IMPORTANT: Google Docs has default settings you need to understand before starting to format a paper.

- Paragraphs can be further indented left only.
- “Normal text” governs the headers and footers as well as the body of the paper. Therefore, you will need to format each section as you go.
- Once you have set the format for paragraphs in a section, each subsequent paragraph will keep that formatting as long as you use the Enter key to move from the end of the first to the next paragraph.
- If you have already written several paragraphs in a section, you can bulk format them by selecting all of them at once.

It is easiest to write the body of the paper first, then format the references, the header, and title paragraph.

**General formatting**

Click the File tab to open the Page Setup menu. Set the margins to 1 inch; orientation to portrait.

Type the first paragraph; it can be a placeholder. In Google Docs, the default setting for normal text paragraphs is indented first line. (If it is not indented, tab in once for the first line of the first paragraph.) Leave the cursor in the paragraph. On the toolbar, click the line spacing button and select double.
Using the mouse, select the paragraph. On the toolbar, click the Font button, and select the font you want to use and the size (10-12). GooDocFont

Again, select the entire paragraph. On the toolbar, click the Normal text button, and select update ‘Normal text’ to match.

If you have already set up the header, title paragraph, or anything else, it will be changed too when you update Normal text. You can reset their formatting by selecting the text, clicking the Clear formatting button, and reapplying any elements needed.
Headings
To center the first heading, type it and select it. On toolbar click Align Center. Under View menu, select Show ruler. Find the blue tab indicators on the ruler. Using the mouse drag the bar to meet the point on the margin. (Or, on toolbar click the Clear Formatting button, then Align Center. Reapply double line spacing and font settings.) Do this for every heading in the paper.

Formatting the Works Cited list
Step 1: Under the View menu, select Show ruler.
Step 2: Type Works Cited as the heading and center the paragraph as shown above.
Step 3, to begin your list: Type your first reference. Using the mouse, put the cursor or select text anywhere inside the paragraph. On the toolbar, click Align Left.
Step 3, to bulk format an existing list of references: Using the mouse, select all the references. Align left if necessary.
Step 4: On the toolbar, click the Increase indent button. The whole paragraph or paragraphs will move to the right.
Step 4: The blue tab indicator on the ruler has two parts. With the mouse, select only the top bar of the tab indicator and drag it left to the margin; it will show the distance at 0.0 when you are there. The first line only of each paragraph will move out.

Step 5, if continuing the list: Position the cursor at the end of the reference. Hit the Enter key, and your subsequent references will all be in this hanging paragraph format.

Formatting the Title paragraphs

From the View menu, select Show ruler. To insert a title paragraph, position the cursor in front of the first letter of the first paragraph (which should be a heading), and press the Enter key. Type your name. Select this text, and on the toolbar click the Align Left button. If the bar and point of the blue tab indicators are not at the margin, drag them there. The title paragraph should be flush left with no indent. Then move the cursor to the end of the line and press the Enter key. Add the other elements of the title as separate paragraphs; if you simply press the Enter key at the end of the previous paragraph, the next should continue with the same formatting.
Formatting the Header
Double click in the top margin of the first page to open the header. Do not select the different first page header box. Use the Insert menu on the toolbar to add a page number, at the top right.

Position the cursor just to the left of the number, and type your last name followed by a space. All the pages should now be numbered and have this header.