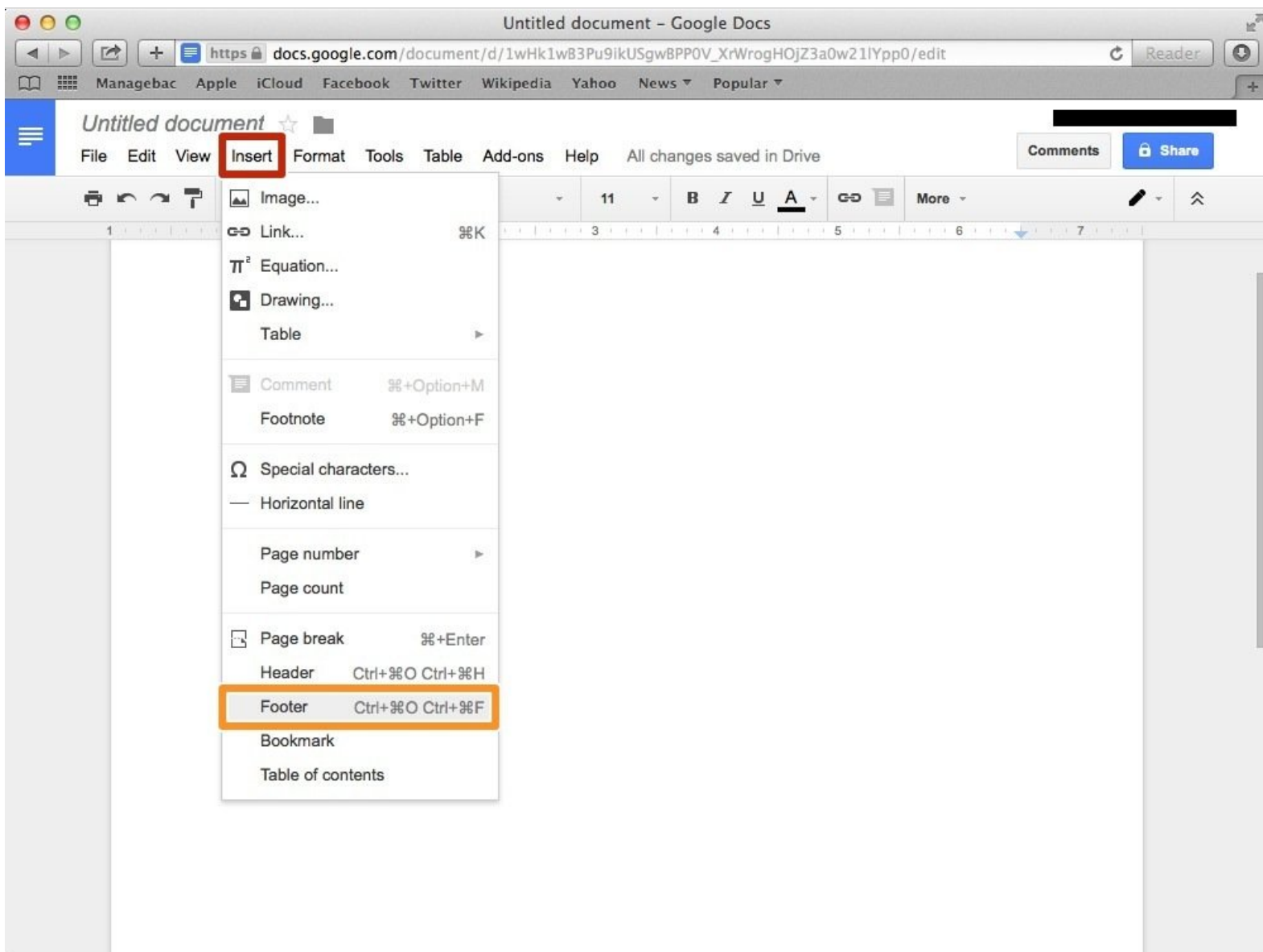


# BIS Help Guides

## How to Create MLA in Footnote

Learn how to create MLA in footnote in google docs.

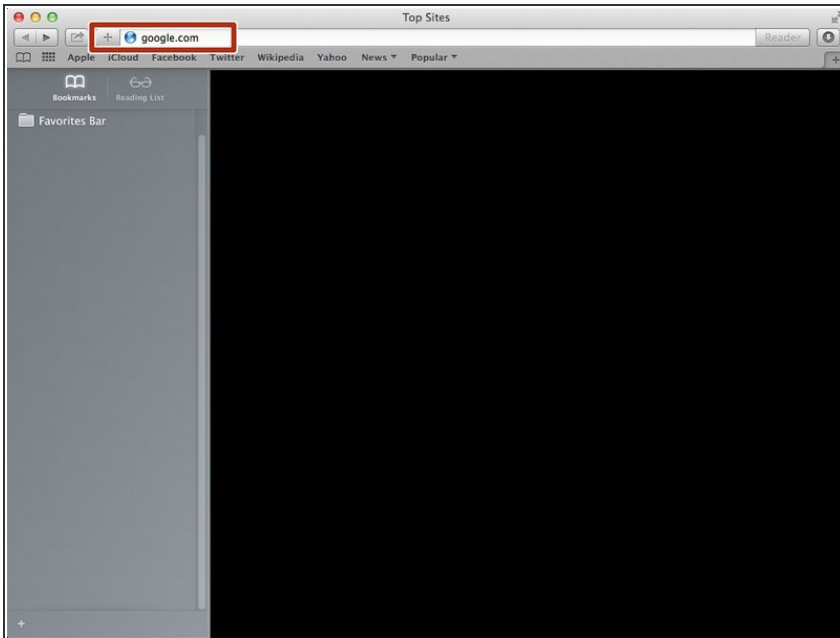
Written By: Mirai



# INTRODUCTION

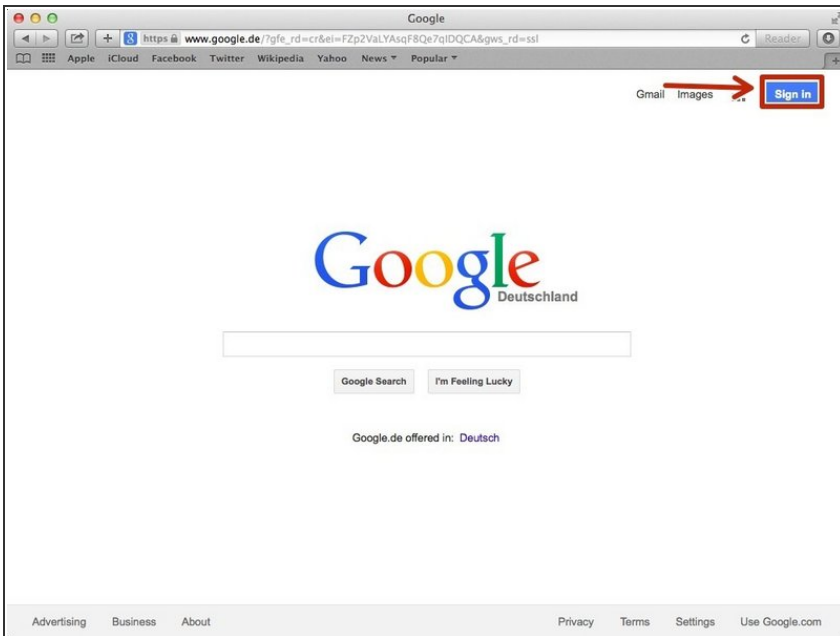
Learn how to create MLA in footnote in google docs.

## Step 1 — How To Access Google.com



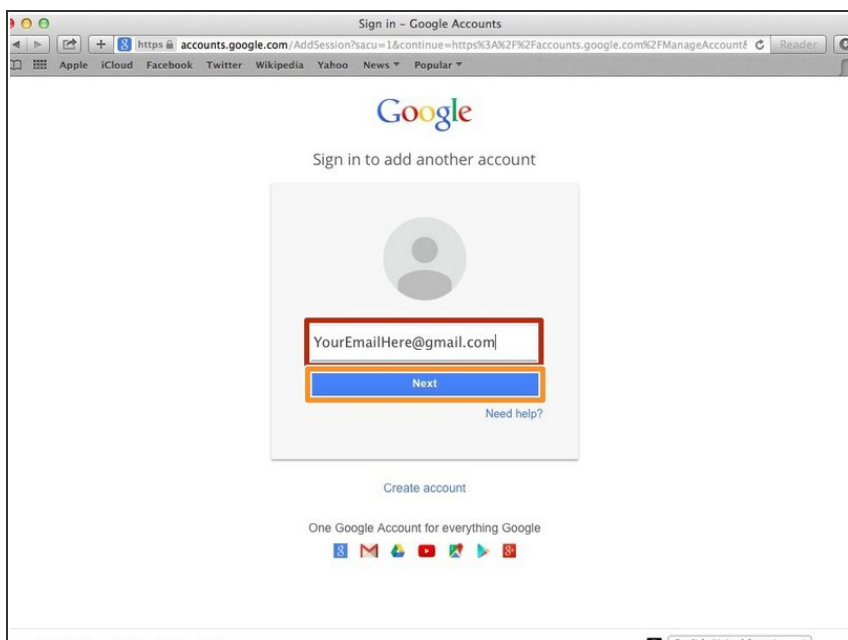
- Type "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



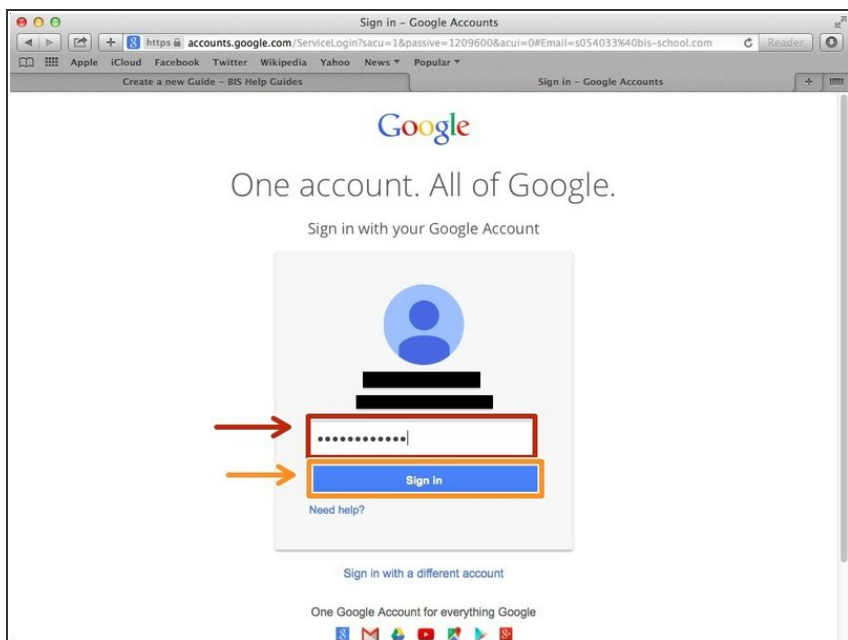
- Click on the "Sign In" button to sign in to your google account

## Step 3 — Entering In Your Email



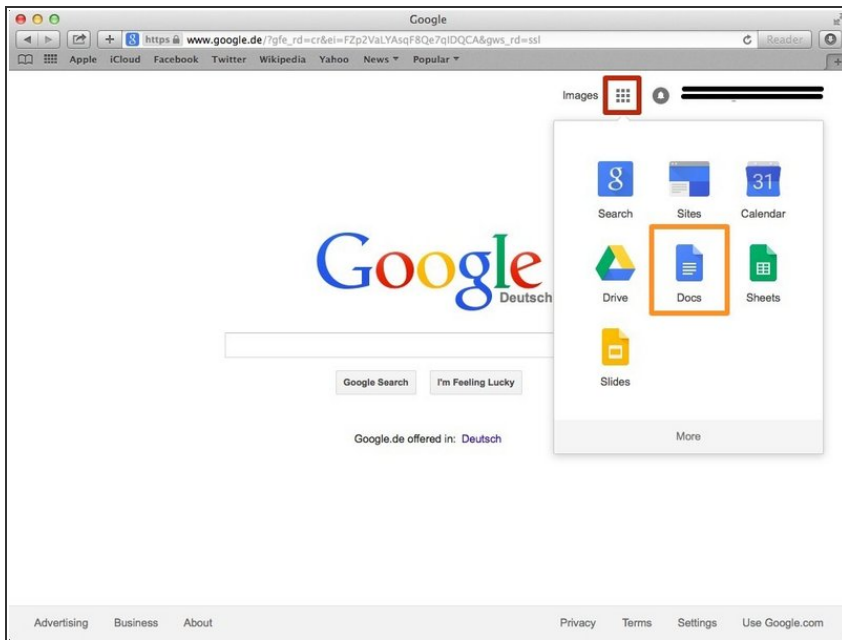
- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



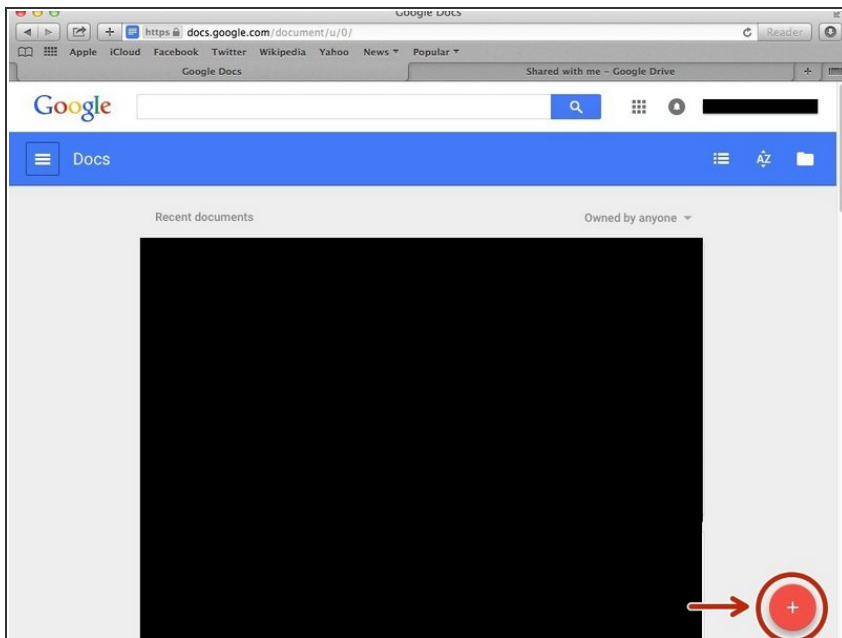
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Docs



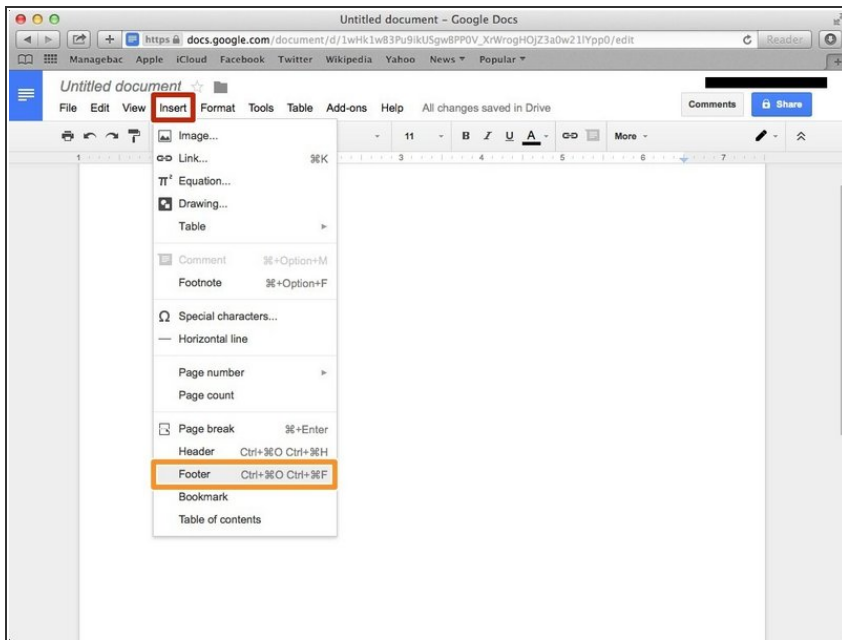
- Click on this button to open a menu of options
- Click on the "Docs" Button

## Step 6 — Creating New Google Docs



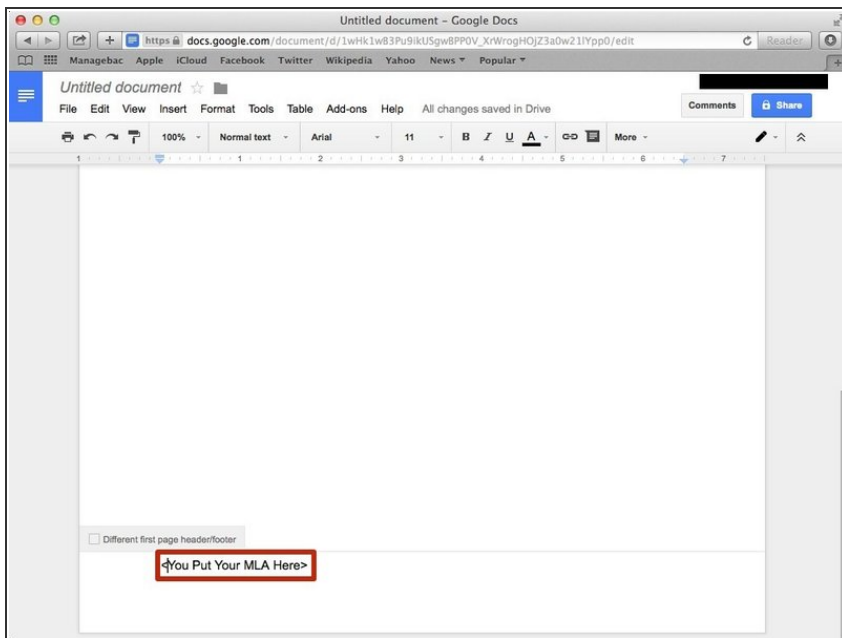
- Click on the red "+" button on the bottom right of the screen to make a new google doc

## Step 7 — Making a Footer



- Click "Insert"
- Click "Footer"
- ❗ You can use "Header" if you want to put MLA on the top of the page

## Step 8 — Adding MLA



- You put the MLA here.
- ❗ You can use command+C (⌘+C) to copy and command+V (⌘+V) to paste