**Autobibliography Steps**

**1)**Make sure everything is closed.

**2)**Open program.

**3)**Sign in (Double check to make sure voyager signs you in, in the next step).

**4)**Click “open files” button, then wait.

**5)**Make sure Word/Excel are both properly formatted (“END” without quotes at bottom of Word, Word Doc Is single column and Excel Doc is blank template & both documents are scrolled all the way up to the top). and that the only tab that’s open is the EMU Homepage. Also make sure any Word/Excel side bars are closed.

**6)**Do first search manually, then save & Hit “No” to the changing import/replace profile popup.

**7)**Hit the pause/break button at any time you need the program to stop .

**8)**Save the excel iteration (and name appropriately).

**9)**Combine Excel documents after re-formatting the Word/Excel docs.

**10)**Re-run as necessary (after reformatting word/excel docs).