Creating a New Google Doc

1. Log in to your Google account.
2. On the Google apps menu, choose Drive.

3. Click + New.

4. Click Google Docs.
Page Numbering

1. Click the Line Spacing button on toolbar. Choose Double. (If necessary, choose your preferred font settings.)

2. Click Insert.
3. Choose Header & page number.
4. Choose Page Number.
5. Choose the image with page numbers 1 and 2 in the top right corners.
6. Type your last name and one space before the number 1.
7. Click below the header. (All the pages of your paper will be automatically numbered.)

MLA Heading
1. Type your name, instructor’s name, class, and date. Hit the Enter key once at the end of each line.
2. Click the Center Align button on the toolbar.
3. Type the title of your essay. (Capitalize the first letter of each main word, and do not underline, boldface, or quote.) Hit the Enter key once.
4. Click the Left Align button.
5. Hit the Tab key once, and you are ready to type the first paragraph of your paper. (Hit the Enter key once at the end of each paragraph.)
Margins

1. Usually, you don’t need to set the margins. One-inch margins are the default (automatic) setting. However, if you need different margin settings, click File and choose Page setup. (Never use the ruler to set the margins.)