To Format Your First Page and Your Title

Start the first page of your paper by listing your information in the order shown below (you can be in any tab). Do not click on Header before you type this information; just start typing at the top of your paper (see separate handout if you need to add your last name and page number to the upper right-hand corner). What is shown here is standard MLA format for the first page of your paper; follow this style unless your instructor has told you otherwise.

After typing the date of your paper (in inverted order as shown), hit the Enter key once to type your title.

From the Home tab:

Click on the Center button (above where it says Paragraph).

Type your title, using standard capitalization. Do not put quotation marks around your own paper title; use quotation marks only as needed if you are including the title of a short story or other short work as part of your own title.

After typing your title, hit the Enter key once.
To Begin Typing Your Paper

From the Home tab:

Click on the Align Text Left button (above where it says Paragraph) if it is not already highlighted.

Hit the Tab key once to indent the first line of your first paragraph.

You are now ready to type your paper.

You do not need to hit the Enter key until you come to the end of a paragraph.

Hit the Tab key once each time you begin a new paragraph.