This paragraph contains some directions to help you format your essay according to MLA Style. All margins should be set at 1”; use the Page Layout button. Remember to put the page header in the top-left corner of page one only; that page also serves as your title page. Also remember that you are not using a typewriter, so make the program number the pages for you in a top-right header. Running a page header is not hard if you go to Insert > Page # > Choose Top of Page in the dropdown > Plain Number 3. After the page number magically appears in the top-right corner of your paper, type your last name to its left, leaving a space between your name and the number. Then close the header. The body of your essay, like your heading, will be aligned to the left, and the title should be centered. Do not add extra line spaces around your title, and do not use a fancy font. Be consistent: all lines in MLA should be double-spaced, and your font should be consistent and simple (e.g., Calibri 12 or Times New Roman 12). Start each paragraph with a tab.

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