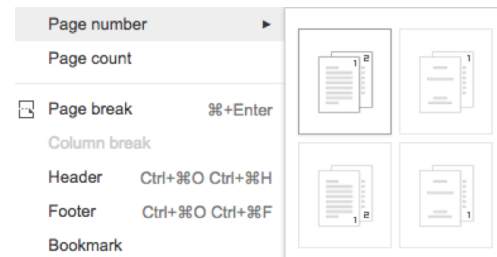


Google Doc Formatting Tips

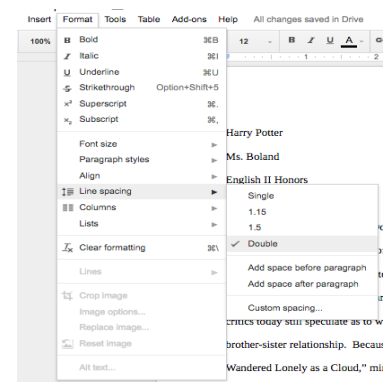
How to create a heading:

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”



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.
2. 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.

