



**PERRLA**

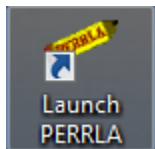
**MLA OVERVIEW**

Our Tutorial Video, Transcribed for you | PERRLA Support

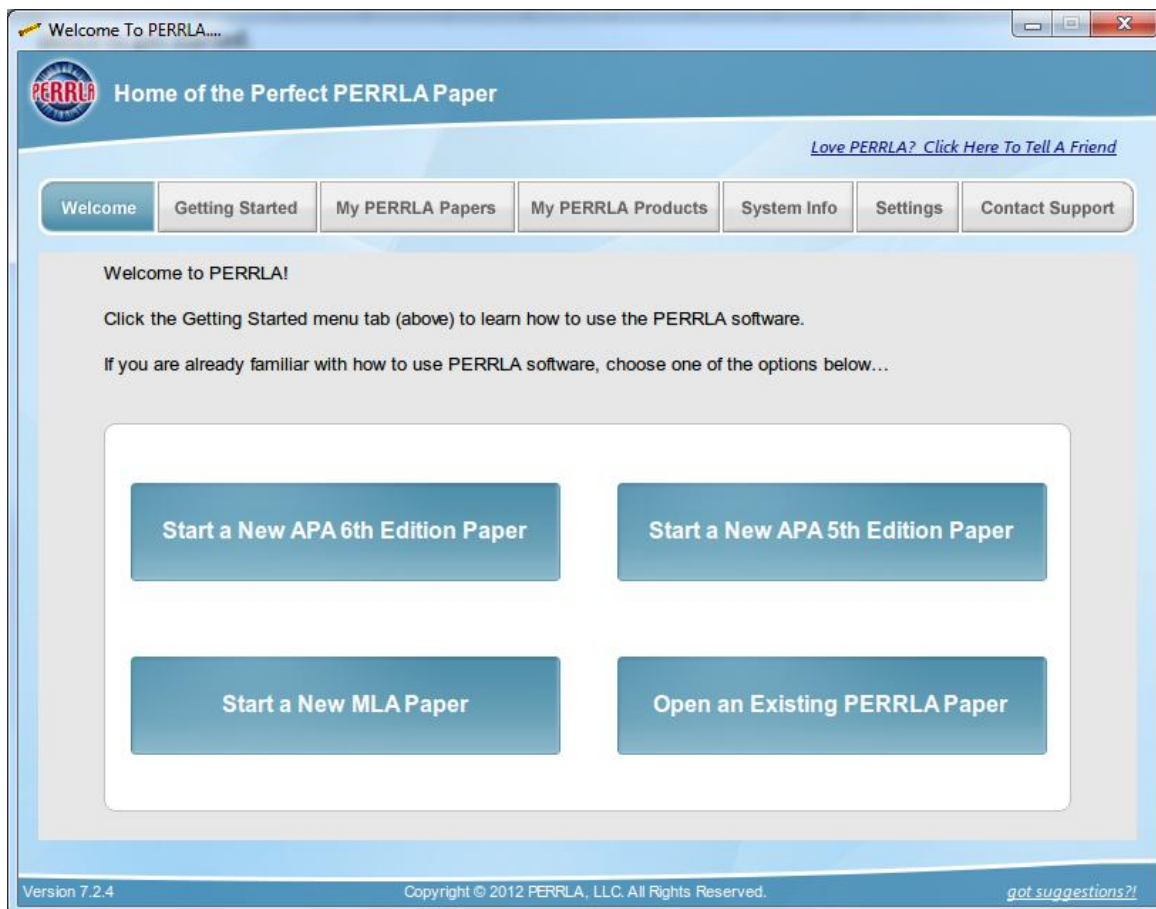
## MLA Overview

This video assumes you've already downloaded and installed PERRLA.

After installation, the Launch PERRLA icon will be on your desktop. Just double-click this yellow PERRLA pencil to get started.



From the Welcome tab, we're going to click on the button that says, "Start a New MLA Paper"



PERRLA will prompt you for the title of your paper and other information that will be placed on the first page of your paper. A quick note about the date format... MLA requires Day, Month, and Year. As you can see, PERRLA has already entered today's date in the correct format. If you need to change the date, make sure you follow the MLA format here.

The screenshot shows a window titled "New MLA Paper" with the PERRLA logo in the top left. The window contains a "Paper Information" section with the following fields:

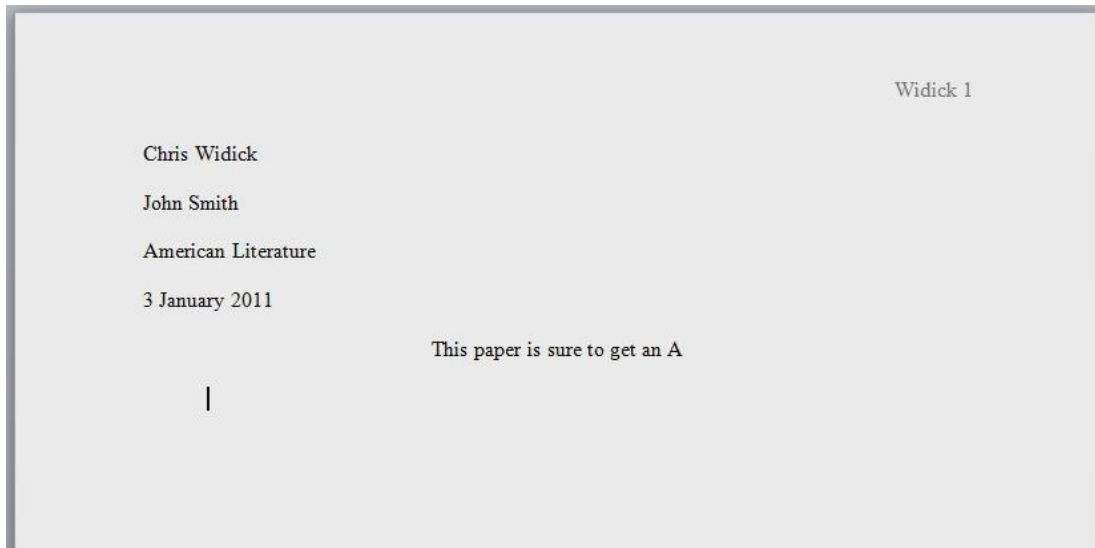
Title of the Paper:	This Paper Is Sure To Get An A	?
Your Name:	Chris Widick	?
Your Last Name:	Widick	?
Teacher Name:	Gary McGuire	?
Course Name/Number:	MLA and PERRLA	?
Date:	18 January 2012	?

Below the Paper Information section are the following fields:

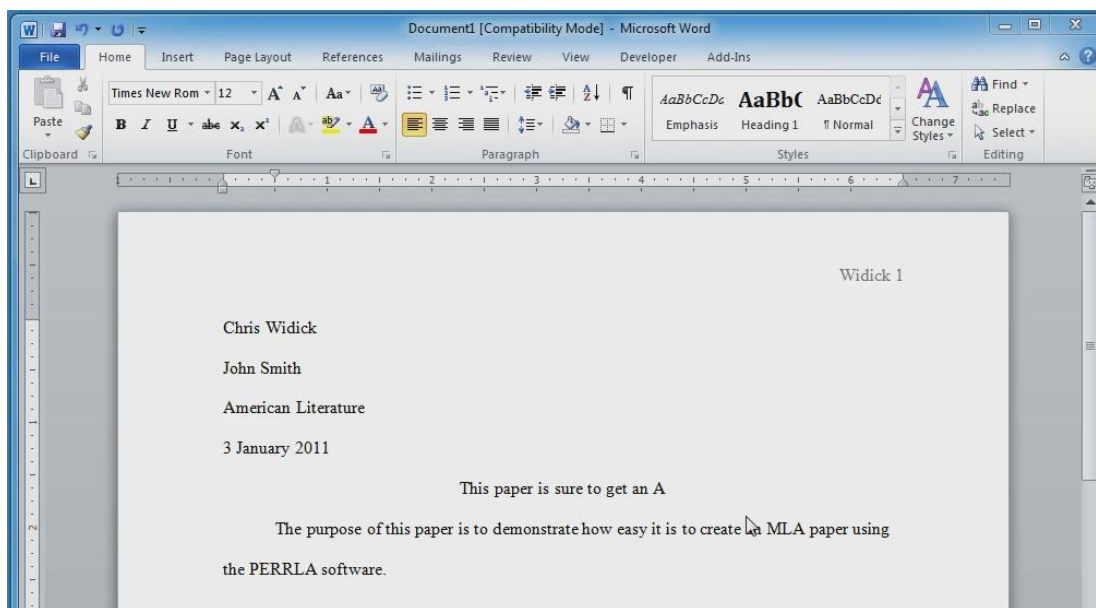
Save Location:	C:\Users\rueler\Documents\My PERRLA Papers	Browse	?
File Name:	This Paper Is Sure To Get An A.docx		?

At the bottom right of the dialog box are two buttons: "Cancel" and "Start Paper".

Click Okay and PERRLA will create the first page of your paper automatically, format the margins, and set the correct font for you.

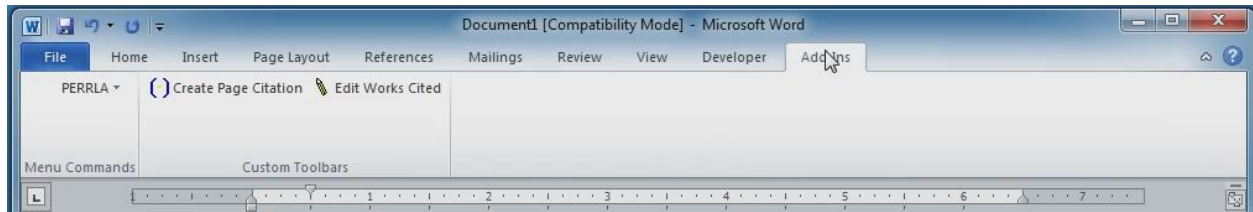


Now that we have the first page set up correctly, we're ready to start typing our paper.



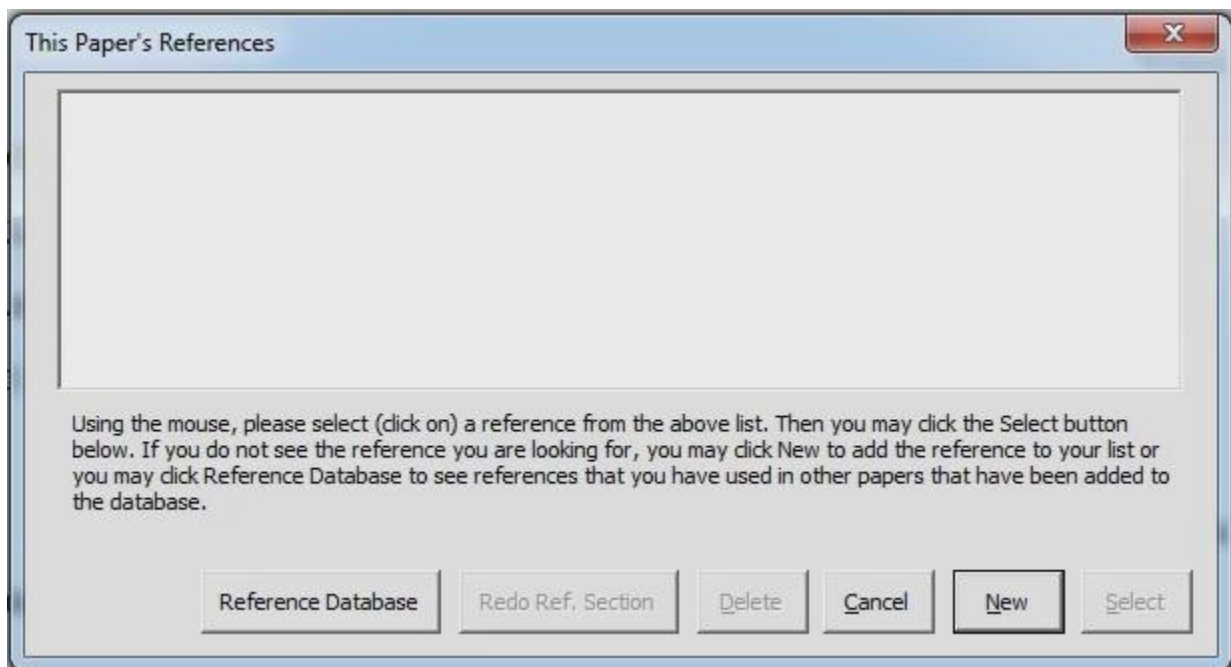
Having entered some text, it's time for us to create a page citation. Here's how to do that...

PERRLA is a Microsoft Word add-in product. You'll find the PERRLA menu by clicking on the Microsoft Word Add-Ins menu, or in older versions of Word, in the menu bar at the top.



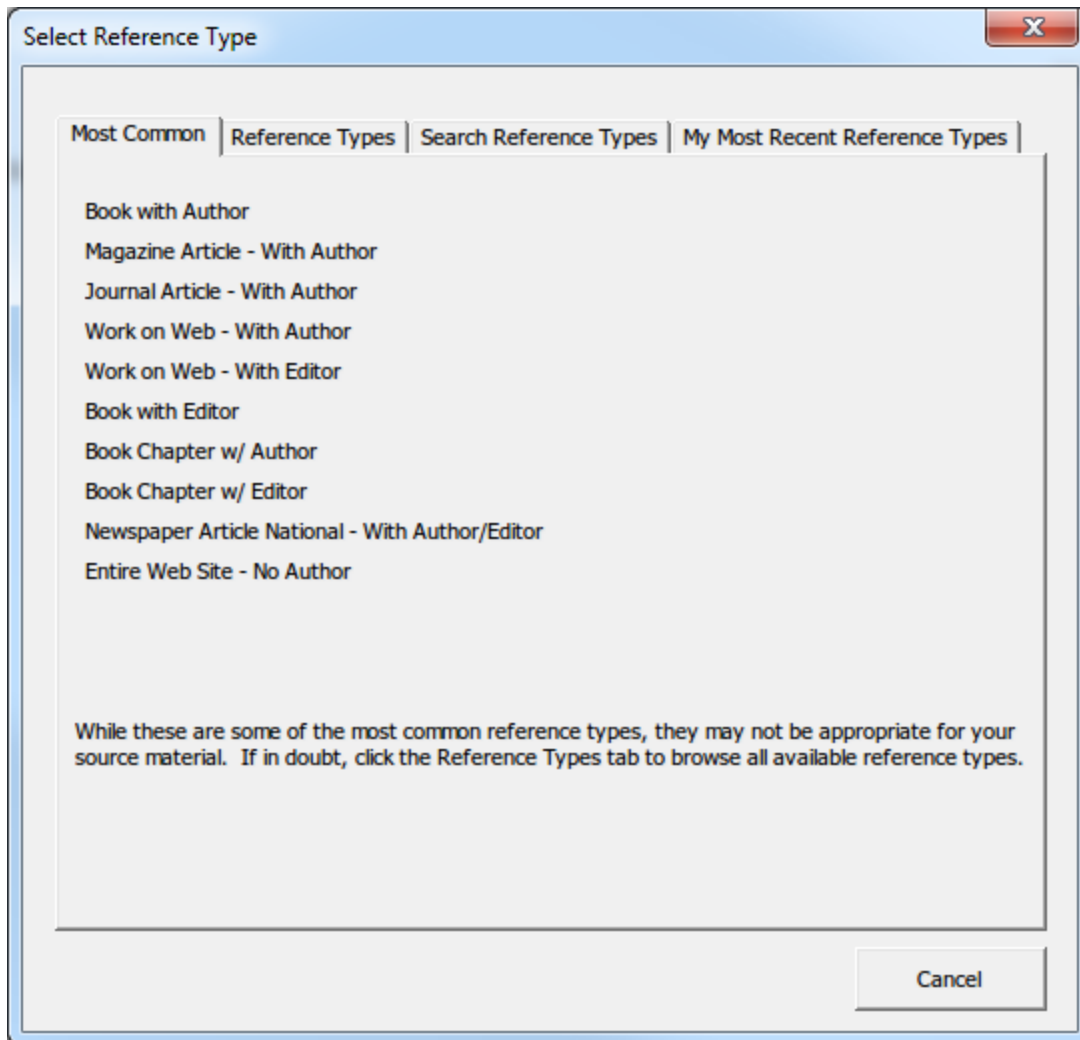
The menu items that you'll use most frequently are found here on the toolbar. The drop-down PERRLA menu on the left contains additional functionality, should you ever need it.

To create a citation click Create Page Citation. The current paper's References are shown. MLA refers to these as Works Cited, by the way, and that's what will appear in your paper instead of the word References.



Here, since it's a new paper, we don't have any references yet. We will click on the New button to create a new reference.

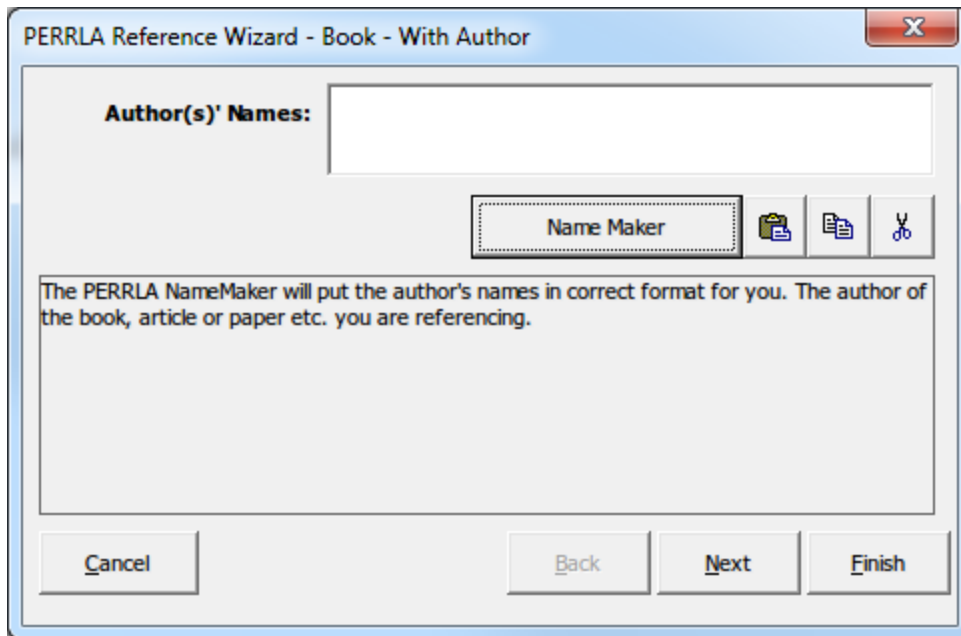
We can select the desired reference type by clicking on the various categories to choose the appropriate one.



For this example, we're going to select "Book With Author"

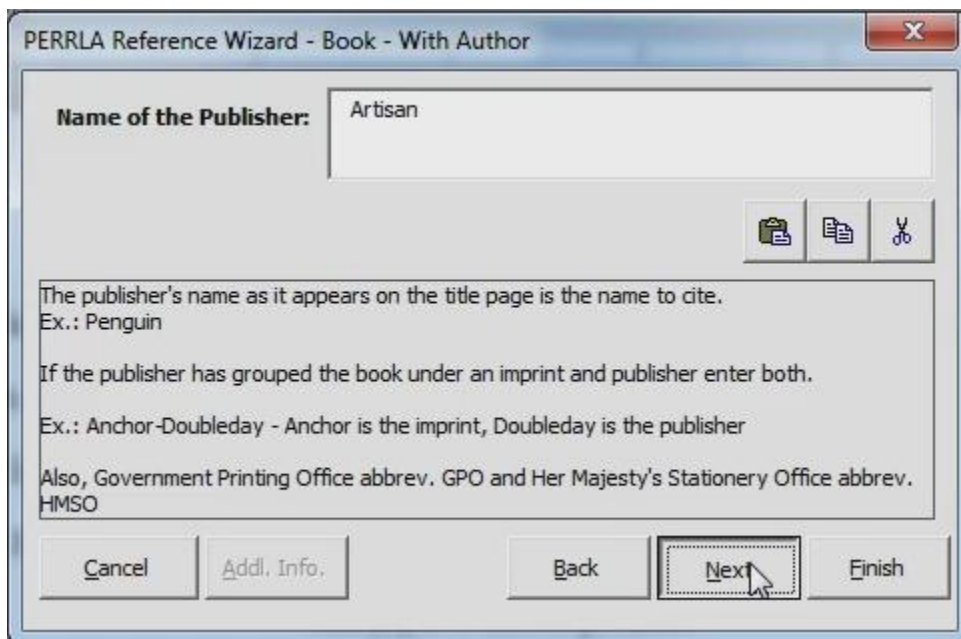
Having chosen a reference type, the PERRLA reference wizard begins.

Notice that, as you go forward, PERRLA will only prompt up for information that is needed for this specific reference type.

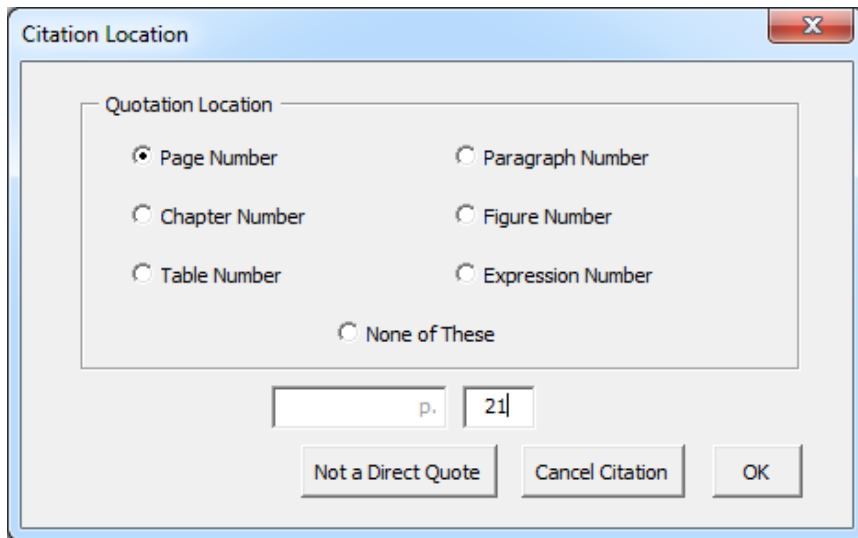


Each step of the way has detailed and specific help to assure that the information is entered exactly the way MLA requires.

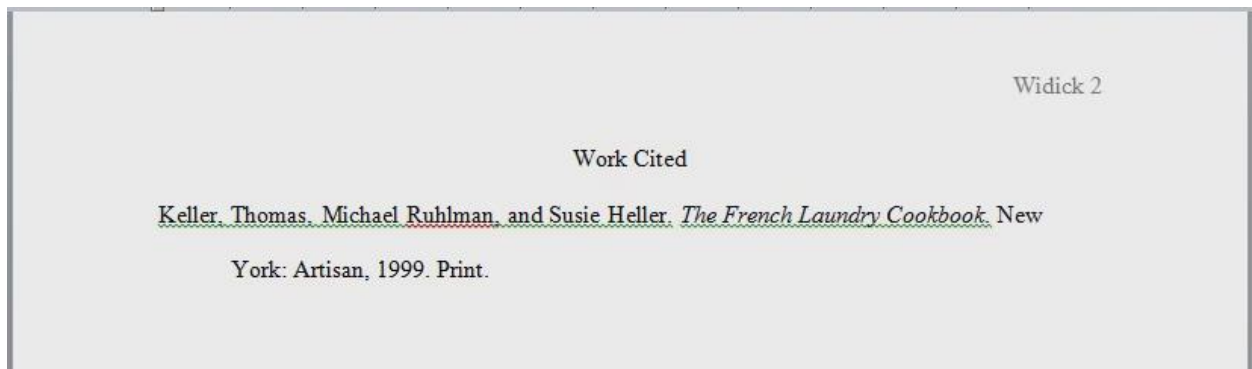
Having entered the information that PERRLA prompted us for (for this reference type), we'll click the Finish button.



This takes us to the Citation Location screen, where we will provide the page number where the information can be found in our source material. Let's say page 21 for this citation.

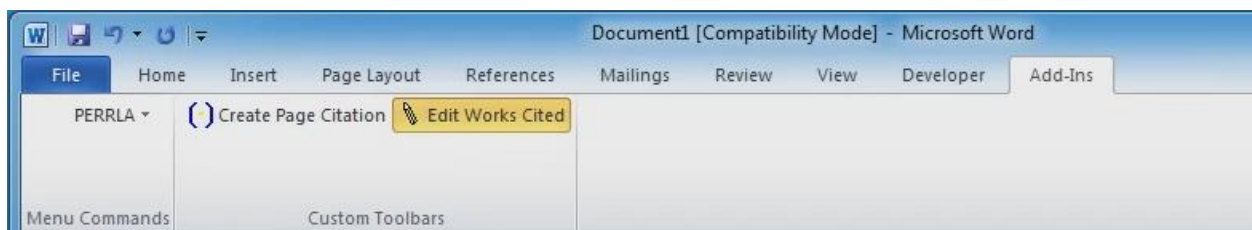


PERRLA now has the information to insert a perfectly formatted MLA citation in our text and, if we scroll to the end of the document, we'll see that the Works Cited page has been created automatically.



That's really all you need to know about creating new references for your paper. But, often we use the same references in paper after paper. With PERRLA, enter a reference once and you can use it in any paper. Here's how you do that...

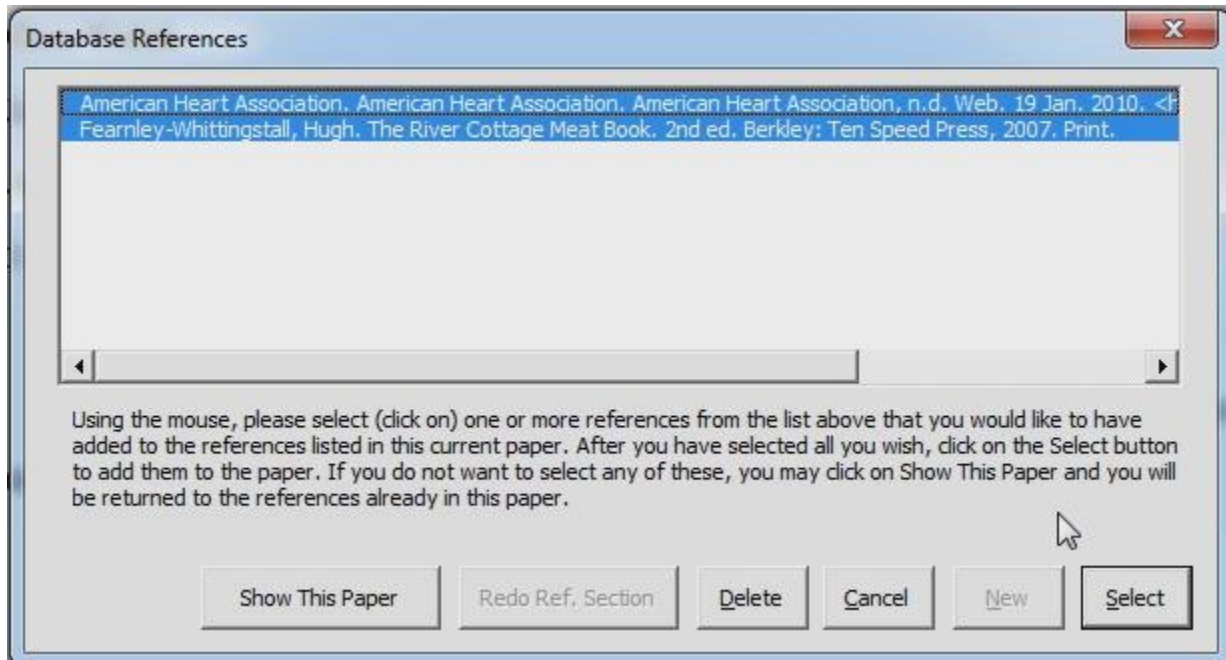
Click on Edit Works Cited and you'll see the list of references that are in this paper.



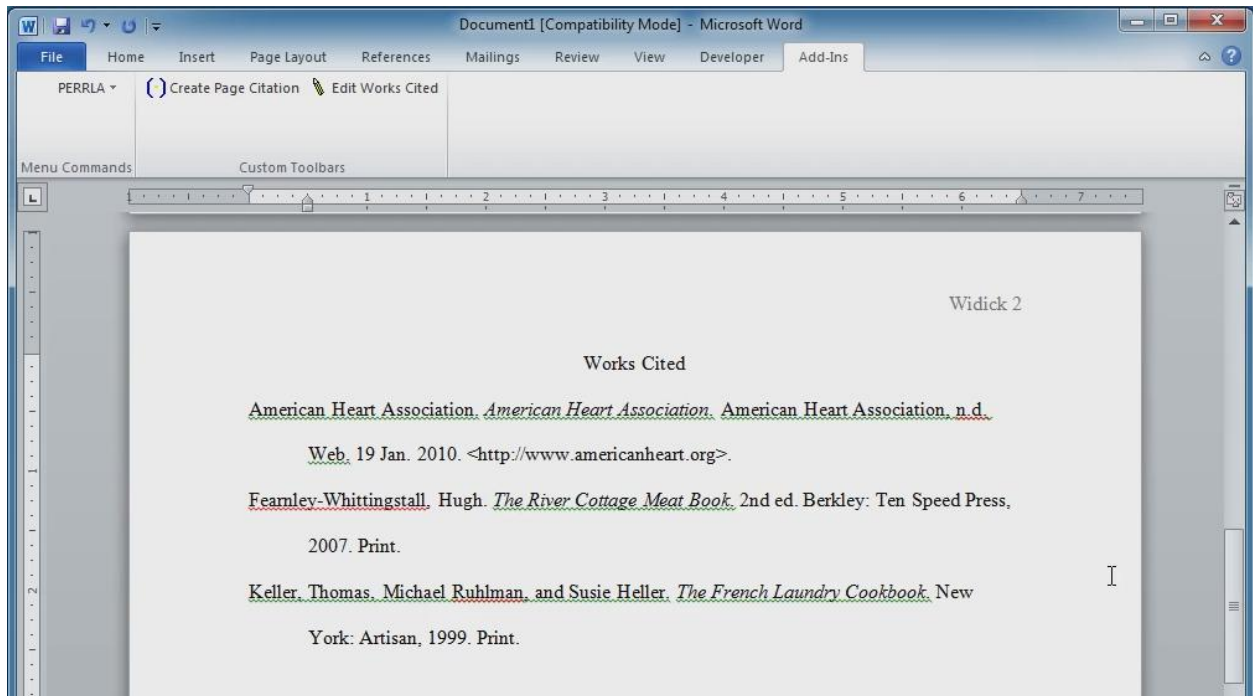


Click the Reference Database button and you'll see all of the references that you created in previous papers.

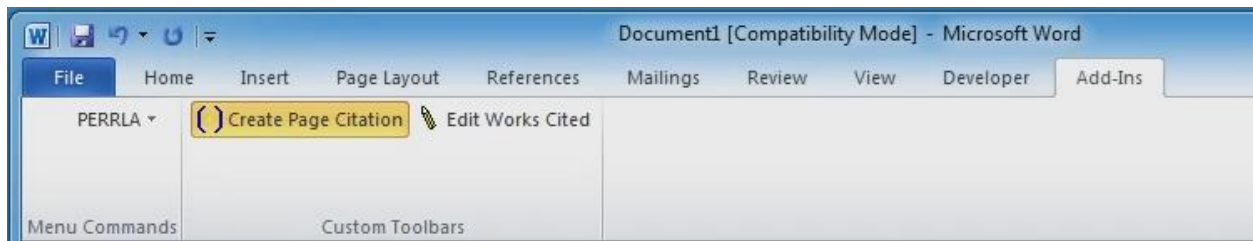
Highlight as many references as you'd like to import and then click the Select button.



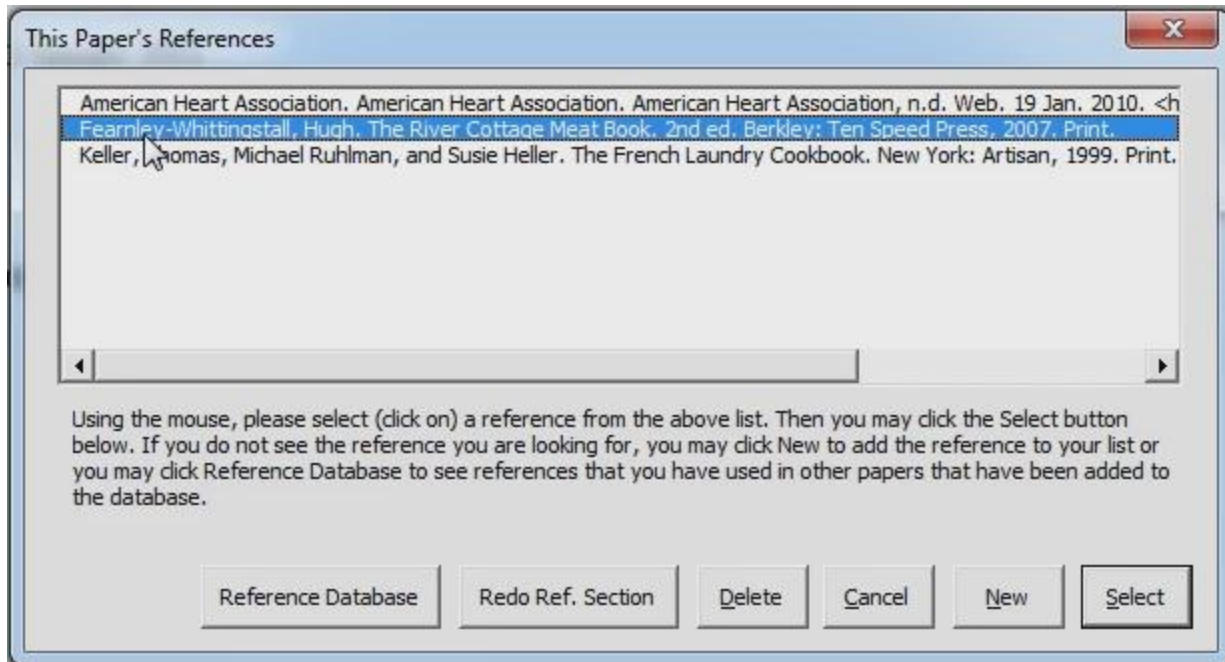
These selected references are added to your reference section. Notice that they're properly formatted and alphabetized as required by MLA.



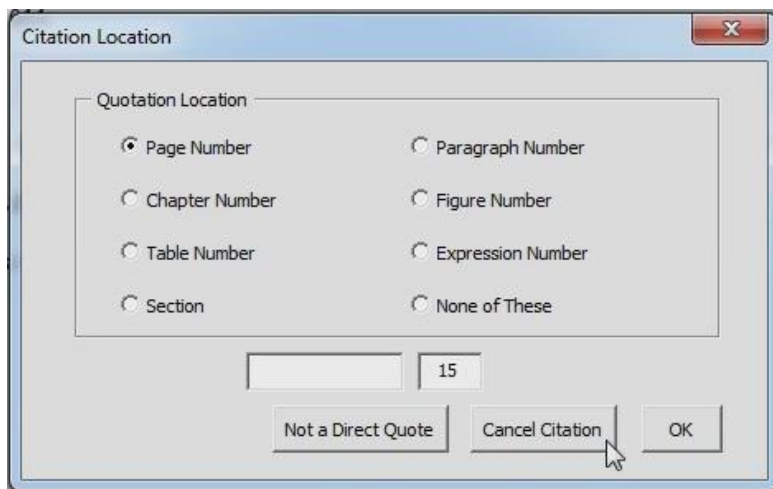
To create a citation for one of these imported references, simply click on Create Page Citation,



choose the reference you wish to cite and click Select,



enter the page number, and you're done.



The citation is added to the text using your imported reference.

For additional videos and documentation, go to

<http://www.perrla.com>

and click on the Help Center tab.