Google Doc Formatting Tips

How to create a heading:

- 1. Open your document.
- 2. Click "Insert".
- 3. Click "Header".
- 4. Enter your last name.
- 5. Click "Insert" again.
- 6. Click "Page number".
- 7. Choose the numbers that appear on the top-right of the page.
- 8. Make sure there is a space between your last name and the page number.

How to correctly space your document:

- 1. On your toolbar, click on Format
- 2. Click Line Spacing
- 3. Select "Double"



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How to create a hanging indent for the Works Cited page:

- 1. Select the text you want indented. You can select a single paragraph or multiple paragraphs at a time.
- On the ruler, drag the ▼*Left Indent* (light blue inverted triangle ▼) to the right as far as you want the text to be indented. You will notice, the *First Line Indent* marker (light blue rectangle) will come along for the ride, and all your selected text will move to the right.
- 3. Drag the *First Line Indent* marker (light blue rectangle) back to the left margin. It will move independently, and the hanging indent will be created.

How to create a formatted list:

- 1. Highlight all text you want in your list.
- 2. Click on the list button next to the spacing-options button.
- 3. Click on the bottom-middle list: Roman Numerals, capital letters, numbers.
- 4. Delete any unused lines.
- 5. Use the tab button to push text to the right.
- 6. Press shift-tab to push text to the left.

