MLA Quick Start for Google Docs

1. Sign into your Google account. Go to **Drive** / **My Drive** and click **New** and then **Google Docs**. As I write this, the button is in the top left and looks like this. →

2. Create a repeating header:

   a. Choose **Insert / Header.** → → → → → → → → → → → (You may have to click "Show the menus" in the upper right.) → →

   b. Set the alignment to **Right Align.**

   c. Type your last name and a space. **Insert a page numbering code**. →
      ←(for MLA)
         (for APA)→

3. Click back into the main page area and format line spacing **Double.** ↓

4. Type your name, the instructor's name, the course name, and the date according to the MLA style. On the next line, type the title of your paper and align it to the **Center align.** →

   Gern Blanston

   Instructor Mr. Frankenstein

   College English I

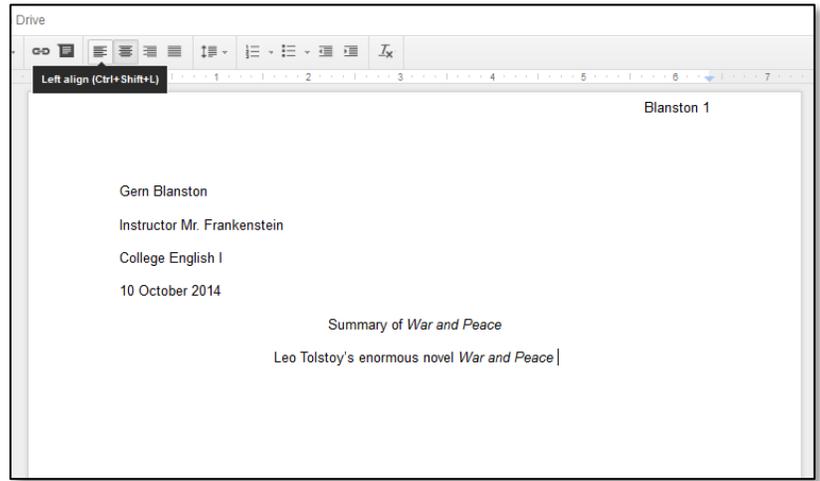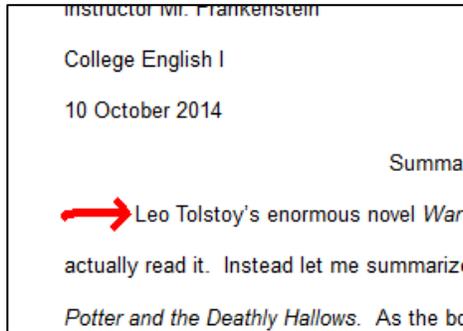   10 October 2014

   Summary of *War and Peace*

5. Enter to the next line and change the alignment back to **Left Align.** →

6. Hit **TAB** at the beginning of the line for proper MLA paragraph format. Start typing your paper. ↓

Formatting the List of Works Cited: If you have used (and of course cited!) any sources of information or wording, you'll need to create a list of the works you cited.

1. At the end of your paper make a page break (**Ctrl-Enter**) or leave a blank like or two. **Center justify** the words "Works Cited" just as you did the title earlier. Enter to the next line. Change the back to **Left justify** and type the first entry in your list; consult the MLA style for proper format.

2. Place the cursor at the beginning of the Works Cited entry you just typed. To create a "hanging indent" you have to make sure the ruler is available (**View** / **Show ruler**). Then find the two triangles and the rectangle. Hover over the tip of the bottom triangle until the flag "Hanging Indent" shows. Then drag that triangle ½ inch to the right. →
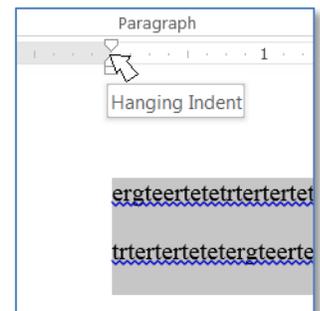
3. That's it! Name your document. →
A good filename format if you plan to send this to your instructor is your class section, your name, and the assignment description. Example: **ENG101.02 Smith Joe summary War and Peace**
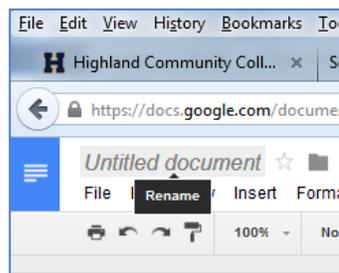
Caution: Do not "share" your google doc with me. It is difficult, unreliable, and time-consuming for me to handle. Instead, see **"sending a google doc"** in the right sidebar.

♦