**MLA Set-Up Worksheet**

1. Open a word document.
2. Set font for “Times New Roman.”
3. Set font for 12 point.
4. Set margins for 1”. This is often found as an option in “Page Layout.”
5. Set paragraph spacing for double spaced.
6. Set “Before” and “After” spacing to O. This is found in the “paragraph” tab.
7. Header
   * Insert Header
   * Choose 1st choice (Blank)
   * Type last name (check 12pt font and Times New Roman)
   * Insert Page Number
   * Right Align
8. Type paper heading in the following order:
   * list your name
   * your teacher’s name
   * English 1CP
   * 14 September 2015
9. Begin to type your essay from the rough draft packet.
   * Center your title—title and author name; keep in 12 pt font, Times New Roman; italicize
   * Make corrections as you go.
   * If you need to add details, do so.
   * Do not insert the information you wrote in the packet under “What is in this paragraph.” For the body paragraphs, you should start with the topic sentences and continue into the supporting details.
   * Don’t forget to indent (tab) your paragraphs.