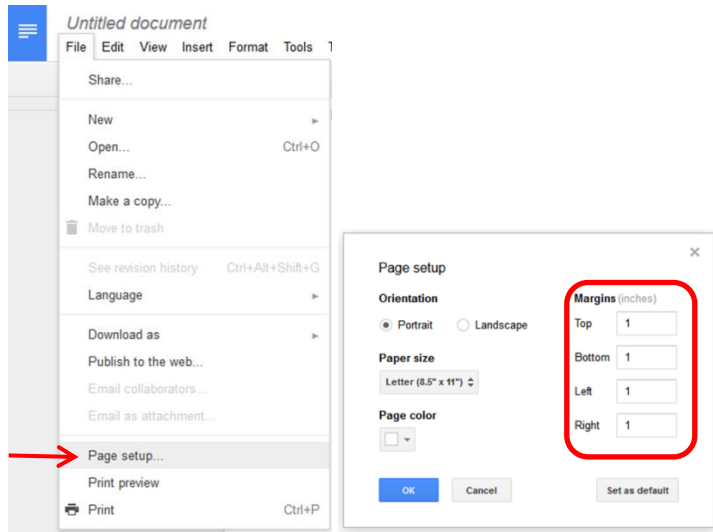


# HHS LIBRARY – MLA Formatting Using Google Docs



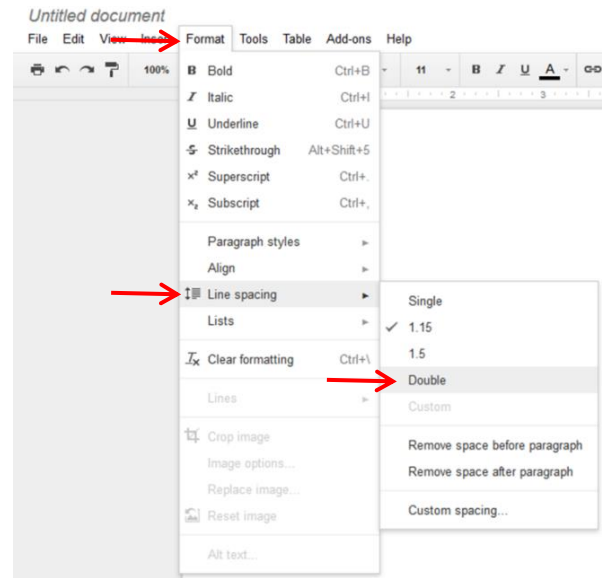
## How to Change Margins

Go to **File**. Click on **Page Setup**. All margins should be **1 inch**.



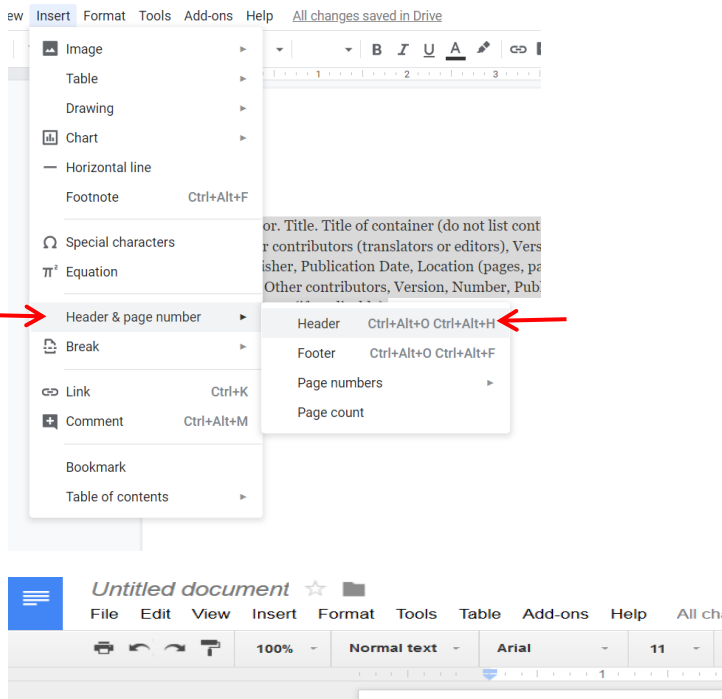
## How to Double Space

Click on **Format**, then **Line Spacing**, then **Double**.



## How to Add a Header and Page Number

Go to **Insert**. Select **Header & page number**. Then click **Header**.

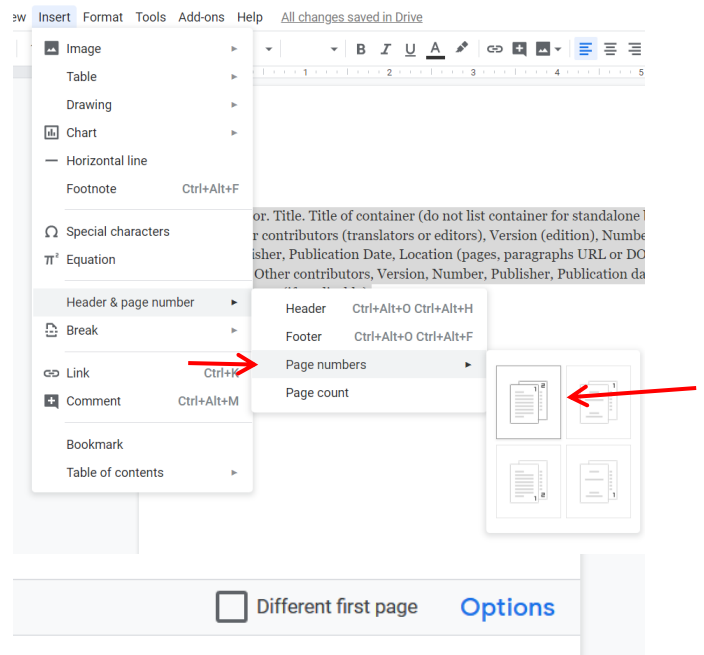


Change the font to **Times New Roman** and font size to **12**. Now click **right align** so your header is on the right side of the header box. Type your **Last Name**.



Press the **spacebar one time** and then insert a page number.

Go to **Insert**. Click on **Header & Page Number**. Click **Page numbers** then, select the **first box**.



Then click the box that says **Different First Page** and this will remove your last name and number from the first page, but it will continue them on the second page and beyond.



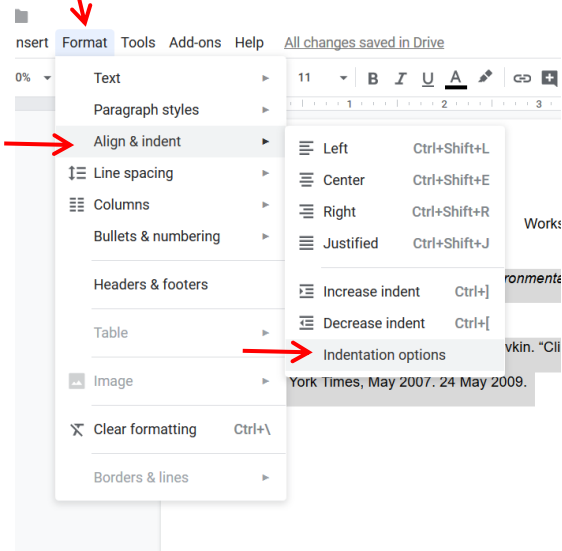
## How to Add a Hanging Indent

A hanging indent means that every line is indented except the first – this is used in the Works Cited section of your paper.

1. Highlight the entire entry for a single citation.

Author. Title. Title of container (do not list container for standalone books, e.g. novels). Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

2. Click on Format, then Align & Indent and click on Indentation Options



3. Click Special Indent, Hanging, and then click Apply.

