Your Name

Teacher's Name

Class

Day Month Year (6 November 2018)

<div align="center">Formatting Your Essay in Basic MLA Format in Google Docs</div>

The following formatting rules are **REQUIRED** of all essays. The steps to help you follow these rules are for computers with a Windows operating system. If you are using a different operating system, directions may vary. You may need a parent or teacher to assist you in setting up your essay properly. Using the excuse "I didn't know how to do it" is unacceptable. Format your paper BEFORE you start typing.

Rule: Set the margins of your paper to <u>one inch</u> on <u>all four sides</u>.

When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.
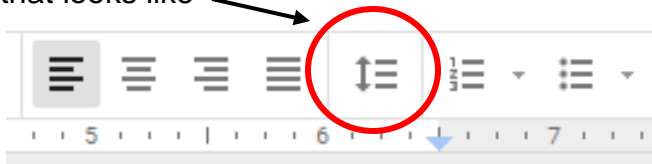
Steps:
1. Click the **File** option at the top of the screen.

2. Click **Page setup.**

3. Set all of the measurements for the **top, bottom, left and right margins** to **1 inch**. Make sure the **Orientation** is set to **Portrait**.
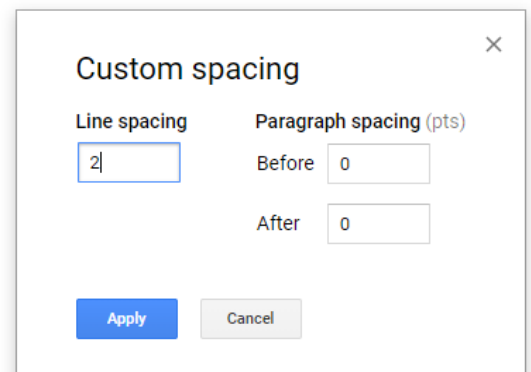
Rule: All text should be double spaced without additional spaces between paragraphs.

Steps:
1. At the top of the screen in the tool bar with the icons, find and click on the **icon** that looks like

2. Select **Custom spacing.** Adjust the settings to this:

Rule: Use Times New Roman or Arial as your font style. Your entire essay (including the title) should be typed in the same font. It must be size 12 point font in black ink.

Steps:
1. If you have not typed anything yet, simply adjust those settings and start typing.

2. If you have already started typing, use the mouse to highlight ALL the text you have typed so far. Start at the top of your page and select EVERYTHING down to the last period.

3. Then using the font settings in the icon toolbar, select your font, and change the size.

Rule: Insert your last name and the **page number** at the **top right corner** of each page (in the header).

Steps:
1. Click the **Insert** option in the top toolbar.

2. Click **Header & page number.**

3. Click the move your mouse over the words **page number**. Four options will pop up.
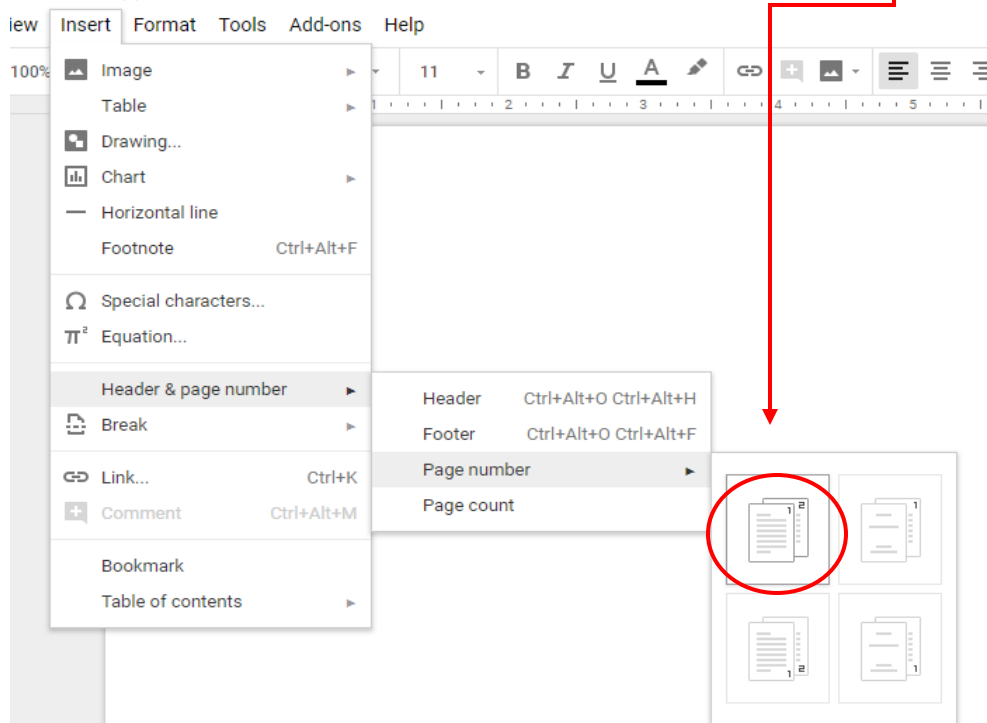
4.   .

5. Select the one that is **circled** with the **numbers showing on BOTH pages in the top corner**. This will automatically insert the page number on each page.

6. After inserting the number, use the **alignment buttons** to move the page number to the **right side**.
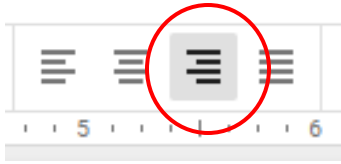
 (These are the alignment buttons. Align your text on the LEFT side of your paper, the center of your paper, the right side of your paper, or it "justifies" it. You wont use justify very often so leave it alone.)

7. Now type your **LAST NAME** <u>in front</u> of the number. (Capitalize your last name.)

8. Make sure there is a **space** between your name and the number.

9. Use your mouse to select your name and the number.

10. **Change the font** to match the font you are typing your essay in. Then **change the size to 12**.

11. When you begin typing your essay, you will notice that the page number looks faded. It appears that way ONLY on your screen. It will print in black ink when you print.

**Rule**: Type your heading on the first page of your essay ONLY.

Steps:
1. On the first line of your document, type your first and last name (please capitalize appropriately.) Refer to the top of this document for an example.)

2. On the next line, type your teacher's name.

3. On the third line, type the name of your class and the class period (for example: English/Language Arts 1)

4. On the fourth line, type the date. You will do so in a different order than you usually write it. Type the day month year. No commas are needed. (For example: 18 December 2018)

5. It will look odd because it is double spaced. That is normal and <u>required</u> so do NOT change it.

6. **DO NOT** retype your heading on each page of your essay.

Rule: Type the title of your essay on the line below your heading. Capitalize all major words in the title. DO NOT <u>UNDERLINE</u>, **BOLD**, or change the 𝔽𝕆ℕ𝕋 of your title. Do not include clipart, symbols, or illustrations.

Steps:

1. Your title should look **exactly** like the rest of your essay.

2. **Do not change** any of the typing settings before typing.

3. After you typed the title, **highlight the text** using your mouse.

4. Use the alignment tabs to center your title in the middle of your paper. (DO NOT USE YOUR SPACE BAR OR TAB BUTTON TO DO THIS.)
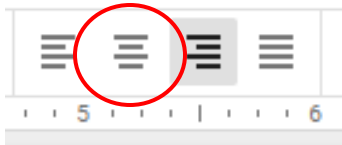
5. Click the **Enter** button on the **keyboard** to go to the next line.

6. Click the **Left Align** button again to make the body of your text line up with your left margin. (Don't forget to use your TAB button to indent all of your paragraphs.)

Rule: There should be two spaces after the **end of each sentence**.

Steps:
1. After ending a sentence with a period, exclamation point, or a question mark, click the space bar **TWO** times.

2. Continue typing the next sentence.

3. Repeat steps one and two.

Rule: All ink must be black. (No steps are necessary.)