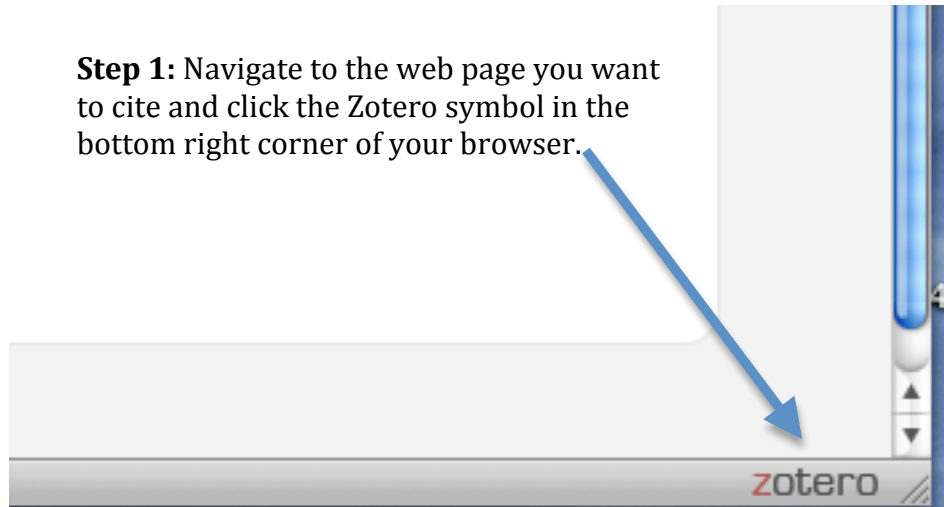
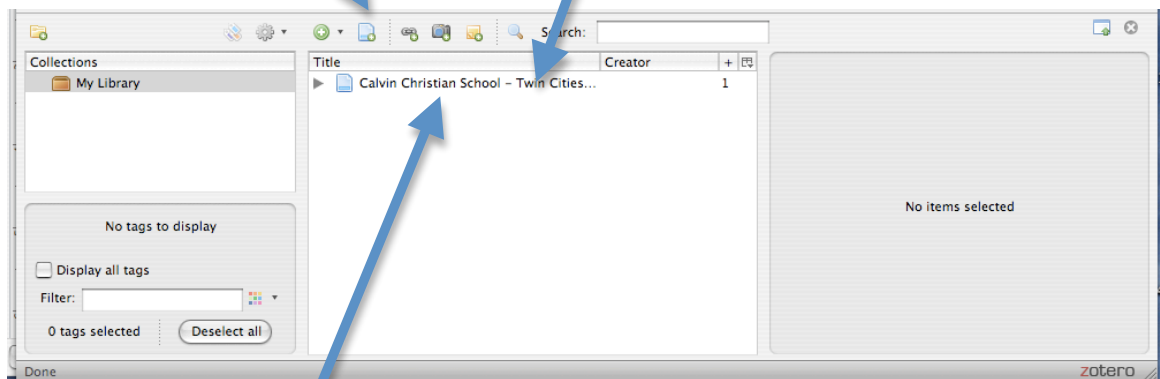


## Using Zotero to make a Bibliography

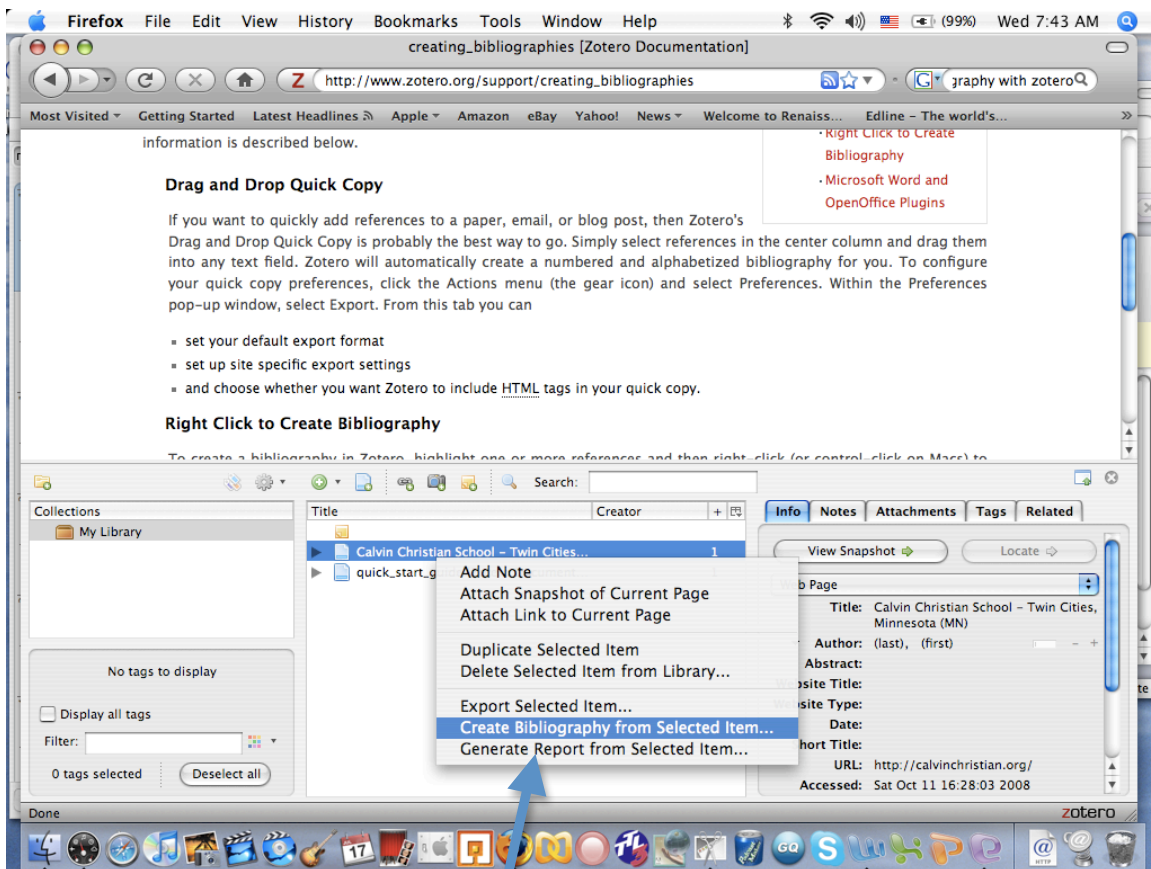
**Step 1:** Navigate to the web page you want to cite and click the Zotero symbol in the bottom right corner of your browser.



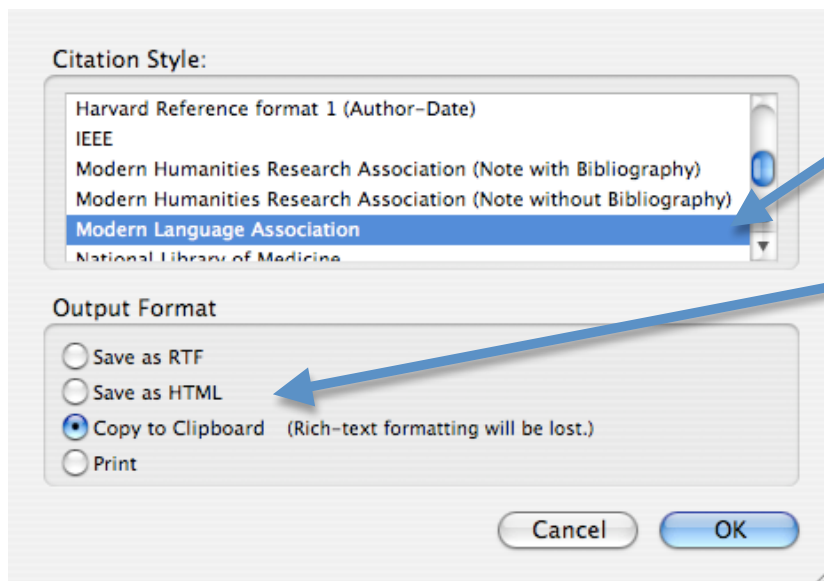
**Step 2:** This window opens when you click the Zotero symbol. Click this symbol to create a new item from the web page you have navigated to. Click on the text that is created in the middle box to highlight it.



**Step 3:** Press down the "control" key and hold the mouse down while your cursor arrow is on this text and the menu on the next page will pop up.

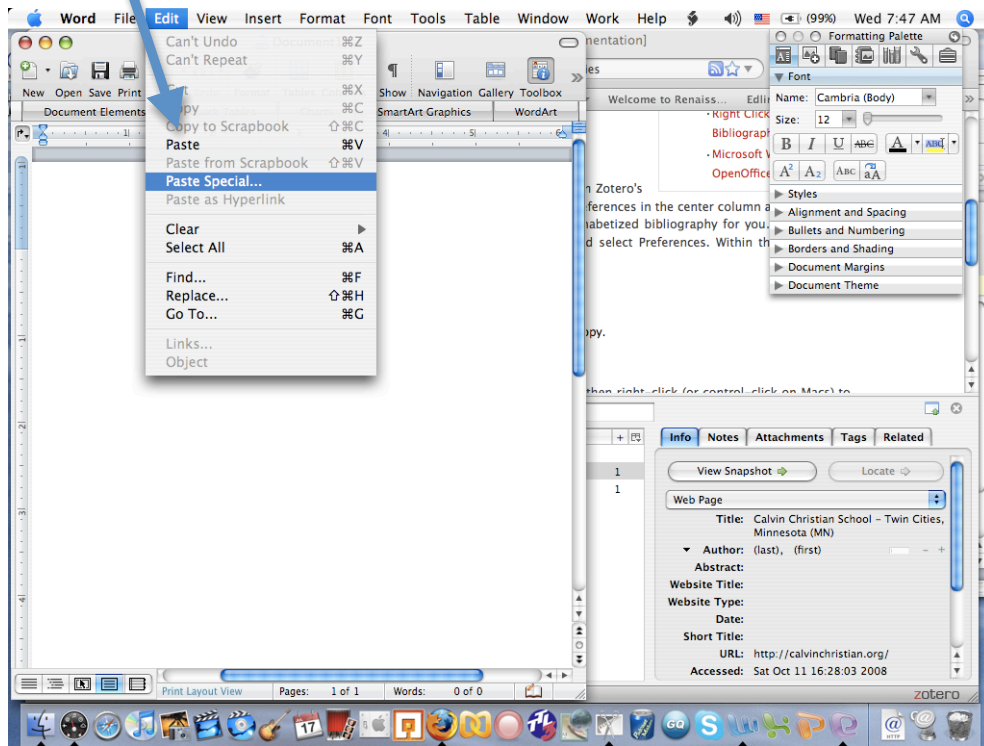


**Step 4:** Choose “Create a Bibliography from Selected Item” from the pop up menu.



**Step 5:** This menu will pop up. Choose “Modern Language Association” as the citation style and click “Copy to Clipboard.” Click “Ok”

**Step 6:** Switch to your Microsoft Word document and go to the “edit” menu. Choose “Paste Special” from that menu and you will get a dialog box. Choose “unformatted text” and that box and click “ok.” This will paste your text in the same format as the rest of your document. If you choose only “paste” your text might be formatted in a different text.



**Step 6:** Most bibliographies require hanging indents. To do this, choose the entry or entries you are working with by highlighting. Click on the “Format” menu and choose “Paragraph...” In the dialog box that shows up choose “Hanging” from the “Special” pop up menu.

