

Making an MLA Document in Google Docs

1. Open the **Google Docs** program. You can find it by going to your Gmail account and clicking the tic-tac-toe icon.
2. Choose the **Report MLA** template.
3. Google has already automatically saved your document under the title “Report.” You want a better title, so double-click the word “Report” in the upper left and choose a title that will help you find this document in the future.
4. Click on the left of the page number and type in your own last name, followed by a space.
5. Triple-click the name “Your Name” on the left and type in your own name (first and last).
6. Triple-click “Professor Name” and type the name of your teacher.
7. Triple-click “Subject Name” and type in the name of your course (for example, English 100-A).
8. Triple-click “04 September 20XX” and type the date this paper will be submitted.
9. Triple-click “Title of Your Report” and type the title of your paper.
10. Now you need to delete all that “Lorem ipsum” gibberish and begin typing your paper.
 - Google Docs doesn’t have as many paragraph styles as the more powerful programs, so everything below that title is “Normal Text.” If you need a different format (for example for the long 4+ lines quotations), you will have to type the paragraph and then change the indents and margins.
 - The program will automatically figure out line endings and page endings, and will place the page number at the top of each new page.

Formatting a Works Cited page

1. The paragraph format was already there in the template (assuming you didn’t delete it), but a Works Cited page needs to be a new sheet of paper. Put your cursor at the end of your text, then drop the “Insert” menu down to “Page Break.”
2. Google put a lot of extra lines before the “Works Cited” title. Delete these so the title is at the top of your final page.
3. Delete everything that follows, except that first “Dolor” name. Then backspace to delete “Dolor” character by character. (We’re trying to preserve the hanging indent formatting.)
4. Finally, type your Works Cited entries, using the Enter/Return key to move from one to the the next.

Downloading for BlackBoard

1. Drop the “File” menu down, and choose “Download as.”
2. Choose “Microsoft Word (.docx).”