EXPORTING YOUR READING LIST TO MS WORD

Exporting your reading list

A reading list can be exported in various formats, including Microsoft Word.

1. Click on the three dot icon at the top of your list:

2. Click on Export, then select To Word.

3. Choose a citation style from the drop-down list, then click on EXPORT:

4. Review the word document to ensure citations are in the correct format.

Please note: Reference lists are generated using the data provided by the lecturers/collaborators and the Library system. You may need to ‘tweak’ the citations to match your nominated referencing style.

Help

Help Guides are available via the eReading Lists Library Guide.

Training courses are also available via Totara

For further assistance about list creation please email my-librarian@cqu.edu.au