MLA Style Formatting Using Google Docs
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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 V Lit Crit)
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.
9. Click Insert. Select Page number. Select top right of page.
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. Ms. Arroyo). Press Enter.
16. Type your class name and period (e.g. English 11-2). Press Enter.
17. Type the due date in military format (5 November 2016). 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” (½”) mark on the ruler.
21. Completing this step will automatically indent the first line of each paragraph.
22. Type your paper.

Continue through tutorial for screenshots of each step...
Step 1: Log into your Google Drive and click “NEW”
Step 2: Select Google Docs
Step 3: Name your document

Name the document
Period [space] Last name First initial [space] Assignment
e.g. 2 SmithV Lit Crit Draft
Step 4: Insert Header
Step 5: Right Align Header

Click Right Align
Step 6: Change Header Font to Times New Roman 12
Step 7 : Press “Enter,” Type your last name, Press “Space bar”
Step 8 : Insert Page Number
Step 9: Select Top of Right Page
Step 10: Click Different First Page
Click in the white space under the header.
Step 12: Format Line Spacing
Step 13: Select Double Line Spacing
Step 14: Change Font to Times New Roman 12
Vanessa Smith
Ms. Ludka
English 11-2
31 May 2016

Type heading:
• Your first and last name
• Your teacher’s name
• Your class course-period
• Due date (military style)
Vanessa Smith
Ms. Ludka
English 11-2
31 May 2016

Step 16: Click Align Center
Step 17: Type the title of your paper
Vanessa Smith
Ms. Ludka
English 11-2
31 May 2016

A Day in the Life of Holden Caulfield
Step 19 : Set First Line Indent to .5 (1/2” ruler mark)
Vanessa Smith
Ms. Ludka
English 11-2
31 May 2016
A Day in the Life of Holden Caulfield

Begin typing your paper!