Printing Perfectly Formatted
Works Cited and Works Consulted Pages

If you need to turn in both a Works Cited page and a Works Consulted page, follow the directions below.

Begin by duplicating your bibliography. Here’s how...

1. Sign in to Noodletools.
2. When your list of projects appears, click [Create a New Project].
3. Select MLA Advanced and name your project the same as the project you are going to copy – just add Works Consulted to the original title. For example, a project called Decade is named Decade Works Consulted.
4. Open the original project in Noodletools by clicking on the project title.
5. The Dashboard page will appear. Click Bibliography in the Components box.
6. When your bibliography appears, click in each box to the left of each entry:

7. Then click [Duplicate] at the bottom of the page.
8. This window will appear:

   ![Copy Citations](image)

   Click another project in this folder, then type your new project’s title (Decade Works Consulted, for example) and click Copy. You will see this notice:

   The selected citations have been copied successfully. Click here to open the source list into which you copied the citation(s).

9. Click Click Here to look at the list in the new project’s bibliography.
10. Click the pull down menu on the Print/Export option on your new project’s menu bar. These options will appear:

Click Formatting Options. You will see this screen:

Click None and type your last name.

Click & change from Citations & Annotations to Citations

Click & change to Works Consulted

11. Click Export As RTF at the bottom of the Formatting Options page. Your Works Consulted page will appear. The only thing you need to change is the page number in the page heading:

When the page number is correct, print your Works Consulted page. If your Works Consulted list is longer than one page, change the page number on the first page, print that page, changed the page number on the second page, and print that page. The other option is to copy/paste your Works Consulted page to your research paper.
Now for the Works Cited page...

12. Go back to your project list. Open the original project. Go to the Bibliography. Use the option at the end of a citation to delete those you did not actually reference in your paper. Each time, you will get a notice like this: If you are sure, click OK.

13. When only those sources you actually cited remain on the list, repeat the instructions in steps 10 & 11, this time using Works Cited instead of Works Consulted as your page title. Also, when changing the page numbers, be aware of the order your teacher wants, i.e. Works Cited followed Works Consulted.