

Your Name
English B60
Professor X
October 1, 2007
Word Count: 191

English MLA Set-up

1. Set margins for 1". <Page layout> choose 1" Top, Bottom, Left & Right. In Word 2003, click <file> <page setup> on Margin tab, select 1" for all 4 sides. <OK>
2. Set font: <home tab> choose Arial 12
3. First page: Type your name <enter> English course <enter> name of professor <enter> date <enter> and "word count:".
4. Insert the word count field: Click <Insert> <Quick Parts> <field> scroll down and choose <NumWords> select <Plain Text> <OK>
5. To put your name and page number in the header, double click above your name (it will open the header area). In Word 2003 click <view> <Header & Footer>. Align Right <CTRL + R> Type your name, space, click <Page Number> in the ribbon. Choose <current position> <plain number>. Close header with red X.
6. To align title and paragraphs. Press <enter> Align center <Ctrl + E> type title, <enter> Align Left <Ctrl + L>
7. To update the number of words, select the number corresponding to your word count, right click it, and choose <update field>.