SpongeBob's Quick Reference Guide: Formatting Your Paper for MLA Style in Microsoft Word 2010

Changing Margins

1. On the top tool bar click on "File."
2. Click on "Print."
3. Click on the "Settings" option Margins.
4. Select the "Normal" setting so that all margins are 1" each.
5. Hit "Save" to save your new margin.
6. Your margins are now 1" all the way around the paper, just as it should be

(Note: Microsoft Word 2010 should already have margins preset to 1" each.)

Heading

1. Your heading goes in the top left-hand corner of your paper (double-spaced)
2. Heading must include the following information:
   First and Last Name
   Teacher
   Class - Period
   Date [22 August 2012]

   (Note: Do NOT place the heading in the actual header of the document as you don't want it to appear on every page of your essay.)

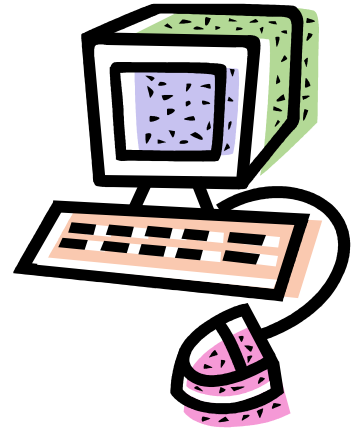## Putting Last Name & Page Number in Header (follow steps in order!!)

1. Click on the "Insert" Tab at the top of the document.
2. Click on the "Page Number" Menu Button.
3. From the drop-down menu, select the "Top of the Page, Plain Number 3" option.
4. Type your last name before the page number and hit the space bar.
5. Change the font to Times New Roman, 12. pt. using the Home Toolbar.
6. Double-click anywhere on the page below the header to close the Header Toolbar.
7. Your last name and the appropriate page number will now appear on every page of the document.

Spacing and Fonts

1. Highlight your entire essay, including the heading.
2. Click on the "No Spacing" Style Button on the Home Tool Bar.
3. Change the font to Times New Roman, 12 pt..
4. Select the "Line and Paragraph Spacing" button.
5. Select the 2.0 (double-spacing) option from the drop-down menu.
6. Indent the first line of every new paragraph.
7. Center your paper's title. (No underlining needed, though.)

Note: Your entire essay (including the heading) needs to be double spaced. Do NOT put extra spaces between heading and title or the title and paragraph or in-between each paragraph. If these appear, put your mouse in the space and push delete until all the extra spaces are gone.

(If you desire, you can set your paper up using the Normal Style, Times New Roman, 12 pt. font, and double spacing from the very beginning.)

Beth Catlin

Professor Elaine Bassett

English 106

3 August 2009

Andrew Carnegie: The Father of Middle-Class America

For decades Americans couldn't help but love the red-headed, fun-loving Little Orphan Annie. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Andrew Carnegie can be looked to as an ideal example of a poor immigrant making his way up to become leader of the capitalist world. Carnegie was born into a poor working-class family in Scotland. According to the PBS documentary "The Richest Man in the World: Andrew Carnegie," the Industrial Revolution was difficult on Carnegie's father, causing him to lose his weaving business. The Carnegie family was much opposed to the idea of a privileged class, who gained their wealth simply by inheritance ("Richest"). This type of upbringing played a large factor in Andrew Carnegie's destiny. In order to appease his mother's desire for material benefits, and perhaps in an effort to heal his father's wounds, Carnegie rejected poverty and cleaved to prosperity.

Carnegie's character was ideal for gaining wealth. His mother taught him to "look after the pennies, and the pounds will take care of themselves;" he later turned this proverb into "watch the costs, and the profits take care of themselves" ("Richest"). Such thrift was integral to his future success. He also believed that "all is well since all goes better" ("Richest"). His theory