# Google Docs: MLA Formatting

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For certain assignments your teacher may require that your final document is formatted in "MLA format". (MLA = Modern Language Association).

**Click here to view a sample document** that also
**explains many of the necessary features in greater detail.**

## Margins

By default, margins are already correctly set at 1" on all 4 sides of the paper, which should be what you need.  If for some reason this has been changed, you can change your margins by going to **File, Page Setup**.

## Double-spacing

You can change your line spacing using the Line Spacing button all the way at the right end of the toolbar, or by choosing Format, Line Spacing.  Just choose 2.0 to turn on double spacing!

## Alignment

You can always use the alignment buttons located toward the right side of the toolbar.  However, you can also use the keyboard shortcuts:

*Right* align : **[Ctrl]+[Shift]+R**
*Left* align:  **[Ctrl]+[Shift]+L**
*Center* align:  **[Ctrl]+[Shift]+E**

## Page break

To start a new page without having to press [Enter] a bunch of times, just insert a page break.  This can be done by pressing **[Ctrl]+[Enter]** or by choosing **Insert, Page Break**.

## Hanging indent

See the MLA Formatting sample document link above for more details. Briefly, use the *indent markers* that are at the left side of the ruler. Drag the whole thing (2 parts) 1/2 inch to the right, then drag the First Line Indent back to the left margin.

## Headers

Choose **Insert, Header** to access the header area at the top of the page.  Then just enter what you need.  For MLA paper format, this would be your last name and the page # (see below) at the right margin.

**If** you need your first page to be clear of the name and page # information, then choose Insert Header on the first page, check off "*Different First Page Header*" but leave the header blank.  THEN go to the second page, choose Insert Header again, and put in the header (last name and page #) that you wish to have appear on all pages but the first page.

## Page Numbers

To insert the page number, just choose **Insert, Page Number, Top of Page**.  Google Docs *automatically* places this in the header at the right margin.  You can do this before OR after typing your last name.