Format Google Docs in MLA

- 1. Press *CTRL*+A to highlight everything -- even if you're in a new Doc, it's a good idea to do this.
- 2. On the toolbar, click the down arrow next to the font and choose *Times New Roman*.
- 3. Next to the font, choose the down arrow for the font size and choose 12.
- 4. Choose the *Format* menu. Choose *Line Spacing* and then *Double*.
- Choose the *File* menu. Choose *Page Setup*. Verify that the margins are all 1". Change to 1" if necessary.
- 6. Choose the *Insert* menu. Choose *Header*. (Your cursor will move to the header.)
- 7. Change the header font to *Times New Roman*, size 12.
- 8. With your cursor still in the header, on the toolbar, go to the align section and choose *Right-align*.

 Image: Curteshines

 Type your last name and press the spacebar one time.
- With your cursor still in the header, choose the *Insert* menu. Choose *Page Number* and click the first option. This automatically numbers the pages.

NOTE: If your name/page number are too close to the top of the page, they may not print. If so, simply place your cursor in front of your name and press enter one time.

10. To get out of the header, double-click down below.

You're now ready to begin your paper!



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Ready to format your Works Cited page? Here are the steps:

- From the end of your research paper, press *CTRL+Enter* to take your cursor to the next blank page.
- 2. In the align section on the toolbar, choose *Center align*. Type Works Cited and press enter.
- Copy/paste your sources from a site such as <u>CitationMachine.net</u> or type your information in the correct order with the correct punctuation.
- 4. Follow these steps to format your sources with hanging indents, as is needed for the MLA style.

Highlight all of your sources.	Works Cited Herman, Ellen. "Single Parent Adoptions." <i>The Adoption History Project.</i> Department of History, University of Oregon, 02 24 2012. Web. 14 Apr 2014. Hochwald, Lambeth. "One. Solo. Uno." <i>Parenting Early Years</i> 26.4 (2012): 66-70. <i>Health</i> <i>Source - Consumer Edition.</i> Web. 14 Apr. 2014.
On the ruler, click and drag the blue "Left Indent" (→) button over to 0.5".	Drag triangle
On the ruler, click an drag the blue "First Line Indent" (—) button back over to the left margin.	Drag top bar Ruler should look like this

Click <u>here</u> to watch a short demo of these steps.