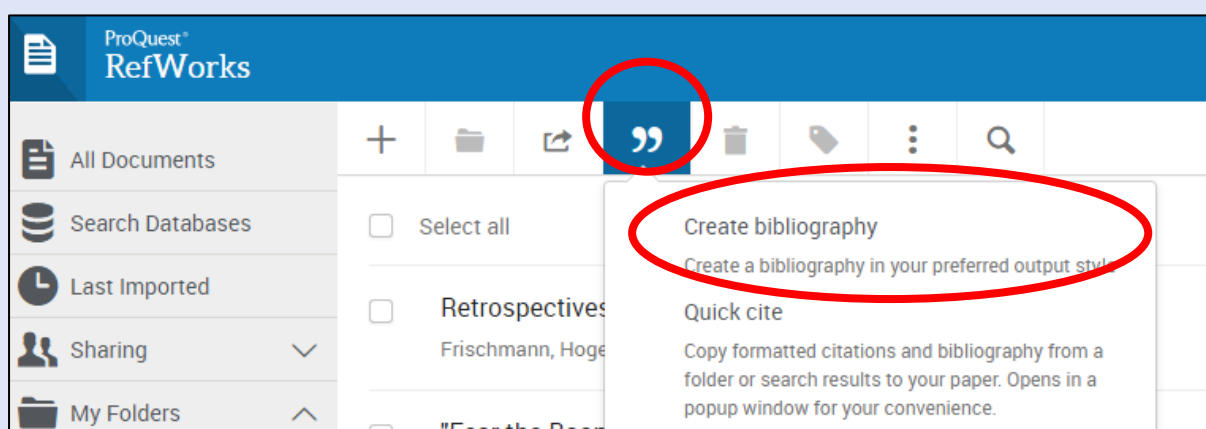


Creating a bibliography

Creating a bibliography of items in a folder

If you have been adding your references to a particular folder as you imported them, it is very easy to create a bibliography of everything in the folder. You might do this in order to create a bibliography with separate sections, such as primary and secondary sources.

1. Select the items you want to add to your bibliography using the check boxes. Alternatively, if you want to create a bibliography of all the items in a folder go to the “My Folders” dropdown menu on the left and click on the folder you wish to use.
2. Click the quotation mark symbol at the top of the list and choose “Create Bibliography”



3. A bibliography listing your chosen items/folder will appear. This will be formatted either in the default citation style or if you have used ‘Create Bibliography’ before, in the style you most recently used.

4. You can choose another style from the drop down menu at the top of the bibliography



5. To copy and paste the bibliography into a Word document, email or other application click 'Copy to clipboard' on the right. Then paste it into Word or another application using Edit / Paste.