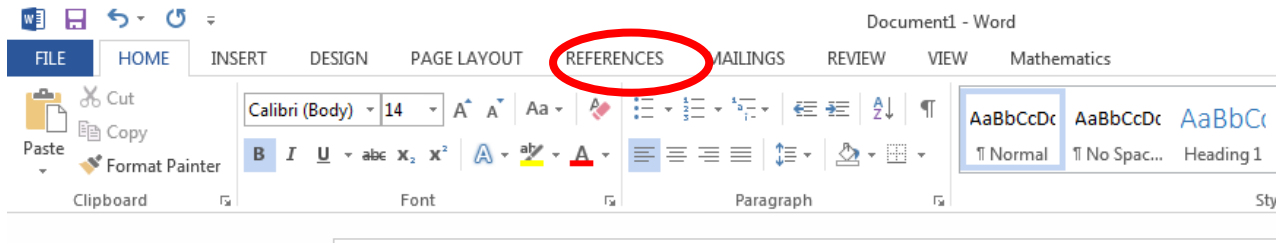
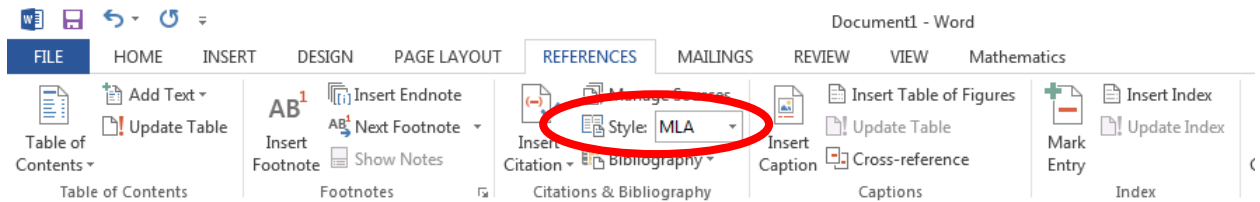


## 1. Open Microsoft Word

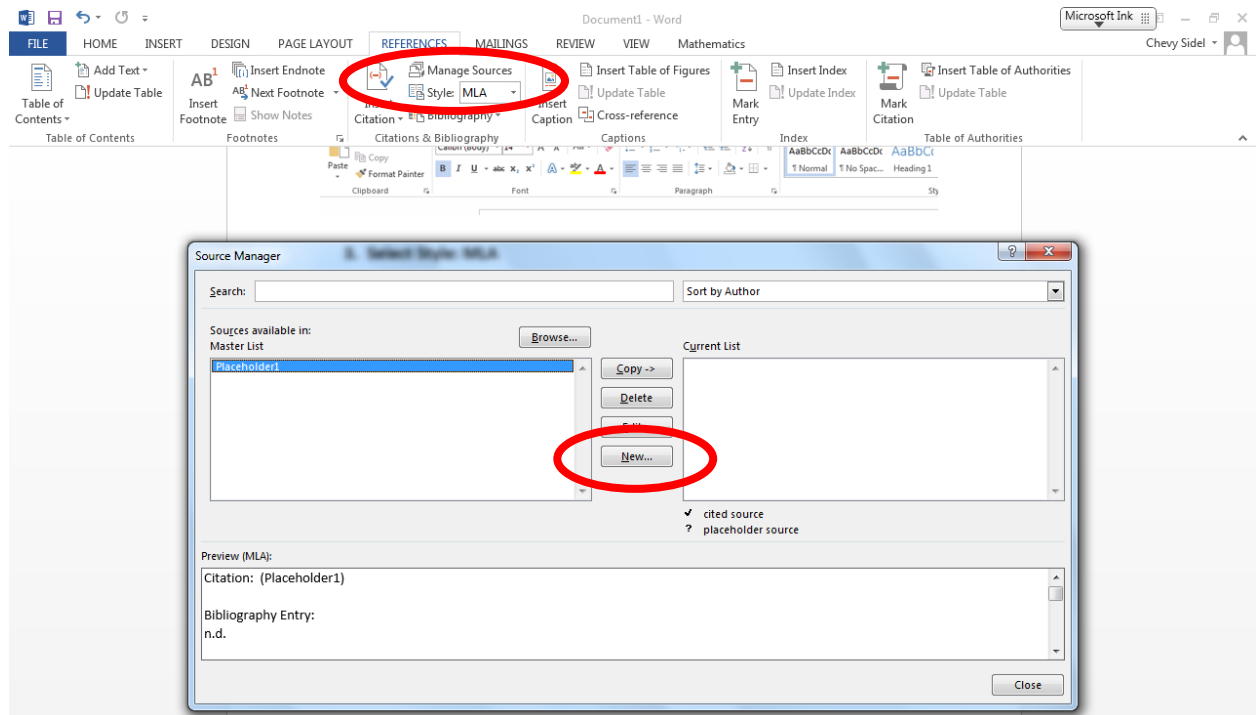
## 2. Click on the References Tab



## 3. Select Style: MLA



## 4. Click on Manage Sources, Click on New



## 5. Select Website from the Type of Source pull down menu, click on Show All

### Bibliographic Fields

The screenshot shows the Microsoft Word 2013 interface with the REFERENCES tab selected. The 'Manage Sources' button is visible in the Citations & Bibliography group. Below the ribbon, a text box reads: "4. Click on Manage Sources, Click on New". The Source Manager dialog box is open, showing the 'Create Source' tab. The 'Type of Source' dropdown menu is set to 'Web site' and is circled in red. The 'Show All Bibliography Fields' checkbox is checked and also circled in red. The dialog box includes fields for Author, Name of Web Page, Year, Month, Day, Year Accessed, Month Accessed, Day Accessed, and Medium. The 'Tag name' field is also visible. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog box. The status bar at the bottom indicates 'PAGE 1 OF 2', '24 WORDS', and the date '8/22/2014'.

5.

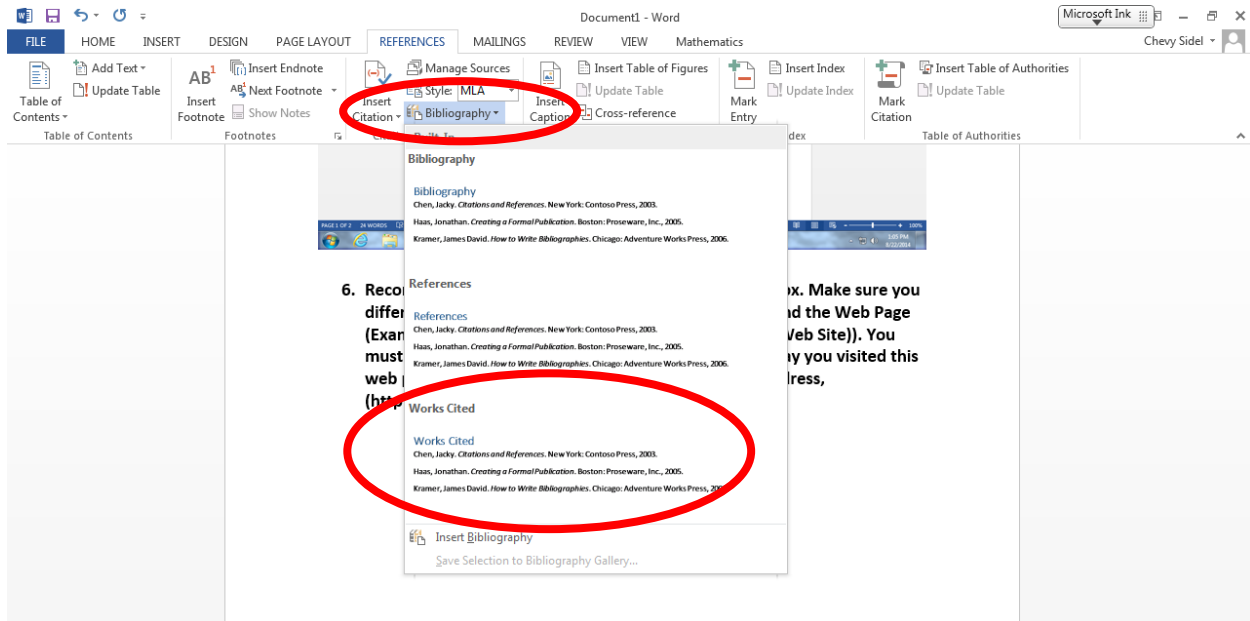
6.

7.

## 6. Record as much information as you can in the correct box. Make sure you differentiate between the Web Site (Example: History Channel) and the Web Page (Example: The War of 1812 (article on History Channel Web Site)). You must include the Year, Month, and Day Accessed (the day you visited this web page). Make sure you include the URL, the web address, (http://www...) as well.

7. Click OK

8. Click on Bibliography and select Work Cited



9. Copy the citation, and paste it into your PowerPoint