Lilly MyPuppy

Mrs. Lichocki

LA 2 HR 5

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Your Title Goes Here

 The first thing that you should do when typing is set your essay to the double spacing format. To do this, click on *Format*, then *Paragraph*, and under *line spacing* change it to double. Make sure to select *don’t add space between paragraphs of the same style.* In addition, make sure that your title is centered and each word is capitalized. Do so by selecting the center justification option in the toolbar.

 Next you will want to add your MLA format, which includes your full name, the teacher’s name, class-hour, and date in the upper left hand corner of the paper. Please follow the format provided above. Note that the date is European format (day, month, year). Do not change the margin settings for your paper. Microsoft Word automatically sets the top and bottom margins for 1 inch and the left and right margins for 1.25 inches. All MLA essays must have a header containing the author’s last name and page number. Click on *Insert*, *Page Number, Top of Page,* and select *Plain Number 3.* This will automatically paginate your essay.

 Finally, all essays should be typed in Times New Roman, size 12 font. Click on the *Home* tab and select *Times New Roman.* Right next to that is the font size. Select *12.* Ensure that each time you begin a new paragraph, you hit the *Tab* key which moves the first word in 10 spaces.