Directions for printing Works Cited:

1. Click on Sources Tab
2. At top, click on Print/Export
3. Choose Print/Export to Word
4. Print

Your Works Cited will get stapled to the back of your draft and handed to your advisory. Once you export it to a Word document, do not add or change it at all. It is now properly formatted. *It should NOT have your name on it.*

Directions for printing Outline:

1. At right side (above outline) click on print
2. Choose print with note cards
3. In choice menu:
   1. Print to Word
   2. Include Source, Quote and Paraphrase

(You can unclick all other options)

1. Print (double sided if possible)
2. Write your name on top

Your Outline will be given to Mrs. Mazzeo.