

Mla Citation Format, Part 1--Put Your Papers _ Essays In Perfect Mla Style

hello everyone this is David Taylor and let's talk about how to format your paper and proper MLA style starting with a blank document the first thing you want to do is to go up to the file menu click and drag down the page setup' that's going to open up a dialog box with three tabs in it margins paper and layout and we're going to work our way through methodically of each [stanford essays that worked](#) of those three tabs first one margins the margins in MLA is one inch on all sides top bottom left and right. if it's anything else when that page setup dialog box comes up change it the gutter has to do with putting in a little bit of space on the inside of a page. that it can be bound and the margins still look good but we're not going to be binding this will leave the gutter at zero page orientation of course vertical now multiple pages this is important is the document you're creating is going to have more than one page in it. you have to make sure you choose the normal setting mirror margins again is for book printing two pages of sheet if you're saving paper book fold has to do with four six eight twelve pages preceding and you cut them up but you want normal then all your pre-read you want apply these settings to the whole document okay next step paper the default of Microsoft Word is letter and that's the eight-and-a-half by eleven sheet ignore the other ones unless you've been told specifically to use them and in your defaults and width and height you should have eight-and-a-half by eleven inches paper source this has to do with printing. you can ignore those for the time being and again your pre-read is the whole document last tab is layout very important one here you want to begin a new section on a new page because you're going to be inserting some section bricks and this document and. be sure to have new page selected another important one headers and footers be sure to select a checkmark in different first page and that's because the MLA does not like your header will not allow header on your title page now your header margins half inch 0.5 make sure you got that set exactly on that you can ignore the footer monitor and because you're not using footers now since you are using headers make sure vertical alignment is set at top because that's where a header goes again apply it to the whole document okay the next thing we're going to do is to input our title on this title page in MLA that title is supposed to begin one third down the page. hit the enter key into your spacebar goes all the way down to the three there that's about three inches down good enough that. I will call that but one third of your off down on one thirty page I'm going to cut and paste a title in save us a little bit of time the top five reasons you should consider home schooling after that titles in if the Enter key four times and we're going to put in our byline B Y type in B Y hit return if your B change is still capital B no problem just go back and delete it change it to a little B this time put in a backslash in front of it and that way after you take that backslash out it'll stay a little B there's another way to set that but that's the quickest way to right now I'm putting in a fake name Jerome Kendall then after that I'm going to again use my Enter key to go down to one inch above the end of the page again you'll be looking on the left hand side at your vertical margin for about a seven and that should put you about where you need to be for your course info again I'm gonna cut and paste my my course information here professor Seymour A's it's got to be double-spaced. let's highlight it let's go up to format click go down to paragraph and let me show you how to set double spacing if you don't know how you go down to the spacing option line spacing on the right click in the pulldown menu go to double-click okay and then you've got your space and in there okay there's our title page we got one more important thing to do and that is to insert a page break. that nothing that we do in the rest of the paper is going to upset or change what we did on our top title page to do that go up to insert click and pull down to break release the break dialog box comes up select page break click ok and see how it starts a new page let me show you what we just did there I'm gonna go to tool options and I'm gonna make the formatting mark show up on by clicking all there it is right there page break that means that thing is safe now we can do whatever we want on the rest of the pages okay let me take that back off. we'll have a clean document to work with again tools options I'm unclear all click ok now we're hiding those things ok the next thing we want to do is to put in our header now to do that you go up to read.