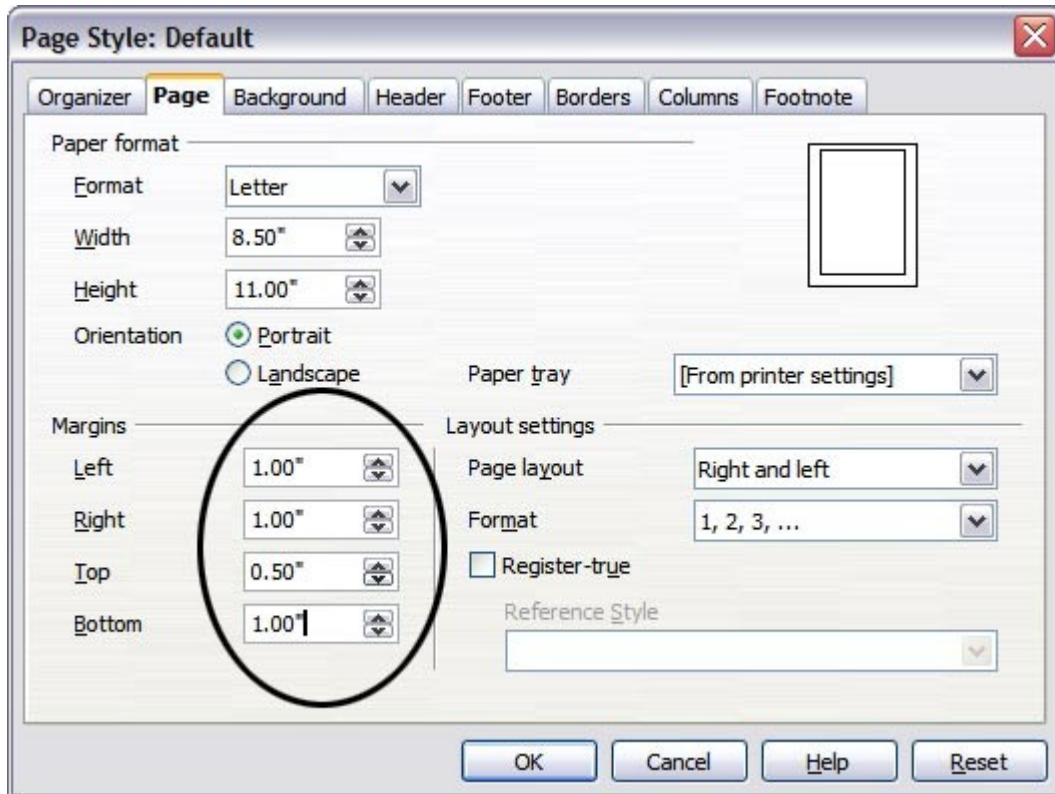



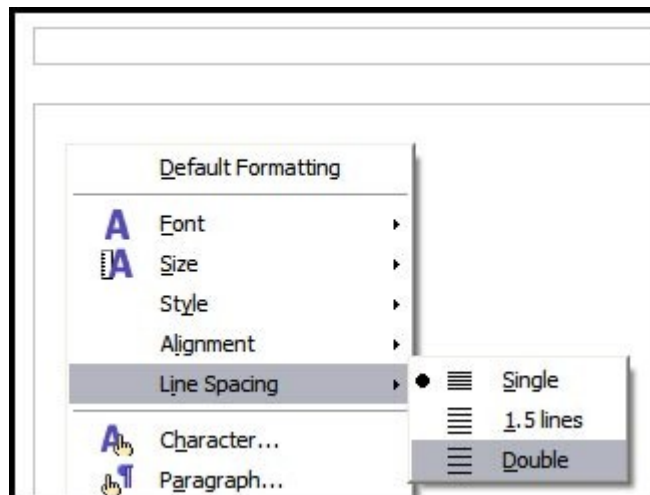
How to MLA Format an Essay in OpenOffice.org Writer

- Start new text document: File/New.
- **Set Margins:** Format/Page... Then go to Page tab, and set margins to Left = 1", Right = 1", Top = .5", and Bottom = 1":

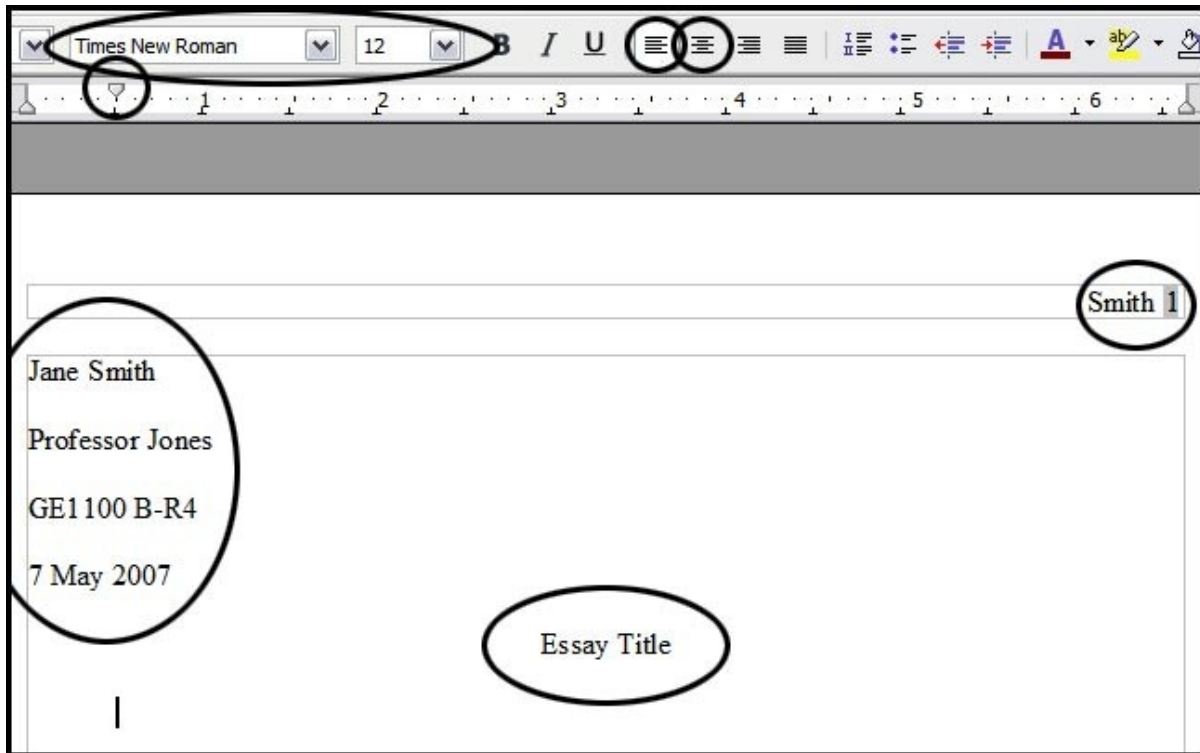


- **Page Numbers:** Insert/Headers/Default. Click the Align Right button , type your last name with an initial capital letter, and press the **space bar** on the keyboard once. Then go to Insert/Fields/Page Number.

- **Double Space:** Right click in document body and choose Line Spacing/Double:



- **Heading and Title:** Go to the body of your document and type your header information in exactly the order and format shown in 12 point Times New Roman font unless otherwise instructed. Only press enter/return once to place your title on the next line.
- Center your title. Only press enter/return once to start your paper.
- Set Indents: Drag indent on ruler to one half inch.



- Start writing!