

**FORMAT GUIDLEINES FOR NARRATIVE PAPER  
MLA FORMAT  
USING WORD 2003**

1. Open Microsoft Word
2. Format → Paragraph → Line Spacing → Double
3. File → Page Set-Up → Right, Left, Bottom, Top Margin set to 1 inch
4. Insert → Page Numbers → Bottom, Right, Uncheck the box
5. Change font from Times New Roman to Microsoft Sans Serif
6. Center the Page
7. Change font size to 14.
8. Put on the Bold and also Caps Lock.
9. Hit Enter 9 times
10. Type the Title and hit enter once
11. Change the font to 12, and take off Caps Lock.
12. Type your name and hit enter once
13. Type the teacher's last name, space, then a dash, space, then the hour and hit enter once
14. Example: Dahn - 1<sup>st</sup> Hour
15. Type the due date out completely. Example: October 30, 2009 and hit enter once.
16. Hit Ctrl and Enter once.
17. Change the font to 14 and put Caps Lock back on
18. Type the Title and hit enter once.
19. Take off the bold
20. Change the font size to 12
21. Take off the Caps Lock
22. Fully Justify the page.
23. Hit Tab and begin typing.

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All highlighting can be done through this program. Simply highlight the area you want to color → go to the top of the tool bar and look for the highlight icon → pick the desired color and click! ☺

To underline: highlight the area you want to underline and click the U icon in the toolbar.