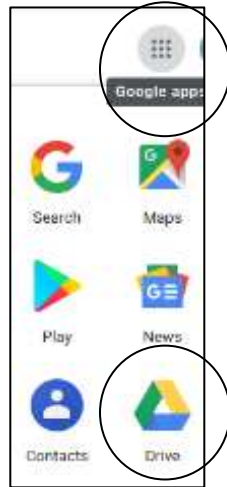


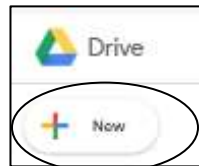
# MLA Format Paper in Google Docs

## Creating a New Google Doc

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



3. Click *+ New*.

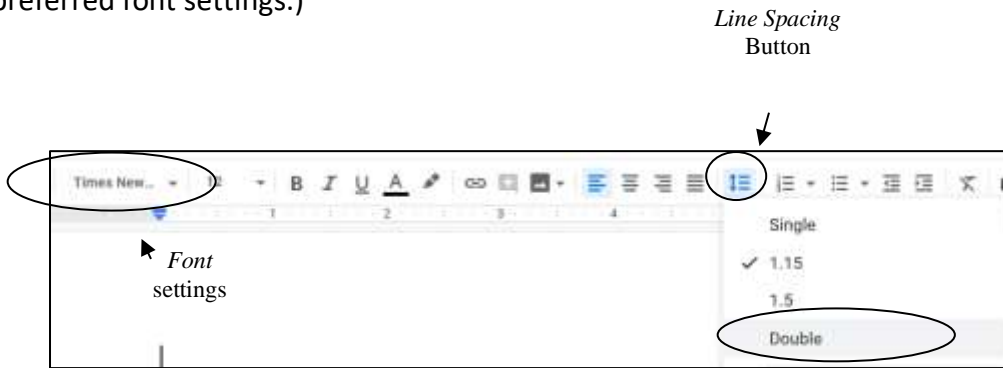


4. Click *Google Docs*.

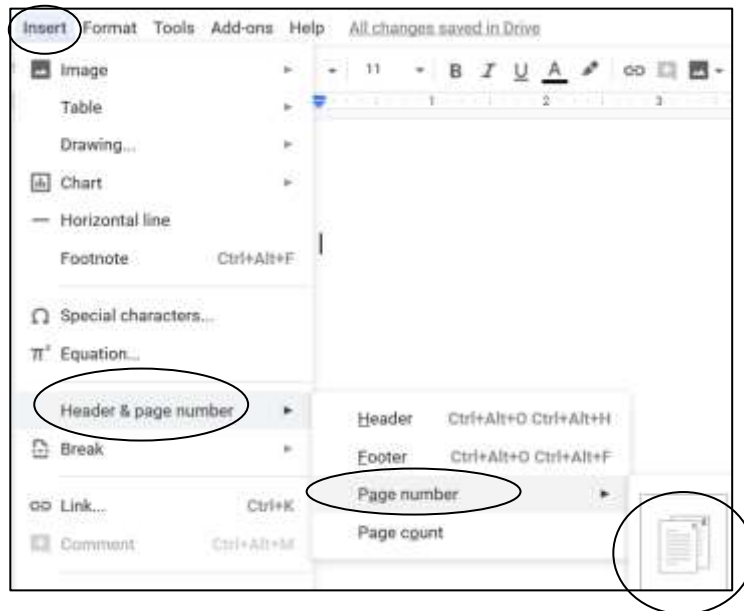


## Page Numbering

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.

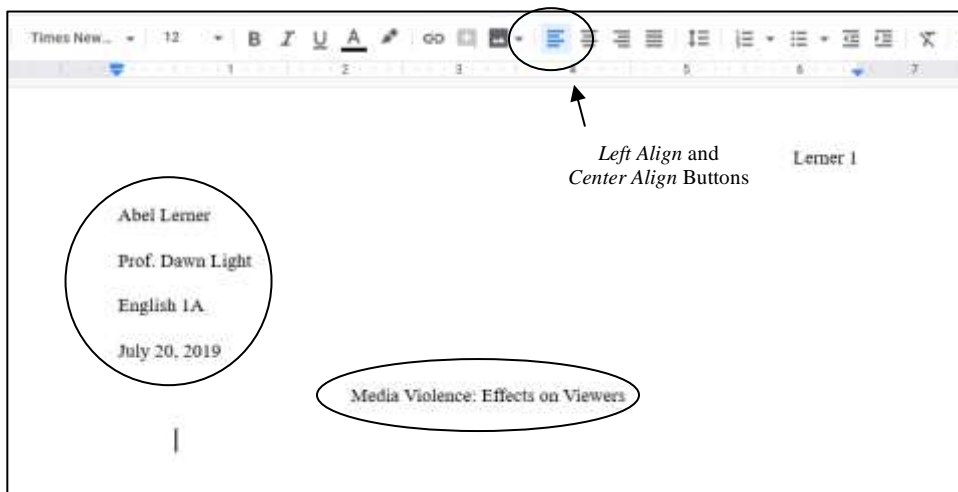


6. Type your last name and one space before the number 1.
7. Click below the header. (All the pages of your paper will be automatically numbered.)



### 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.)

