

How to type a MLA Heading for Your Papers

Google Docs

1. Get into your Google Drive.
2. Click Create and scroll to a new document.
3. Click on "Insert." Scroll down to "Page Number." Scroll across to "Top of Page."
4. Move the cursor to before the number 1 and type your last name and a space.
5. Highlight the whole thing and change the font to Times New Roman Size 12.
6. Click out of the header and into the document.
7. Change the font to Times New Roman Size 12.
8. Change line spacing to double (That's the icon between the 6 and 7 on the ruler where there is an arrow going up and down.)
9. Type your first and last name. Hit enter.
10. Type your teacher's name. Hit enter. (Mrs. Kienman)
11. Type the name of the class. Hit enter. (English 9)
12. Type the date the paper is due. Type the date, then the month, then the year with no commas. You MUST write the whole month out. (25 November 2014) Hit enter.
13. Click on "Center align." It is the second icon above the 5 on the ruler.
14. Type your title. Remember to use a capital letter for the first letter of each important word. Do not use all caps or change the font in any way. Hit enter.
15. Change back to the "Left align" which is the first icon over the 5 on the ruler,
16. Tab over to start the first paragraph and beginning typing your paper.

Steps for Typing Your Essay in MLA Format

1. Open a new Microsoft Word Document.
2. Click on "Insert."
3. Click on "Page Number." Scroll down to "Top of Page" and then "Plain Number 3."
4. Add your last name and a space in front of the page number.
5. Highlight your name and page number. Change the font to Times New Roman, size 12.
6. Double click on document, outside of header to close the header.
7. Go back to Home and change the document font to Times New Roman, size 12.
8. Change the line spacing to double spaced. (That is the icon about the word "Paragraph" that has up and down arrows. Scroll down to 2.0. Then scroll down to "Remove space after paragraph." At this point it should say "Add space..." twice.
9. Type your first and last name. Enter once.
10. Type the teacher's name. Spell it correctly. Enter once.
11. Type the class name. Spell it correctly. Enter once.
12. Type the date in the following format: day month year. For example: 14 November 2011
Make sure to spell out the month completely. Spell it correctly. Enter once.
13. Change the margin to centered. Type your title. Enter once.
14. Change your margin back to left side. Tab over or space five spaces. Begin typing your essay.

Microsoft Word