**NHD Tips**

**Designating sources as primary or secondary**

1. Click on the small box next to your sources that you want to “label”

2. Scroll to the bottom of the page and click on the menu that reads “select an attribute”

3. Choose primary or secondary and hit “apply”… the sources you selected will now be marked as primary or secondary like the example below

**Annotating Sources**

1. Click “edit” next to the source you want to annotate

2. Scroll to the bottom of the page and type in the large white box that reads “annotation”

3 keys to annotation:
- Type of source (biography, website, journal article etc.)
- How was the source used in your project?
- How did the source help you to understand your topic?
BEFORE PRINTING….

Titling with “Annotated Bibliography” & spacing

1. Click on the “print/export” dropdown and choose “formatting options”

2. Change the list title by clicking the blue heading that reads “bibliography”, when the next screen pops up, choose “annotated bibliography”

   The spacing MUST also be changed, click on the blue heading next to “annotation spacing”. On the next screen choose the option “start annotations on a new line”

Printing with sources separated into primary and secondary

1. After you’ve designated ALL of your sources as primary and secondary, you want to ensure they print out in those separated categories. To do so, click on “description”. Now, you'll see your sources separated into two categories and they will print that was as well.