**How to Set Up a WORD doc in MLA Format & Style**

**Font** Change from Calibri to Times New Roman

Change from 11 point font size to 12 point font size

**Page Layout** (upper tool bar) Select Margins, then choose “Normal”

**Line Spacing** icon (above the word “Paragraph” on the lower tool bar)

Change from 1.15 to 2.0 : Click on the icon again: click on “Remove space after paragraph”

**Header**

(upper tool bar) Select “Insert”: Look for “Page Number” and select

Choose “Top of Page” then “Plain Number 3”

The Header area will open and a “1” will be highlighted.

Type your last name then add one space. Highlight your name and choose TNR and 12 font.

Close Header and Footer

**Heading** (at left margin on top line)

Type your first and last name:

Next line: Mrs. Greene

Next line: 9th Honors Lit/Comp

Last line: October 11, 2019 – no slashes or dashes!

**Title** Enter one time and center your title: Parallel Reading Assessment

**Type each section separately just like the handout is structured. You will press “enter” at the end of each paragraph then type the name of the next section in bold.**

Parallel Reading Assessment (not bolded)

**Summary Paragraph**

Indent your paragraph.

**Character Analysis**

Indent your paragraph.

**Key Passage**

Indent your paragraph.

**Key Passage Analysis**

Indent your paragraph.

**Connections**

Indent your paragraph.

**Symbolism**

Indent your paragraph.