

## Using Microsoft Word Citation Tool

- Open Microsoft Word (Must have at least version 2010)
- Click on “References” tab found on top of page
- Near center of tool bar click preferred style (MLA is default)
- Click “Manage Sources” then “New” and enter information from source used including the type of source (do this for each source)
- When you are ready to add your Bibliography or Works Cited, go to the next blank page of your paper and click “Bibliography”
- Click on “Bibliography” or “Works Cited” box to insert your sources (do not change the format)