



WEST HILLS COLLEGE COALINGA

LIBRARY AND LEARNING RESOURCE CENTER

MLA 2009: Step-by-Step Beginner's Guide!

CREATE IT ONCE; USE IT OVER AND OVER AND OVER...

Want to save HOURS of hard work during your college career? Follow the instructions on this guide to format an MLA document, the **MASTER COPY**, once and for all! In the future, just open up the Master Copy and follow the instructions you will have written in the body of your document. This new document will already have your header, the correct margins and spacing, and it will show you where you need to enter specific information.

MLA 2009: CREATING A MASTER COPY

(*Italicized* words are instructions; you **MUST** perform *each* instruction to format the paper correctly. **HINT:** *Hold* Ctrl and *press* "S" to save your document **OFTEN!**)

(The Following is **ONLY** a Guide. It helps create an MLA paper but does not follow MLA Rules itself.)

1. *Open* a Word Document (Instructions here are for Word 2007)
2. *Click* the Office Button (very top left), *choose* Save As, *choose* Word Document
3. *Name* the file Master Copy MLA and then *save* it somewhere **OBVIOUS** (Desktop)!
4. In the upper left corner, next to the font name "Calibri (Body)", *change size* to 12
5. *Right-click* anywhere in the document, *choose* "Paragraph"
6. At **Spacing** *change* the After box to 0pt and the Line Spacing box to Double, *click* Okay
7. *Click* on **Page Layout tab** (top of page), *click* Margins then *choose* Normal.
8. *Click* the **Insert tab**, *Click* Page Number, *hover* over selection named Top of Page, *choose* "Plain Number 3"
9. *Type* your last name. *Press* the space bar **ONCE**
10. *Double-click* anywhere within the body of the page (This closes the header)
11. **NOTE:** If instructor requests a Title Page, your name, instructor name, course title, date, and title *might* appear on that page. Follow the instructor's guidelines and disregard any unnecessary steps (13-18) of this guide. Every instructor has the right to individualize their requirements for MLA, always follow instructor guidelines.
12. Make sure paper is left-aligned (Ctrl + L)
13. *Type* your first, then last name

14. *Press* Enter; *type* your instructor's name (For now, *type* Instructor Name)
15. *Press* Enter; *type* the name of the class (For now, *type* Course Title)
16. *Press* Enter; (Use the format of Day Month Year for date) *Type* 12 December 2009
17. *Press* Enter; *Hold* Ctrl and *press* "E" (This centers the alignment)
18. *Type* MLA Master Copy as the title of your paper (Assuming no Title Page)
19. *Press* Enter; *Hold* Ctrl and *press* "L" (This left-aligns your paper)
20. *Press* the tab key once for a new paragraph (Always do this for new paragraphs)
21. For this Master Copy it is very important to *type(or cut and paste)* these paragraphs:

This is my Master Copy for MLA formatting. Whenever I have a new paper due in MLA format, I will open this document, click the Office button in the top left corner and choose Save As. I will then save the document with a new title, according to the paper I am about to write. For a biology paper I might title my paper Bio Midterm. By doing this, my Master Copy will be left in tact and only the new document, Bio Midterm, will be changed as I begin to work on it.

Once I have saved my document with a new name, I will start changing information as needed. I will change the instructor's name, course name, date, and title. Once the instructor, class, course, date, and title are correct, I will highlight and delete these directions, without deleting the Works Cited page, and begin to write.

22. *Press* Enter two times
23. *Click* the **Insert tab** (top of page), *Click* on Page Break (upper left side)
24. *Hold* Ctrl and *press* "E" (Center alignment), *Type* Works Cited
25. *Press* Enter. *Hold* Ctrl and *press* "L" (Left alignment)
26. *Type* the following paragraph:

This is where to place source citations. For examples on how to cite sources in the new MLA format, look at the Short Sample Papers (MLA) on the WHCCL website. Also, use the library website for other helpful links and tools.

27. *Hold* Ctrl and *press* "S" to save this document.
28. ***Email this document to yourself NOW!*** Use yahoo, hotmail, etc. to save this document in a folder for future use! It WILL come in handy. ☺