1. To view citation - Click CITE

2. SCROLL down to find MLA Citation
1. Click and drag to highlight citation
2. Right Click –
3. Click Copy to copy Citation to Computer Memory
Open Word and Paste Citation

Click Paste

(Ctrl)
1. Highlight the citation to be formatted.
2. On Ribbon click arrow beside Paragraph
3. Select Hanging Indent under Special
4. Click OK