

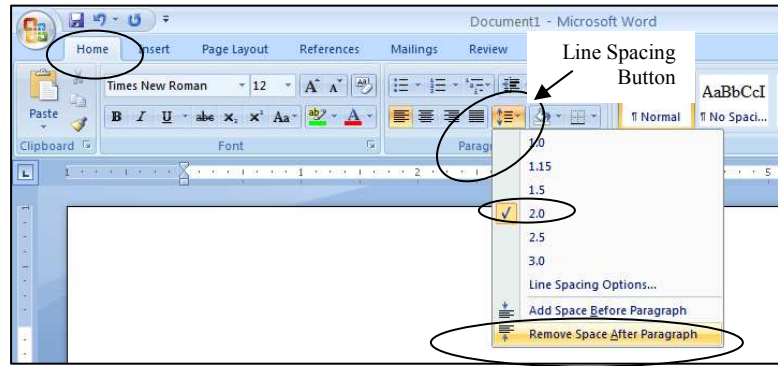
Formatting a Paper in Microsoft Word 2007

Opening Microsoft Word

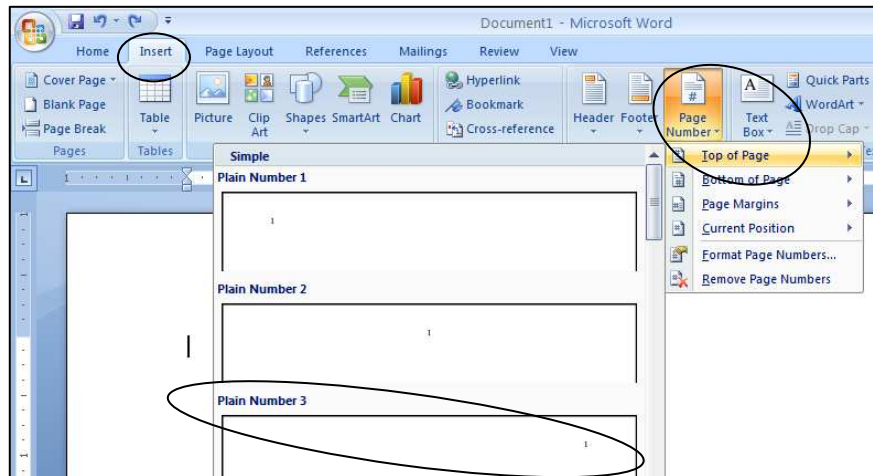
On the Writing Center computer desktop, double click the *Microsoft Office 2007 Folder*. Double click the *Microsoft Office Word 2007 icon*.

Setting Up the Paper in MLA Format

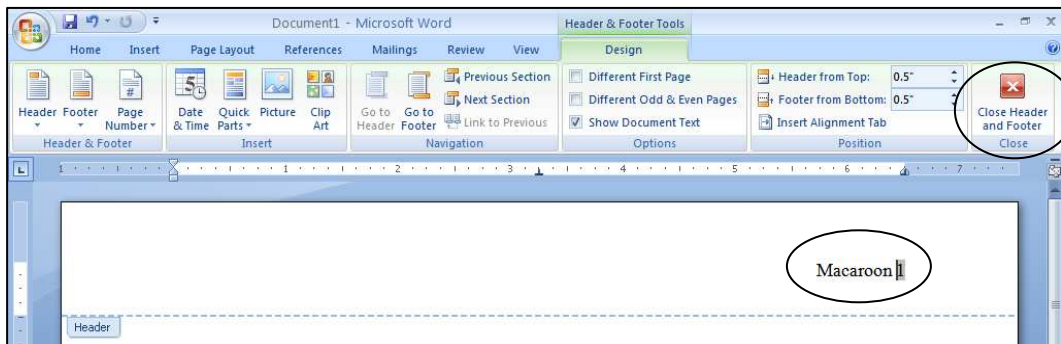
In the *Paragraph* group, click the *Line Spacing* button. (If you do not see the *Paragraph* group, click the *Home* tab.) Choose *2.0*. Click the *Line Spacing* button again and choose *Remove Space After Paragraph* if it is an option.



Click the *Insert* tab. Click the *Page Number* button, choose *Top of Page*, and then choose *Plain Number 3*.

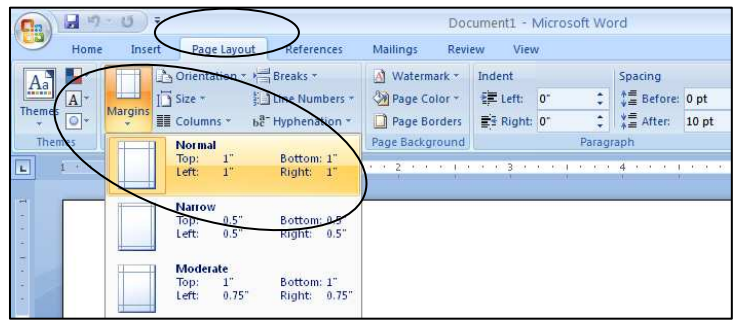


Type your last name and one space. Click the *Close Header and Footer* button (the red X).

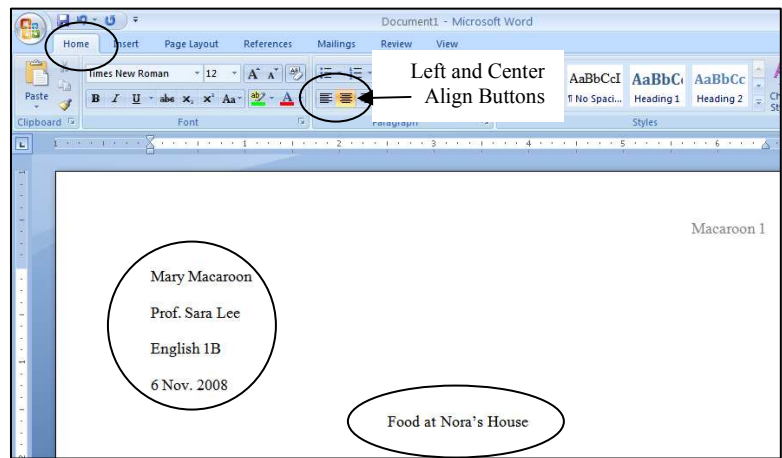


Your last name and the correct page number will appear automatically one-half inch from the top of every page.

NOTE: One-inch margins are the default (automatic) setting in *Word 2007*. Normally, you do not need to change the margins, but if you do, click the *Page Layout* tab, click *Margins*, and choose *Normal*. Never use the ruler to set the margins.



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

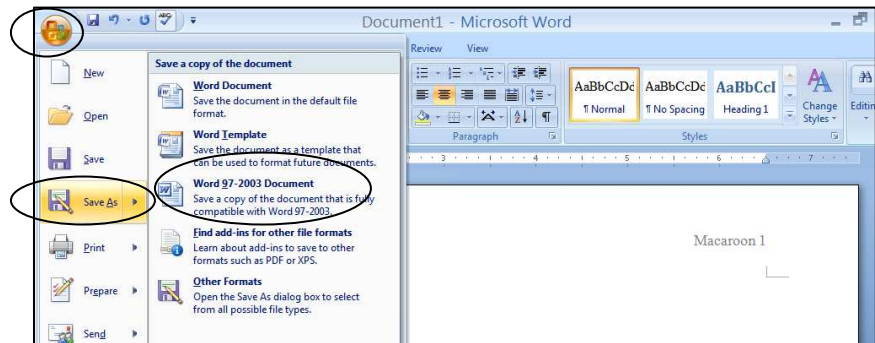


Click the *Align Text Left* button (to the left of the *Center* button). Hit the *Tab* key once, and you are ready to type the first paragraph of your paper.

Saving the Paper

Click the round *Office* button in the upper left corner. Go down and click *Save as*.

(Or click *Word 97-2003 Document* if you use another computer that has an older version of Microsoft Word.)



In the *Save in* list, choose the drive (or disk or folder) where you want to save your paper (for instance, your USB memory stick).

Type a short name for your file in the *File name* box. Then click *Save*.

NOTE: You can choose to save in a different format from the *Save as type* list. Rich Text Format (RTF) is a good choice if you use another computer that does not have Microsoft Word.

