TYPING INSTRUCTIONS FOR RESEARCH PAPER

1. **Open a new file in Word**
   - click on the **NO SPACING** box on the **STYLES** tool
2. **Insert Page Numbers**
   - click on **INSERT** tab on the tool bar
   - click on **PAGE NUMBER** in the **HEADER AND FOOTER** tool
   - click on **TOP OF PAGE**
   - click on **PLAIN NUMBER 3**
   - type your **LAST NAME** followed by a **SPACE**
   - click and **HIGHLIGHT** your **NAME** and **PAGE #**
     - click on the **HOME** tab
     - click on the **FONT** box
     - choose **TIMES NEW ROMAN**
     - click on the **SIZE** box
     - choose **12 pt.**
   - close header
3. **Change the FONT and SIZE to TIMES NEW ROMAN 12**
   - **THIS MUST BE DONE SEPARATELY FROM HEADER!**
4. **Click on LINE SPACING in the PARAGRAPH tool**
   - choose **2.0 (DOUBLE SPACING)**
5. **Type MLA FORMAT for page 1**
   - type your **name** (press enter)
   - type **Ms. Todd** (press enter)
   - type **English IV –** (press enter)
     - write out your class period here;
     - remember to capitalize!
   - day month year (press enter)
6. **Click the CENTER button in the PARAGRAPH tool**
   - type a title for your paper (press enter)
   - no quotation marks
7. **Click the ALIGN TEXT LEFT button in the PARAGRAPH tool**
8. **Press the TAB key on the keyboard 1 time**
9. **Begin typing your paper**