

Formatting Your Paper MLA Style Using Online Microsoft Word in Outlook/OneDrive

The Paper Format for All Papers in This Class: Your papers should follow the MLA (Modern Language Association) paper format. The paper size is Letter 8.5" x 11," and it needs to be typed, double-spaced, with 1-inch margins on all sides, no extra spacing between paragraphs, and use the Times New Roman 12-point font. Please follow the instructions in the following pages.

Example

Student's Last Name 1

Student's First & Last Name

Williams

ESL099-201H

Due Date

The Most Regrettable Decision

Many years ago, several friends around me decided to study abroad instead of attending high school in China. Every time I talked about it with my classmates, we all envied their new life because the picture of their daily life they showed to us was taking an easy class, such as mathematics class, eating tasty American food, joining a party on weekends nights, etc. On the contrary, after I came to the U.S.A to study, the situation was totally different. Studying abroad has become the most regrettable decision I have made because the huge cost leads to pressure on me and I have to be away from home.

One reason why I regret studying in America is that it makes me to be under financial

How To Choose the Paper Size

1. Click **PAGE LAYOUT**.

2. Click on **Size**, and choose **Letter 8.5\"**

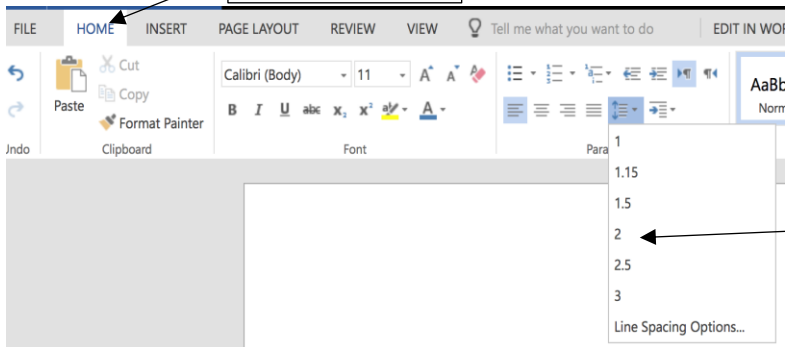
How To Set the Margins


To set 1" margins on all sides: In **PAGE LAYOUT**, click on **Margins**, and choose **1" margin** on Top, Bottom, Left, and Right.

How To Set the Spacing

1. In **PAGE LAYOUT**, in **Indent and Spacing**, set Left, Right, Before, and After to **0"** and **0 pt**.

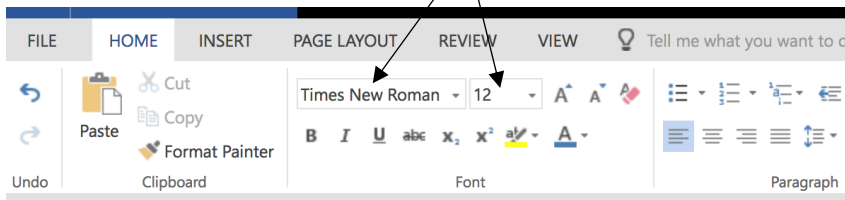
2. Click HOME.



3. To double space your essay:
Click on , and choose 2.

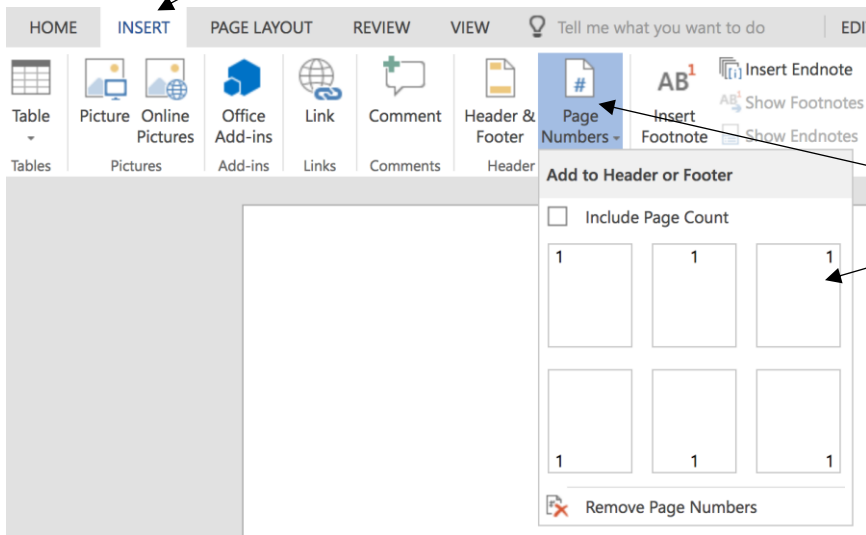
How To Select the Font Type and Size

In HOME, choose Times New Roman font and 12 pt. font size.

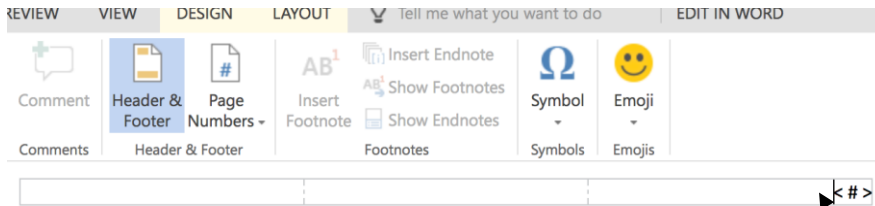


How To Insert Page Numbers and Your Last Name in the Header

1. Click INSERT.




2. Click Page Numbers.
3. Choose this one.



5. Write your last name next to <#> with a space between the two.


NOTE: When you begin writing your essay, you will not see your last name and page number. To view them, click on **VIEW**, and choose **Reading View**.

How To Begin Writing Your Essay

1. Double click on the body of the document (anywhere below the header) to take you out of the header.
2. Click **HOME**.
3. Choose **left alignment**: 

4. Write your name, your instructor's name, class name & section #, & the due date at the top left-hand corner.

Justin Smith
 Prof. _____
 ENG 099-_____
 Feb. 5, 2018

5. To center your title: Choose center alignment , and type the title of your essay.

Write the Title of Your Essay Here

6. Choose left-alignment once more.

7. Hit Tab once to indent, and begin writing your first paragraph.

Begin writing your essay. Continue writing. Continue writing. Continue writing.
 Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.
 Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.
 Continue writing. Continue writing. Continue writing. Continue writing. Continue writing.
 writing. Continue writing. Continue writing. Continue writing.

Begin your second paragraph here. Continue writing. Continue writing. Continue writing.
 Continue writing. Continue writing. Continue writing. |

7. Hit Enter to start the next paragraph.