

Your Name

Professor's Name

WR 123

September 21, 2020

Title of Assignment

Once again, I'd like to welcome you to WR 123. We have a lot to be getting on with this term, so I wanted to begin by showing you how to properly format a written assignment for this course. We will be using MLA style format. Please note how this paper is formatted. Creating your assignment as a Word document is the easiest way to a) properly format your written assignments, and b) submit them to Moodle. Moodle doesn't like Goggle Docs, and if you have a Chromebook that doesn't typically have Microsoft apps installed, you can access free Office 365 for Students via LBCC. Please click this link if you need to upload Office 365 -

<http://library.linnbenton.edu/office365>

All of your written work will be submitted in Times New Roman, 12 point font. Follow these steps to properly set up your documents:

- In Word, you will see "Styles" in the menu ribbon at the top of the page. Be sure you have selected "No Spacing" before you begin your essay.
- Next, in the "Font" window, select Times New Roman, 12.
- In the "Paragraph" window you will see an up and down arrow icon next to 4 lines. This is where you select your space settings. Open that menu and select 2.0.

Everything in MLA is double spaced without any extra spaces in between. If you have any questions regarding how to set up the formatting for an MLA document, please contact me

([kathy.austin@linnbenton.edu](mailto:kathy.austin@linnbenton.edu)) or drop in to virtual office hours.