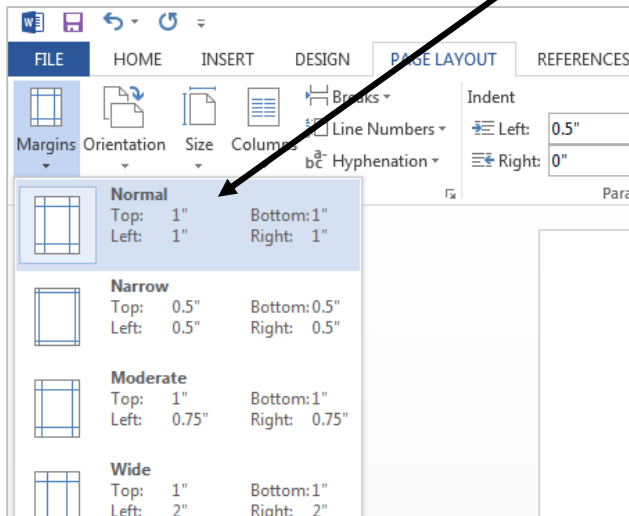


MLA First Page & Header in Word 2013

1 Write your paper first! Then make sure it fits these specifications:

- a. Times New Roman font, size 12
- b. Double-spaced: To change the spacing, highlight all of the text, right-click on it, and click on Paragraph. Then where it says Line Spacing, choose Double.
- c. Margins 1" on all sides: To change the margins, click on the Page Layout tab, then Margins, then choose Normal.



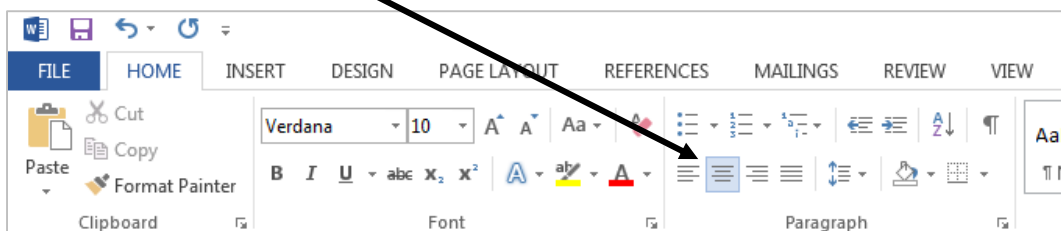
is an example of a Level One heading. You can see that it is bolded and centered.

2 Type the following text for your heading:

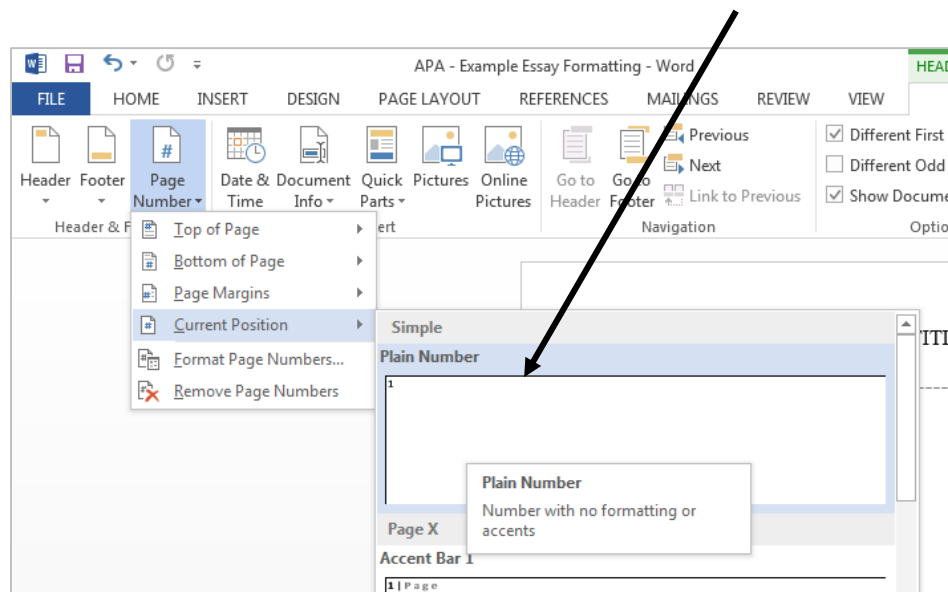
- a. Your name
- b. Your professor's name
- c. The name of the course
- d. The essay's due date, in day-month-year format, ex. 31 December 2013

Each of these should be on a new line and double-spaced.

3 Hit Enter or Return to start a new line, then click the Center button so that the title of your paper is centered on the page. Type the title of your paper with the first letter of every word besides articles capitalized, but do not make it all caps, bold, or underlined.



- 4 Hit Enter or Return again, then the Left button so that the beginning of your essay is left-aligned.
- 5 For the header, double-click at the top of the first page to open the Header & Footer toolbar.
- 6 Then hit the Tab key twice, or until your cursor is right-justified, an inch from the right edge of the page.
- 7 Type in your last name, then a space. Click Page Number which is on the left-hand side of your screen, then Current Position, then Plain Number. The number 1 should appear after your name and continue sequentially on the following pages.



- 8 Hit Save – you have a first page and a header! Check the Sample Essay to make sure you formatted it properly.