MLA Format for Essay

1. Go to “File” and then “Page Set Up.” Be sure Right, Left, Bottom, Top margins are all set at one inch.
2. Go to “Format” and then “Paragraph.” Set “Line Spacing” to **double**.

**How to:**

1. Go to **view** and open Header and Footer.

2. In the header, type your last name all the way to the right, using the **align right** tab in your toolbar.

3. Go to **Insert** and click on page numbers. Choose “Position: Top of page” and “Alignment: Right.”

4. Now click OK. Your page numbers will now appear on every page, along with your name.

1. To type the heading and page number correctly, follow the directions in the box below.

 Jones 1

 John Jones

 Ms. Ehret

 English 10CP

 26 September 2014

Creative Title Here

 Indent, then begin your essay here. Your entire essay needs to be double-spaced.