MLA Style Formatting Using Google Docs

Directions: Follow the steps below BEFORE you begin typing your paper.

1. Go to https://drive.google.com. Sign in using your student email (ID@pvbears.org) and school password.
2. Click the New button. Select Google Docs.
3. Click Untitled Document to change the document title.
4. Title your document with your period, Last name, First initial, assignment (e.g. 2 Smith B Freedom Fighter).
5. Click Insert. Select Header.
6. Click Right Align (or press Ctrl+Shift+R).
7. Change the font to Times New Roman and the font size to 12.
8. Press Enter once. Type your last name. Press the space bar once.
10. Click to check Different First Page.
11. Click below the gray line under the header.
13. Change the font to Times New Roman and the font size to 12.
14. Type your first and last name. Press Enter.
15. Type your teacher’s name (e.g. Mrs. Snyder). Press Enter.
16. Type your class name and period (e.g. English 7 3). Press Enter.
17. Type the due date in military format (e.g. 3 March 2017). Press Enter.
18. Click Center Align (or press Ctrl+Shift+E). Type the title of your paper. Press Enter.
19. Click Left Align (or press Ctrl+Shift+L).
20. Click and drag the First Line Indent marker (the blue rectangle) to the .5” (1/2”) mark on the ruler. Completing this step will automatically indent the first line of each paragraph.
21. Type your paper.
Log into your **Google Drive** (drive.google.com)
Click New
Name the document
Period Last Name First Initial Assignment (e.g. 2 Smith A Freedom Fighter)
Click:
- Insert
- Header
Click Right Align
Change font to Times New Roman 12
• Press Enter once
• Type your last name
• Press space bar once
Select
- Insert
- Page Number
- Top of Right Page
Click Different First Page
Click in the empty space under the header.
Select:
- Format
- Line Spacing
- Double
Change font to Times New Roman 12
Change font to Times New Roman 12
Adam Smith
Mrs. Snyder
English 7-3
2 March 2017
Center Align the title and press Enter
Adam Smith
Mrs. Snyder
English 7-3
2 March 2017

Title
Move Rectangular First Line Indent marker to .5" (1.2" ruler mark)
Adam Smith
Mrs. Snyder
English 7-3
2 March 2017

Title

Begin typing your paper.