# Using Microsoft Word to do ALL of My Citations!

**Step 1 –** Open a new Word document, just so it’s ready to go

**Step 2 --** Research your topic, evaluating the websites to be sure they’re credible (.edu, .gov, .org, are usually better, but there are many good .com sites)

**Step 3 --** Once you determine that the website has great information and is worth using, make any notes you’ll likely use in your essay (did you see how neither “copy” or “paste” is part of this step?)

**Step 4 --** Go to the “References tab on the top of your new Microsoft Word document. The third section will have a button that will say “Style:” with a dropdown menu beside it. Click on that menu and select “MLA” or “MLA Sixth Edition” or “MLA Seventh Edition” (which ever is offered with the highest number)

**Step 5 –** Time to add your website (or book/movie/article/…) as one of the references for your essay. Click on “Insert Citation” the “Add New Source”.

Now, hit the dropdown menu for “Type of Source” – choose “Website” (if that what you’re using in this case). Then you’ll be prompted to fill in whatever information is provided on the website you’ve decided to use. If it’s not there (the author name, for example), then just leave it blank. Make sure that you put capitals in the right places and that you spell everything correctly.

Hit the “OK” button when you’ve finished and you will see that the citation appears on your page as it should, in parenthesis (that’s fancy talk for brackets)

Every time you want to use this particular source in your essay, you just click on “Insert Citation” again, and it will be right there… along with all the others that you’ll be adding throughout your essay.

**Step 6 –** Let’s pretend that your essay is done and y it’s time to put in your Works Cited page. No Problem! Just go to the last page of your document, then click “Bibliography” and “Works Cited. The whole thing is done for you… in the right format… even in alphabetical order!