MLA Format in Google Docs

This tutorial will show you how to do MLA Format using Google Docs on Google Drive. It is very easy and we are going to accomplish the following settings:

- All text is font "Times New Roman" & Size 12.
- One-inch page margin for all sides (top, bottom, right and left).
- A header with your last name and page number 1/2 inch from the top-right of each page.
- The entire essay is double-spaced.
- Your name, name of professor, course title, and due date of paper on the first page.
- Your research paper title is centered.

- Body paragraphs have a 1/2 inch first line indent; press the Tab key once to do this.

HOW TO format the template:
1. Open a new Google Doc
2. Click “File” and move your cursor over to click on “from template”
3. Choose "Report MLA Add-on"
4. Click in front of the number 1 in the header space to type your LAST NAME, then press enter.
5. Enter your own information over Name, Professor, Subject, and Date. Keep date formatted the international way: Day Month Year with NO commas
6. Change "Title of Your Report" to MLA Template
7. Highlight and erase everything between the title and "Works Cited"
8. Click in front of the W in "Works Cited"
9. At the top left of the page, click on "Insert" and move your cursor down to "Break" and over to click on "Page Break"
10. When you finish writing a paper, always check for and delete any blank pages that accumulate before the Works Cited page.