

## USING MICROSOFT WORD'S CITATION TOOL

Citing your sources has never been easier! Use Microsoft Word to insert citations and easily create a Works Cited or Bibliography page for the end of your paper. Using Word's reference tool, you can add sources as you come to them, then Word keeps them in a list until you are ready.

To begin, open your Word document and begin typing your paper. When you need to insert a quote or reference, click on the References tab at the top of Word. Make sure the format beside Insert Citation is changed to MLA 7th Edition. Then, click on Insert Citation, then Add New Source. You can now type in the information in the boxes. Once you hit OK, the in-text citation will appear where your cursor is.

Continue doing this for each new source. You can use Word's tool for websites, journal articles, newspaper articles, magazines, and books.

Once you are finished with your paper and are ready to insert your Works Cited, click on the Reference tab again. Click on Bibliography, then choose either a Bibliography or Works Cited. Voila! Your Works Cited page appears in alphabetical order and properly formatted. If you have any questions about this or need further instruction, please don't hesitate to ask Mrs. Maerten in the library.