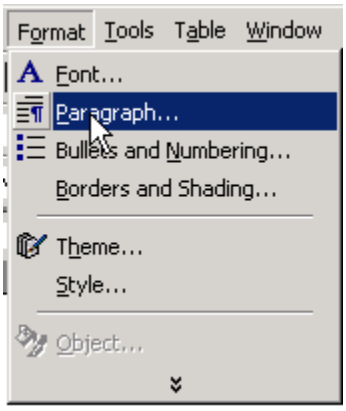
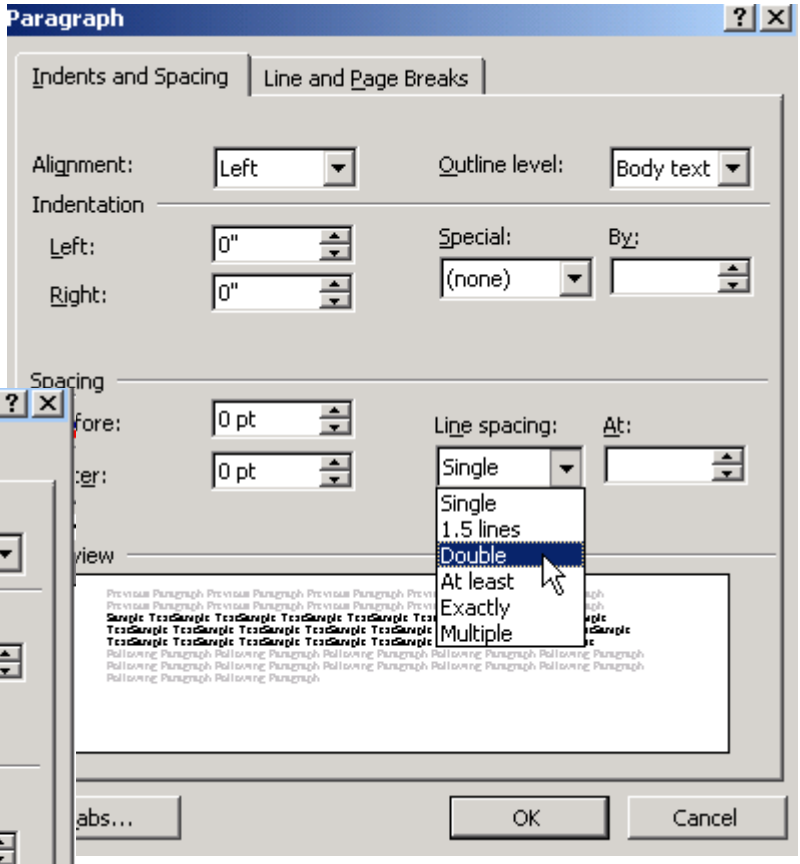
Notes on Works Cited Page

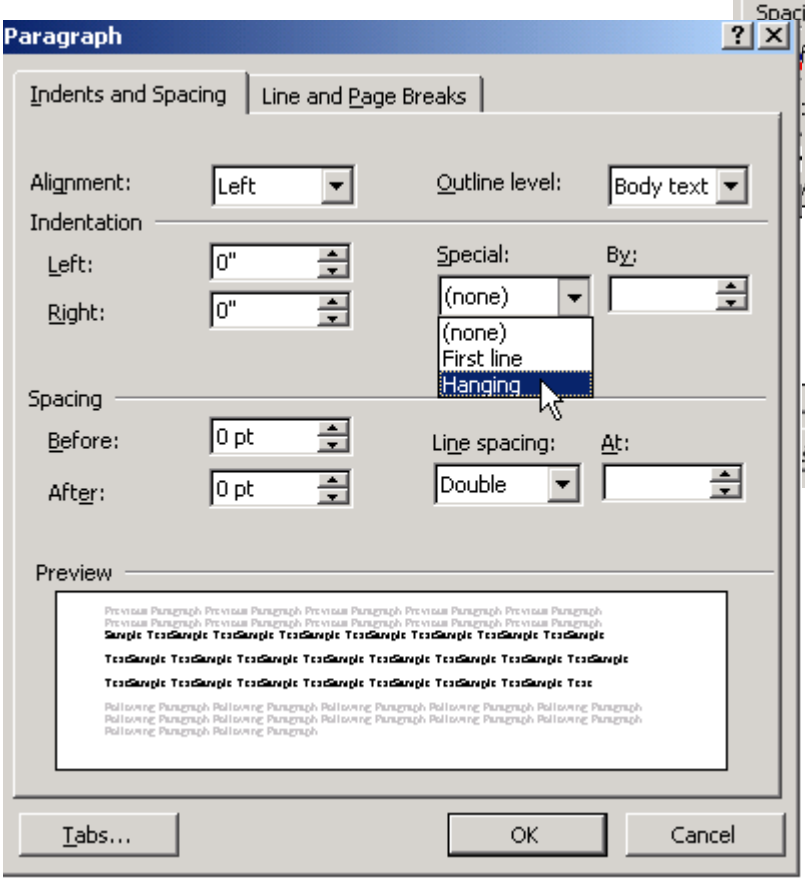


Step 1: Before typing anything, go to **FORMAT**.

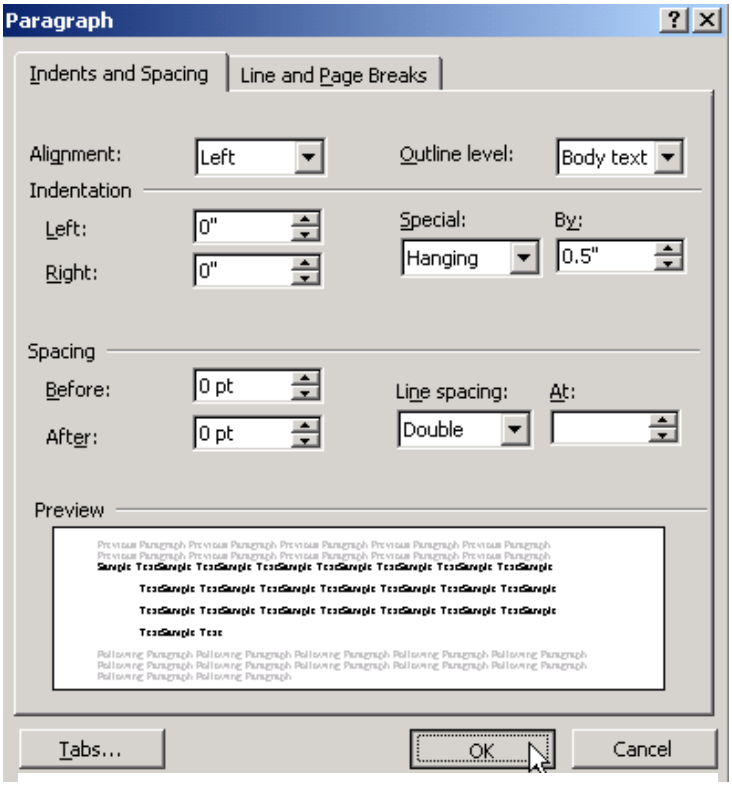
Step 2: Move down and click on **PARAGRAPH**.

Step 3: Go to **LINE SPACING** and click on **DOUBLE**.



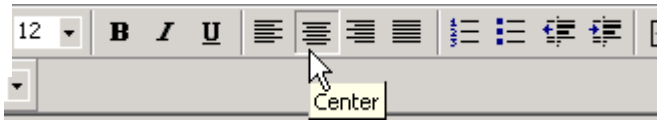


Step 4: go to **SPECIAL**, drop down, and click on **HANGING** indentation.



Step 5: Click **OK** to apply.

Step 6: click on **CENTER** alignment.



Step 7: type Works Cited.

Step 8: Press **ENTER**

Step 9: Click on **ALIGN LEFT**.

Step10: Type your first entry.

Works Cited

Ecke, Richard. "Obesity, Complication Costly." Great Falls Tribune 27 January 2004: A1.

NewsBank. 12 February 2004 <http://infoweb.newsbank.com>.