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## User Guide

Step-by-step instructions to accompany the automated bibliography maker at [www.BibMe.org](http://www.BibMe.org).

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# Introduction

**BibMe.org** is a free, fully automatic bibliography maker. Whether you are looking for information about a source, working on creating a bibliography, or wondering how to properly cite your work, BibMe.org is the perfect source. For students, professors, and researchers alike, this website can simplify the process of creating a bibliography.

**The BibMe User Guide** is a quick and easy reference tool that you can use to familiarize yourself with BibMe.org's unique features.

**To get started, direct your web browser to [www.BibMe.org](http://www.BibMe.org).**

# Main Topics

Never used BibMe.org before? Unsure about where to begin or what information you will need? It is recommended to start by registering your BibMe account. After registering your BibMe account, you will be able to create citations using “Bibliography Maker,” save bibliographies to your BibMe account, “Add More Items” to your saved bibliographies, and download your bibliography.

## Registering Your BibMe Account

Registering with BibMe.org creates a password-accessible user account to which you can save a maximum of ten bibliographies. You must be logged in to your BibMe account if you wish to save or download a bibliography.

**1. Click  .**

This button is located next to the “BibMe” logo at the top of the page and is visible if you are in the “Bibliography Maker” (Home), “Citation Guide,” “Blog,” “Help & FAQ,” and “Contact Us” sections of the website.

**2. Enter your personal information into the appropriate spaces provided on the right side of your screen.**

The last two prompts require you to create and confirm a password for your account. Create a memorable password so that you can log in to your account later.

**3. Click “Register.”**

This prompt is located at the bottom of the page. Completing this step automatically logs you in to your account.

## Creating a Citation with “Bibliography Maker”

The window for “Bibliography Maker” is the home page for BibMe.org. You can create a citation using either “Autofill Mode” or “Manual Entry Mode.” After creating a citation, you can also edit its content.

- **To use “Autofill Mode,” see page 6.**

“Autofill Mode” is the most efficient way to create a citation. Entering a keyword about your source will retrieve a list of possible source matches from the Internet.

- **To use “Manual Entry Mode,” see page 8.**

“Manual Entry Mode” allows you to enter all of your source information. If “Autofill Mode” does not retrieve your source, or you wish to enter information by hand, then “Manual Entry Mode” is a useful alternative.

- **To edit a citation, see page 9.**

After you have saved a citation to “My Bibliography,” editing citations is different from editing information in text fields under “Autofill Mode.”

- **Using “Autofill Mode”**

“Autofill Mode” is the default for creating a citation for book, magazine, newspaper, journal, and film sources. If you are not sure when to use “Autofill Mode,” refer back to page 6.

- 1. Click the colored source tab that describes your source.**


The default source tab is



- 2. Type the title, author, or keyword about your source in the text field.**

- 3. Click “Find X.”**

This prompt is located next to the text field. The “X” refers to the source type (“Book,” “Article,” or “Film”). After clicking this prompt, search results will appear.

- 4. Click  select next to the listing that matches your source by title, author/director, and publication information.**

An information window with several text fields will appear. These text fields show the information from the source listing that you have selected.

*Note: If “Autofill Mode” does not retrieve your source, use “Manual Entry Mode” instead. Instructions for using “Manual Entry Mode” are located on page 9.*

**5. Check that all information in the text fields match your source and that all fields are complete.**

If a piece of information does not match your source, replace it by typing the correct information in the text field. You must fill in the text fields that are highlighted in red.

*Note: If necessary, you can remove the given author by clicking*



*or add another text field for an author by clicking*



**Add another author**

**WARNING! You cannot change information in the citation once it is added to your bibliography.**

**6. Click [Add to My Bibliography »](#).**

The citation for your source will appear on the right side of the screen under the “My Bibliography” section.

- **Using “Manual Entry Mode”**

“Manual Entry Mode” is available for all source types. You must have your source in front of you, so that you can complete all of the required fields.

- 1. Click the colored source tab that describes your source.**

The default source tab is “Book.”

- 2. Click “Manual Entry Mode.”**

This link is located below the row of source tabs (i.e. “Book,” “Magazine,” etc.). Several empty text fields will appear.

- 3. Type information about your source in the corresponding text fields.**

If there is an error or blank text field(s), you will be prompted to complete the text field(s) highlighted in red.

- 4. Click [Add to My Bibliography »](#).**

The citation for your source will appear on the right side of the screen under the “My Bibliography” section.

- **Editing a Citation**

You cannot edit information within a citation after clicking

**Add to My Bibliography »**

. To edit a citation after it has been added to “My Bibliography,” you must re-enter the source information in order to retrieve a new citation.

- 1. Click  next to the citation.**

This action will delete the citation from “My Bibliography.” With most web browsers, you will be asked to confirm whether you want to delete the citation.

- 2. Click “OK” to delete the citation or click “Cancel” to keep the citation in “My Bibliography.”**

- 3. Create a new citation for the source.**

See “Creating a Citation with ‘Bibliography Maker’ ” on page 6. Follow the instructions on how to create a citation using either “Manual Entry Mode” or “Autofill Mode.”

## Saving Your Bibliography to Your BibMe Account

Saving a bibliography to your BibMe account allows you to leave BibMe.org without losing your work. You can return to “My Saved Bibliographies” at any time, which is useful if you need to add information to a bibliography at a later date.

*Note: You must have a BibMe account in order to save a bibliography. To register your BibMe account, refer to page 5.*



**1. Click  .**

A prompt will appear on your screen, asking “What would you like to call your bibliography?”

**2. Type the name you have chosen for your bibliography into the space provided.**

**3. Click “OK.”**

You will be redirected to “My Saved Bibliographies” and your current bibliography will still appear on the right side of your screen under “My Bibliography.”

## **“Adding More Items” to a Saved Bibliography**

If you have saved your bibliography to your BibMe account, you can reopen it and add more items to your list of citations.

### **1. Click “My Saved Bibliographies.”**

This prompt is located on the grey site menu bar at the top of the page.

### **2. Locate the saved bibliography to which you would like to add another citation.**

### **3. Click Open .**

Your selected bibliography will appear under the “My Bibliography” sidebar on the right.

### **4. Click “Add more items.”**

This prompt will appear below your current list of citations.

### **5. Create a new citation for the source.**

See “Creating a Citation with ‘Bibliography Maker’ ” on page 6. Follow the instructions on how to create a citation using either “Manual Entry Mode” or “Autofill Mode.”

## Downloading Your Bibliography

BibMe.org allows you to download a .rtf (Rich Text File) of your bibliography to your computer.

*Note: You must have a BibMe account in order to download a bibliography. To register your BibMe account, refer to page 5.*

**1. Check that your desired bibliography appears in the “My Bibliography” side bar.**

**2. Select a format for your citation.**

The “Format” drop-down list is located under “My Bibliography.” The default format is MLA.

**3. Click  .**  
Download

Some web browsers will automatically save or open the file, while others will prompt you to choose the appropriate action.

# Notes

In addition to the “Main Topics,” there are a few quick steps that are helpful when using BibMe.org. At any time, you can reopen, delete, or rename a saved bibliography. Included in this section are ways that you can manage your bibliographies after you have saved them.

## Managing “My Saved Bibliographies”

BibMe.org allows you to manage and adjust your bibliographies in “My Saved Bibliographies.”

*Note: You must have a BibMe account in order to access “My Saved Bibliographies.” To register your BibMe account, refer to page 5. Then go to “My Saved Bibliographies.”*

### Opening a Saved Bibliography



- Click **Open** next to the bibliography you wish to open. Your bibliography will appear under “My Bibliography” on the right side of your screen and “Current Bibliography” will appear before the title of the open bibliography.

### Deleting a Saved Bibliography

- Click **✖** next to the bibliography you wish to delete.

### Renaming a Saved Bibliography



- Click **Save to Account** after opening your saved bibliography. Refer to “Saving Your Bibliography to Your BibMe Account” on page 11 in order to save your bibliography under a new name.

# Conclusion

Now that you have learned how to use BibMe.org, you are ready to create your own bibliographies more efficiently than before! With your new BibMe account, you can create and edit citations, save and add more items to a bibliography, and download a bibliography to your computer.

Still unsure about something? Direct your comments, concerns, or questions to:

**[info@bibme.org](mailto:info@bibme.org)**