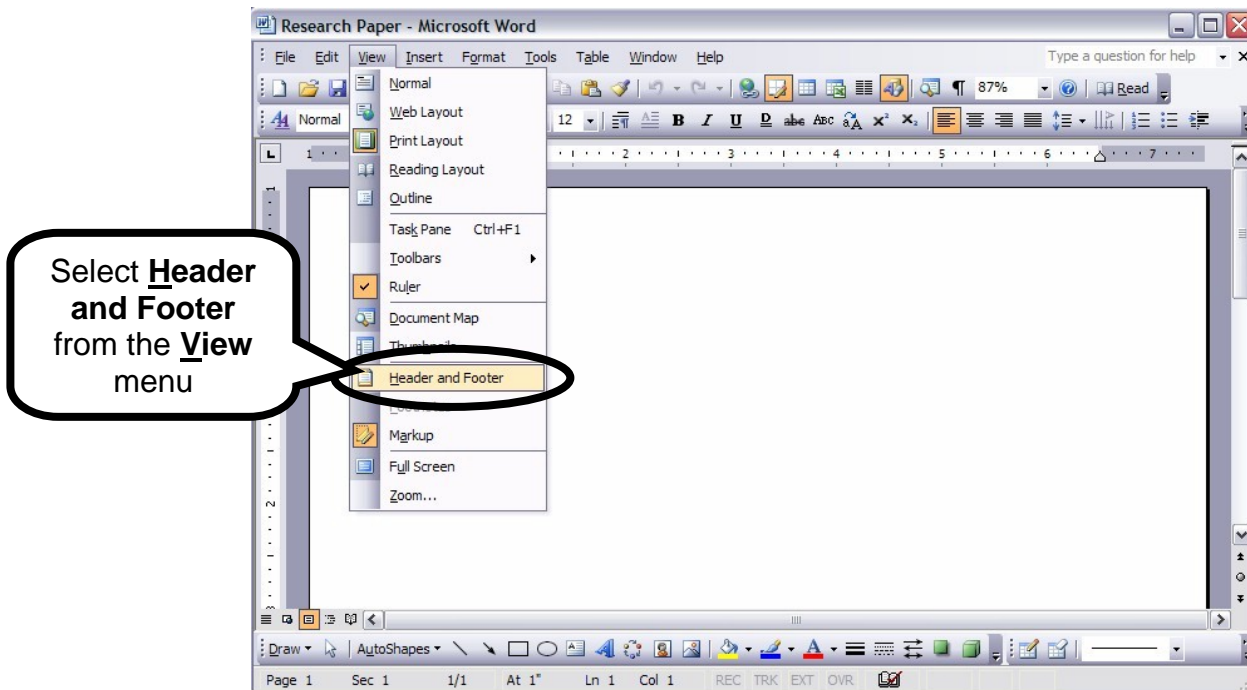


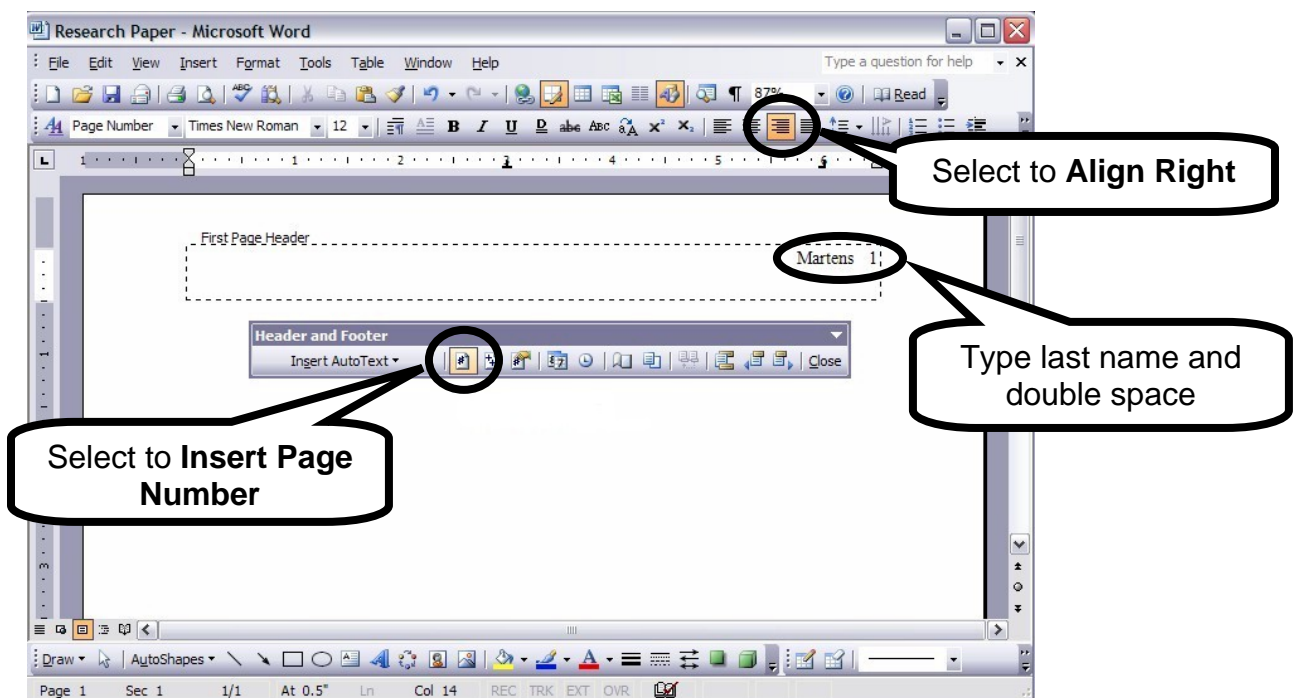
# MLA DOCUMENT/RESEARCH PAPER FORMATTING ISSUES WITH MICROSOFT WORD

How do you get the header with last name and page number on the document?

- From the **V**iew menu, select **H**header and **F**ooter.

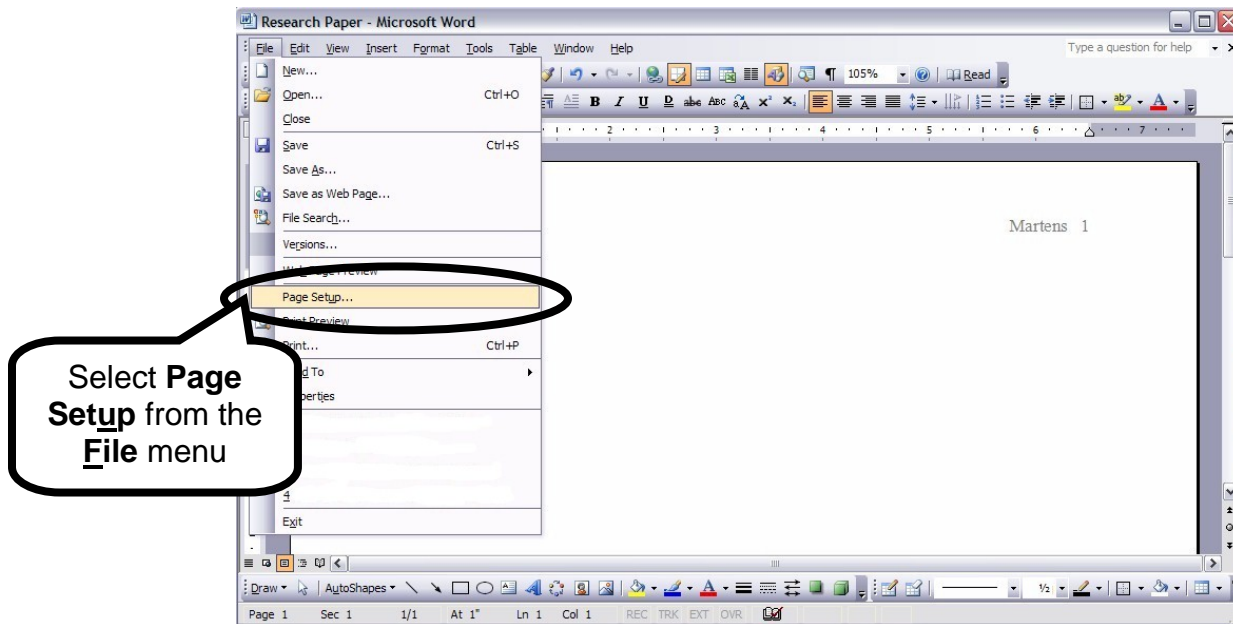


- Click on the **A**lign **R**ight button on the **F**ormat toolbar.
- Type last name and double space.
- Click on the **I**nsert **P**age **N**umber button from the **H**header/**F**ooter toolbar.

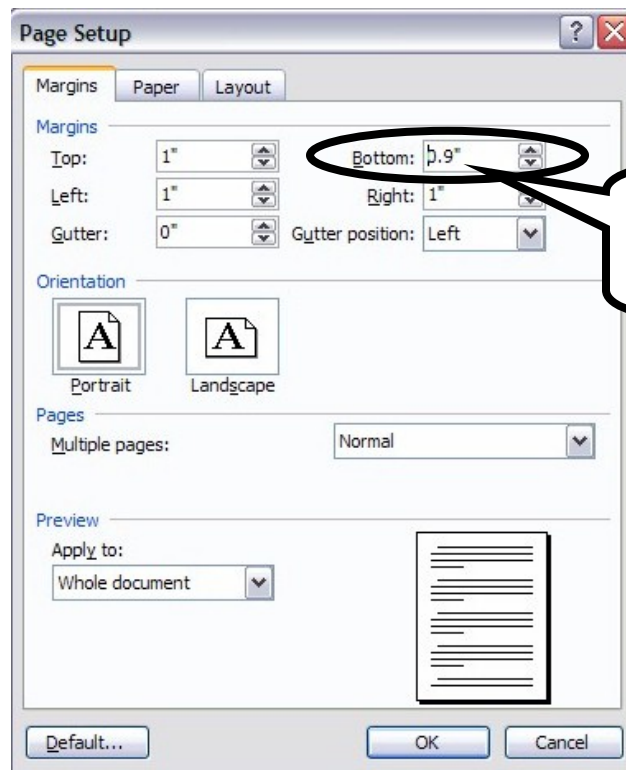


## How do you get a true 1-inch bottom margin?

1. Set bottom margin at 0.9" rather than 1.0"
  - From the **File** menu, select **Page Setup...**

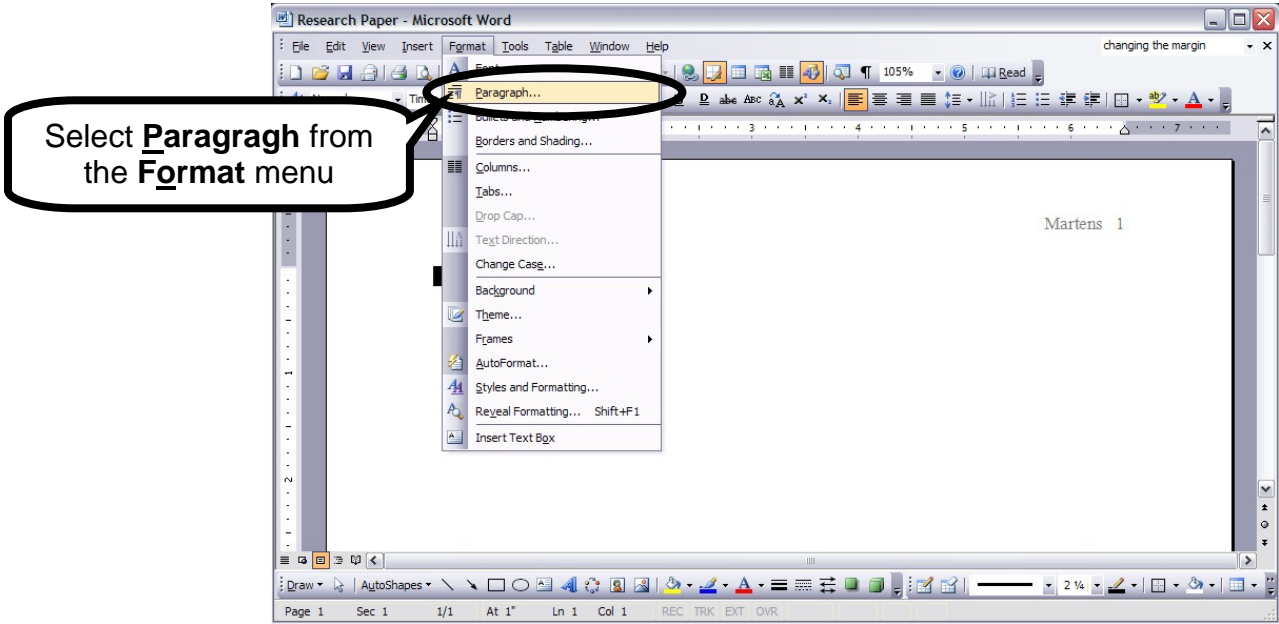


- Click the **Margins** tab, and set the bottom margin to 0.9".



2. Turn off “Widow/Orphan” control

- Press **Ctrl** + **A** at the same time to select the entire document.
- From the **Format** menu, select **Paragraph**



- Click on the **Line and Page Breaks** tab, and under **Pagination**, click on the box in front of the **Widow/Orphan control** to remove the green ✓ to deselect the command.

