

Making an MLA Document in Apple Pages

1. Open the **Pages** program.
2. Click the **New Document** button in the lower left.
3. Scroll down and choose the **Research Paper** template.
4. Press **⌘S** to save your file and specify a new name that will help you find this document in the future (and location, if you need to).
5. Click the words “Research Paper” in the upper left to highlight them; then delete the words.
6. Click the name “Semper” in the upper right and type in your own last name.
7. If your own name doesn’t appear above “Instructor’s Name,” click the name “Urna Semper” on the left and type in your own name (first and last).
8. Click “Instructor’s Name” and type the name of your teacher.
9. Click “Course Title” and type in the name of your course (for example, English 100-A).
10. Click “Report Name” and type the title of your paper.
11. Now you need to delete all that “Lorem ipsum” gibberish and begin typing your paper.
 - The “Body 2” paragraph style has the proper ½ inch paragraph indent.
 - If you have one of those very long (4+ line) quotations, set it up as a separate paragraph and tag it with the “Quote” style.
 - Every so often, save the file by clicking **⌘S**.

Formatting a Works Cited page

1. Place your cursor at the end of your text and drop the “Insert” menu down to “Page Break.”
2. Type “Works Cited” (without the quotation marks) and press “Return.”
3. Type your first Works Cited page entry and end by pressing “Return.” Tag it with the “Body” tag. (The text was “Body 2.”)
4. Go back to the Works Cited title and tag it with the “Title” tag.
5. Once you are done typing your sources => highlight all your sources => click on View => click on Show Ruler => now click on the Left Indent icon and drag it to the 1/2 inch mark.
6. Now click on the First Line Indent icon and drag it to 0 inch mark. You are done setting the Hanging Indent for your Works Cited page.

Downloading for BlackBoard

1. Drop the “File” menu down, and choose “Export to.”
2. Choose “Word.”
3. Follow the instructions and end by clicking the “Export” button.