

John Smith

Mr. Gillis

Ninth Grade Language Arts

9 August 2015

How to Use MLA Format

The first step to MLA format is locating the Header function in Microsoft Word. From the "Insert" menu, click on "Page Number" and select "Top of Page," and then the third option, "Plain Number 3." The page number function will automatically number your pages for you. Place your space bar right before the number (1) and type in your last name, followed by a single space. Double click outside of the Header box to return to the main document.

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High School Paper Format

Daniel F McAuley



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