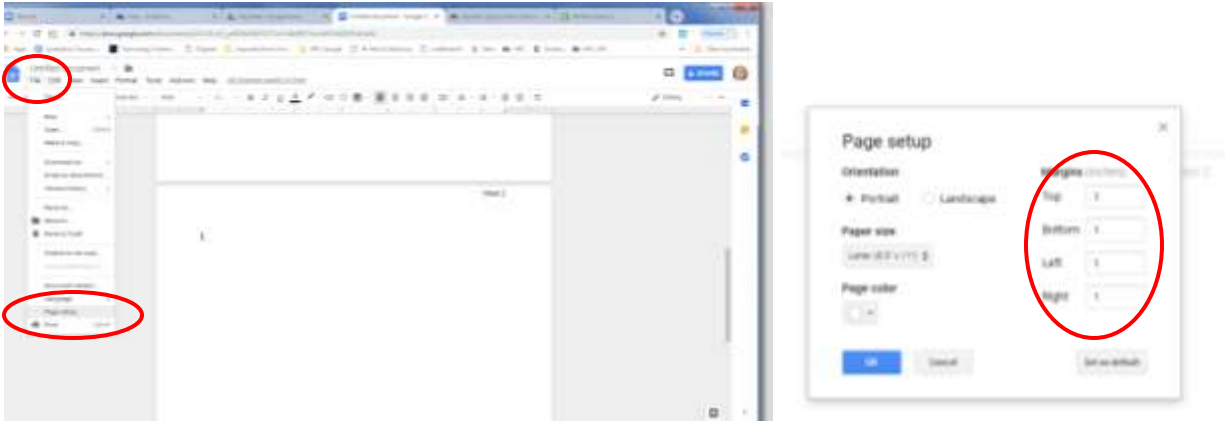


GOOGLE tips

SETTING MARGINS

For MLA margins should be set at 1 inch.

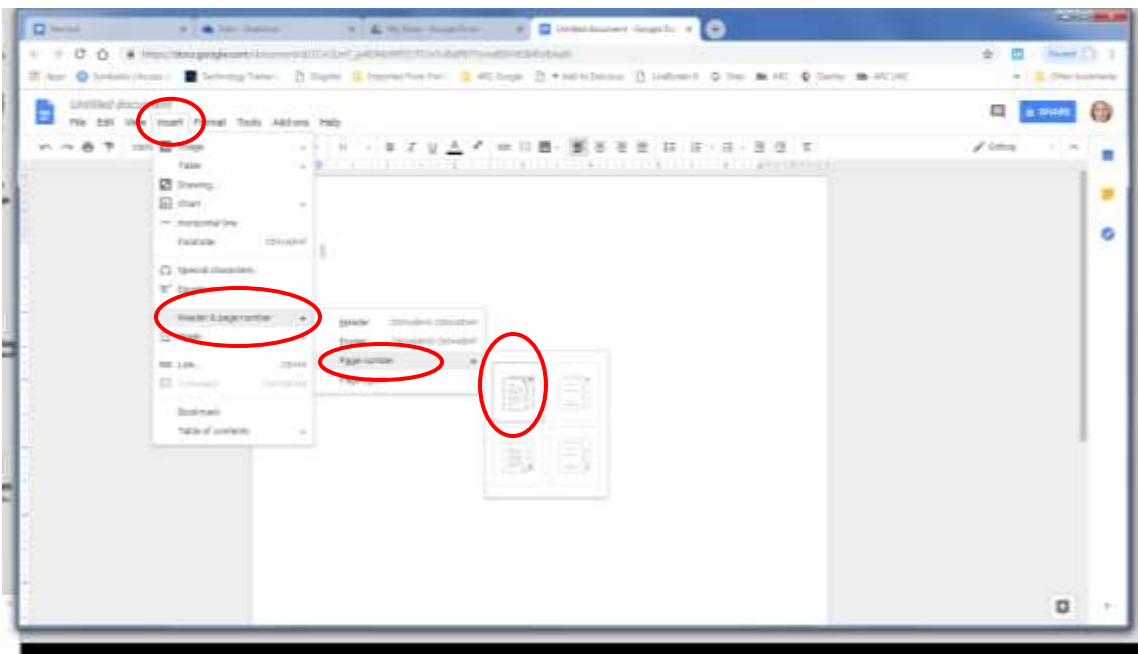
>FILE > PAGE SET UP > Change the numbers



INSERTING PAGE NUMBER

The last name and page number should be left justified.

>INSERT > HEADER & PAGE NUMBERS > PAGE NUMBER > for MLA choose number on upper right corner with 1 on the first page. Type YOUR LAST NAME before the number. Click below header box to CLOSE header.



DOUBLE SPACING

MLA requires the whole paper to be double spaced.

>FORMAT > LINE SPACING > DOUBLE

