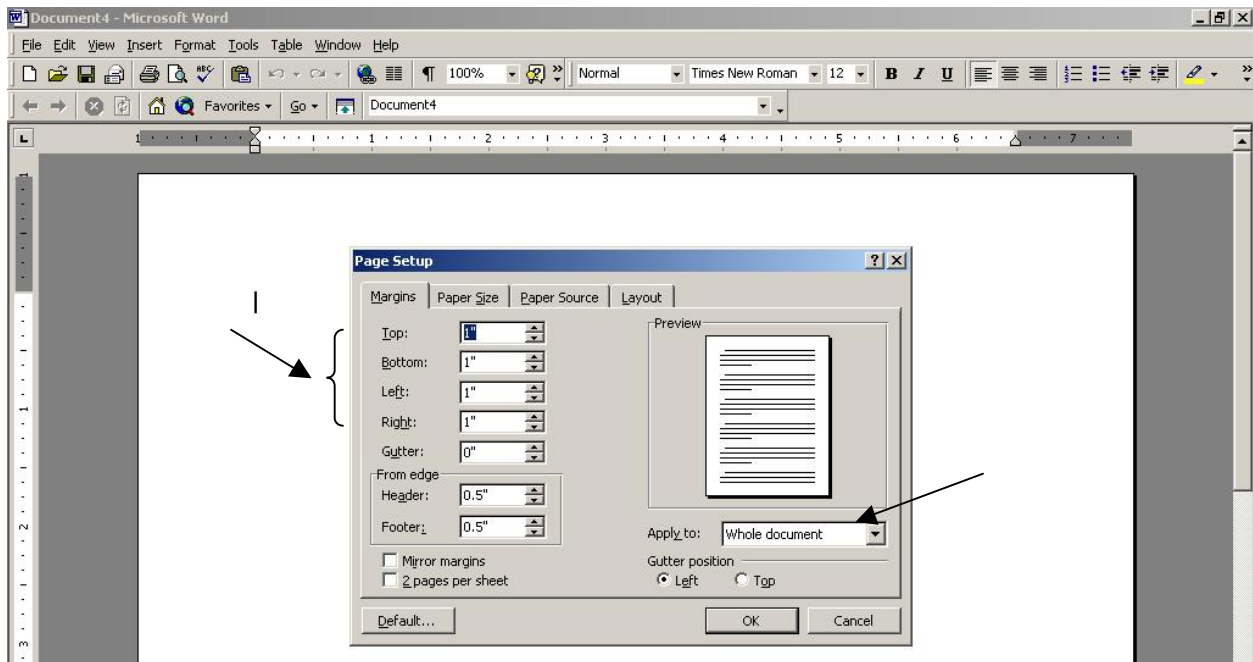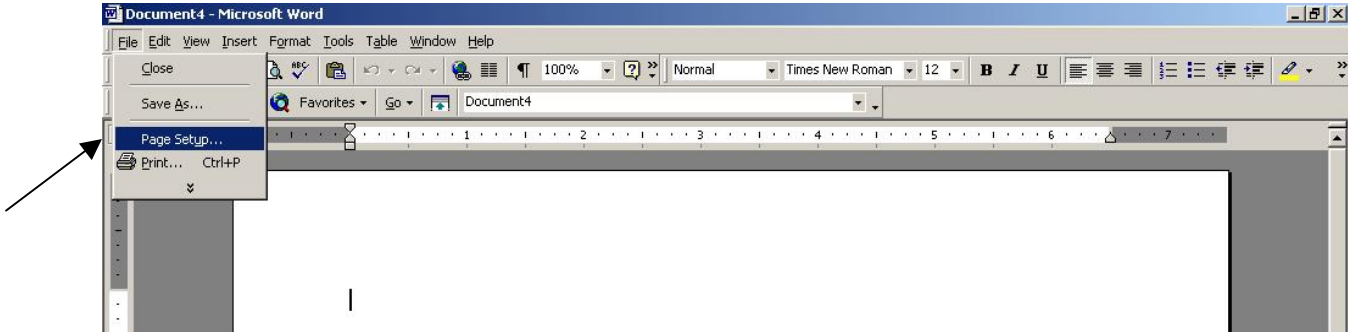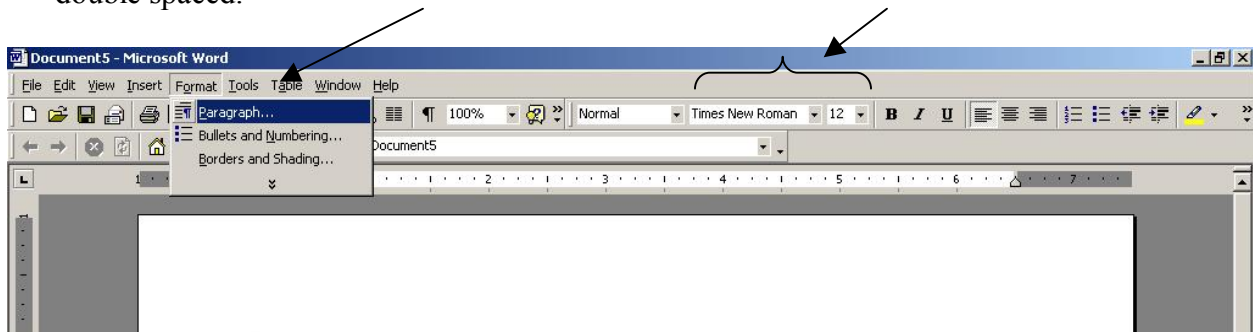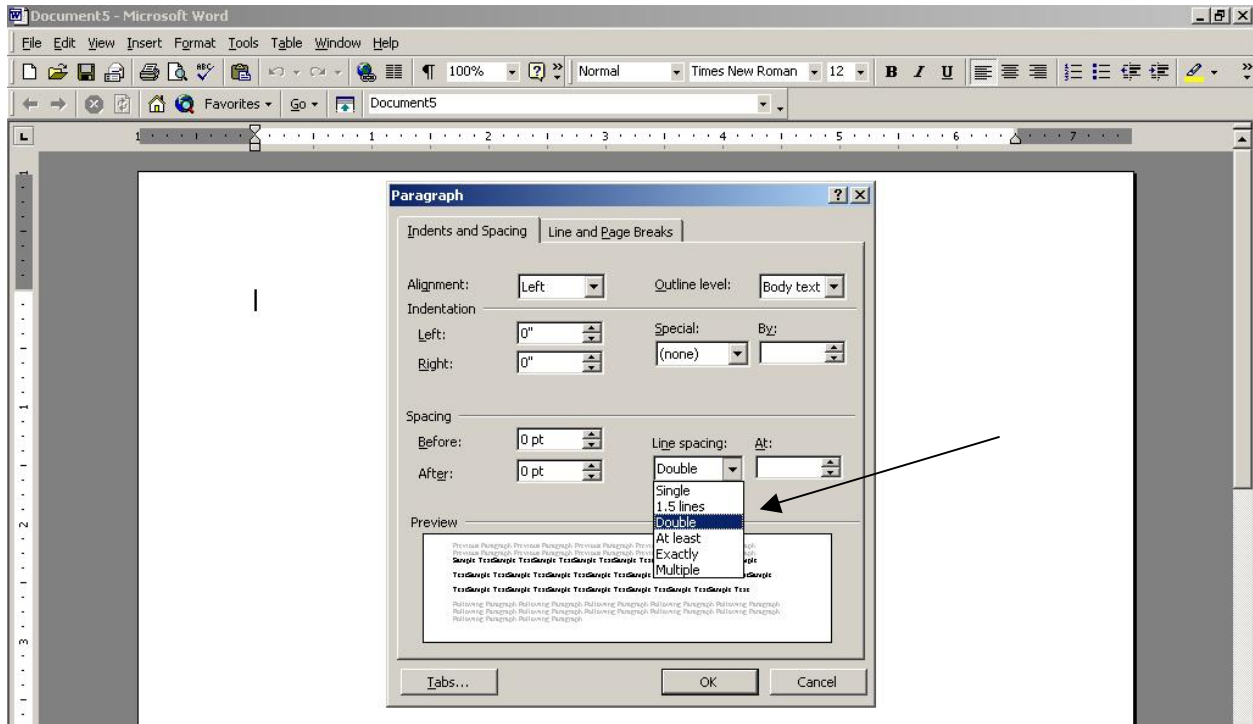# How to Create an MLA Format Paper in Microsoft Word ☺

1. Make sure your margins are set at 1" on all four sides.
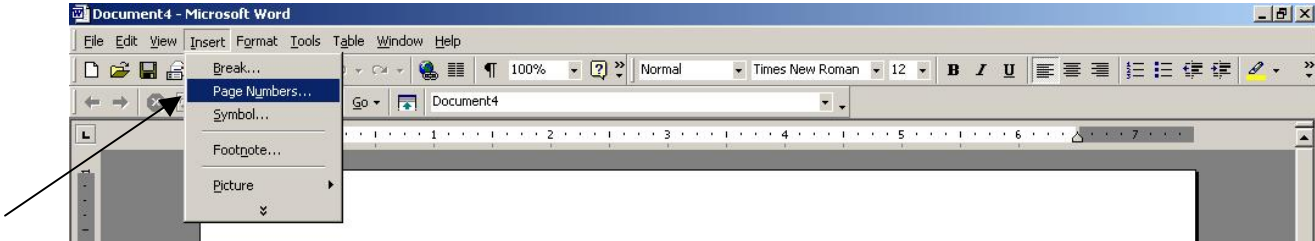

2. Also, make sure your font is 12-point Times New Roman and that your line spacing is set to double spaced.

3. To create the page number and last name header in the upper right hand corner, first create page numbers.
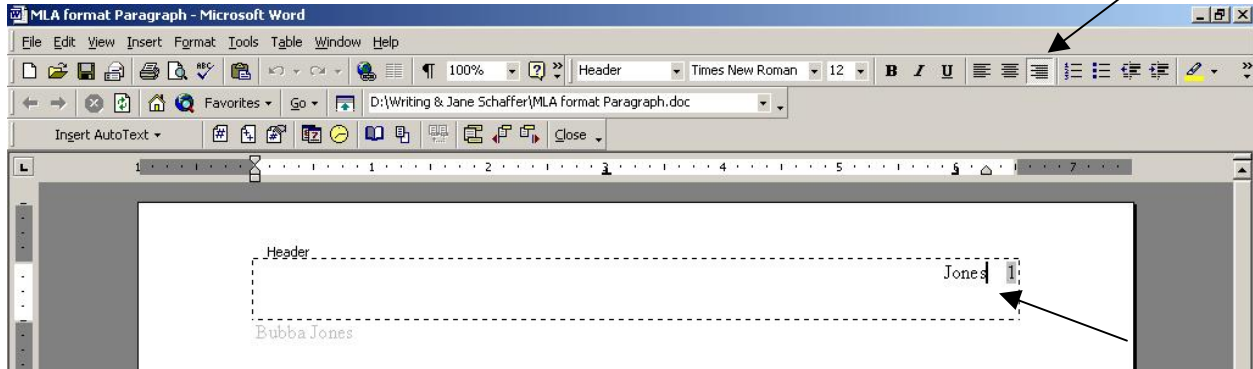

4. A dialog box will appear. Make sure you position the page number at the top of the page, the alignment is to the right, and the box to show the number on the first page is checked.

5. Voila! Page numbers should now appear in gray on the upper right side of your page.

6. To add your name, simply double click the first page number (that's number 1 for all of you rocket scientists). This will make the number turn black and the rest of the text on your page turn gray. Then, adjust the alignment of the text to the right side and type your last name.

7. When you click on the text of your paper (outside the header box), it will turn the header back to gray and bring the text of your paper back to black.

8. Add the rest of the MLA heading on the first page and you'll be ready to go!