

Microsoft® Office Word 2007

Citations

User Guide

First Edition

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POWERSOFTPUBLICATIONS

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Written by Nissa Wells

Microsoft® Office Word 2007 Citations: User Guide

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This software this document discusses is available in multiple versions. As such, this document may not be accurate for the user's version.

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Preface

Word 2007 includes a full-featured citation manager. This document will show you how to use this feature. You'll learn how to add sources, create a bibliography, and manage sources.

This manual is intended for users who have a basic knowledge of Word 2007. Some software-specific terms will be used.

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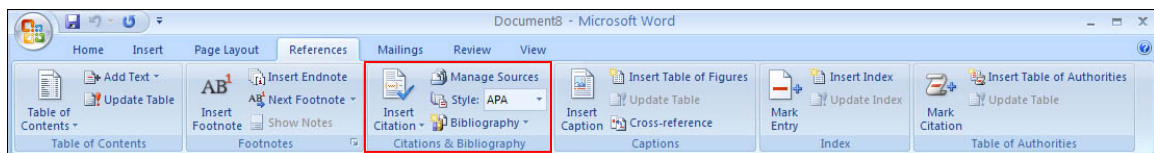
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Citations & Bibliographies

Word 2007 allows you to create citations automatically. The citation feature can prepare citations in several styles. These include APA, MLA, and Chicago, among others. You can also create bibliographies that automatically fill with your citations. This tool can be very helpful when you have multiple sources to cite in a document.

Locating the Citation Feature

Click the References tab on the ribbon. The citation functions are listed above Citations & Bibliography.



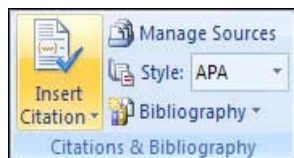
Creating a Citation in Text

This is how to add a citation into your text:

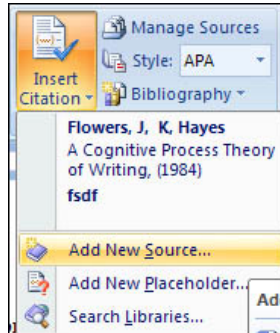
- 1) Select your citation style from the dropdown box.



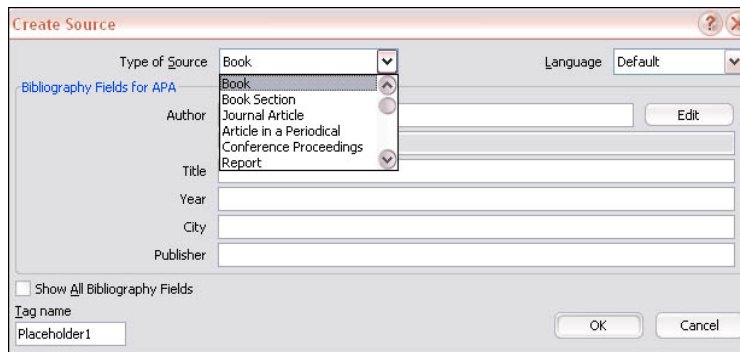
- 2) Click the Insert Citation button.



- 3) Select Add New Source.



- 4) Select the type of source you're citing from the dropdown box.



- 5) Enter the source's information in the appropriate text fields.
Click the Show All Bibliography Fields box to see more fields.
- 6) Click OK.

This will add a citation in the text of your document.

and revision of the text due to a conscious effort
part of the text. Each of these elements is observed
"The Monitor" (People's Law School, 2000).
be in use at any point during the creation of the

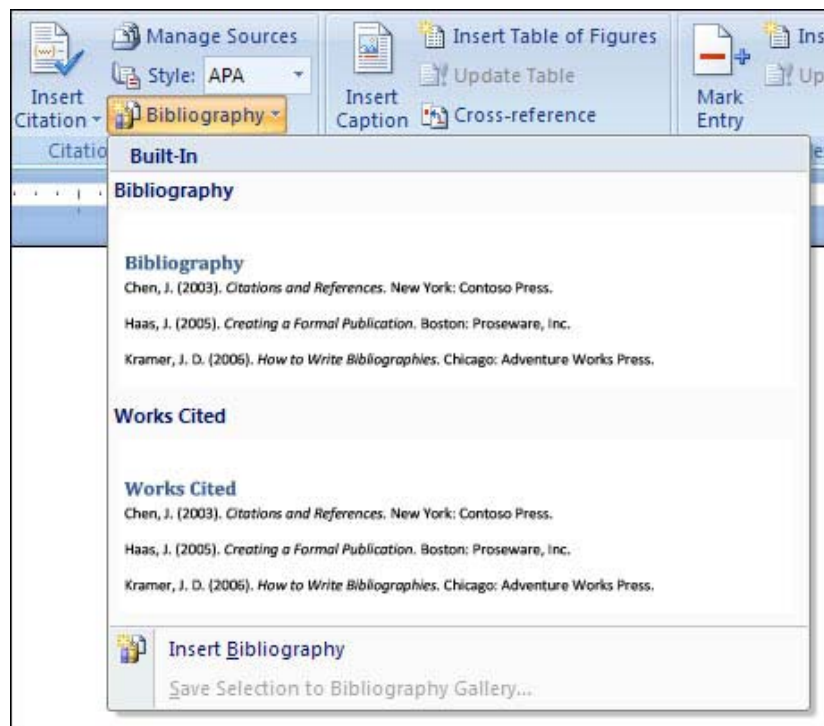
Tip: If you want to list more than one author, separate the names with a semi-colon (For example: Smith, Jeff; Moore, Roger)

Creating Your Bibliography

Once you've entered all your citations, you can create a bibliography. First, create a new page at the end of your document. You can do this by pressing Control-Enter at the end of your document.

This is how to insert the bibliography:

- 1) Ensure you're on the references tab. If not, click References on the ribbon.
- 2) Click the Bibliography button.
- 3) Select the bibliography style you'd like to use.

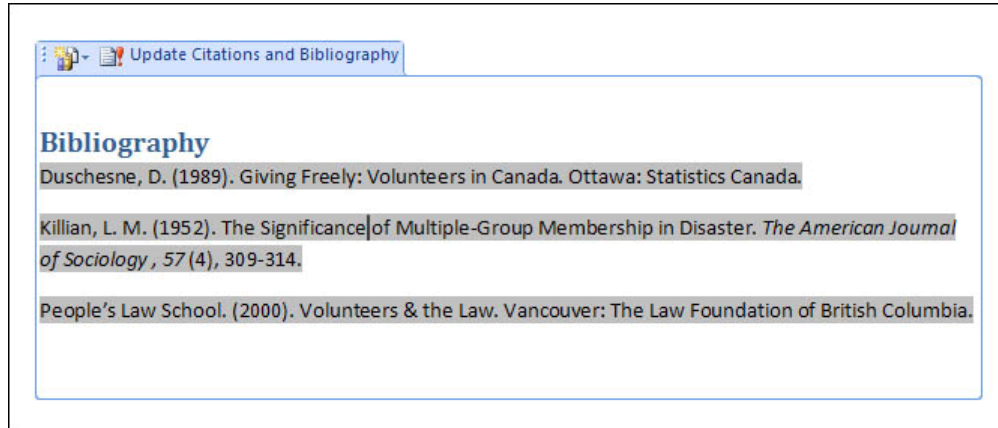


The bibliography will automatically be created from the sources you've added.

Updating Your Bibliography

You can update your bibliography with new sources after you've created it:

- 1) Click anywhere on your bibliography.
- 2) Click Update Citations and Bibliography.

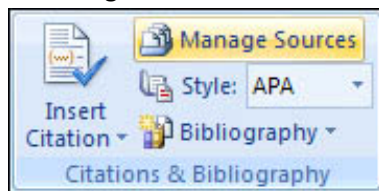


This will update your bibliography to include any new sources you've added since you created or updated it last. It will also update any citations that refer to sources you've edited.

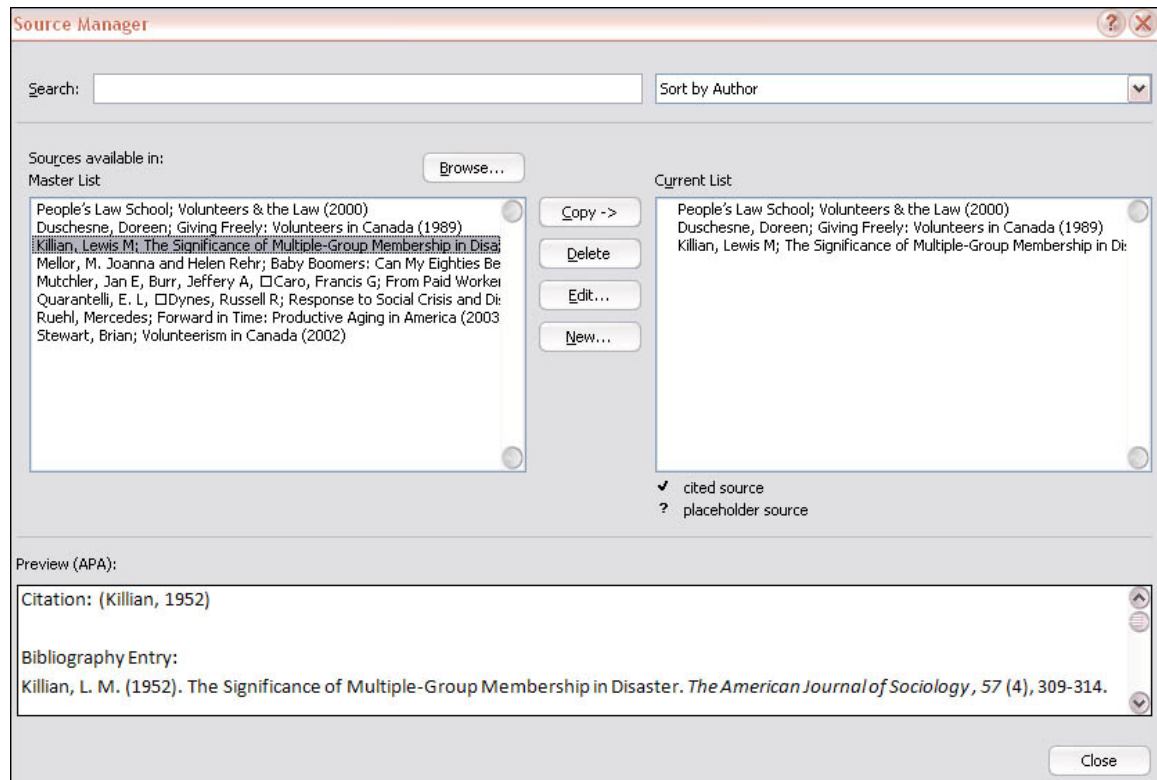
Managing Your Sources

Word 2007 keeps track of your sources from multiple documents. Using the Manage Sources feature, you can add or remove sources in your document. You can also edit or create sources. Finally, you can search your full list of sources.

First, click Manage Sources.



This opens the Source Manager.



The Master List contains all the sources you've created in Word 2007. The Current List contains all the sources you've created in your current document.

Copying Sources between Documents

- 1) Click the source you'd like to copy from the Master List.
- 2) Click the Copy button.

Deleting Sources

If you want to delete from the current document, select a source from the Current List. If you'd like to delete a source permanently, select a source from the Master List.

- 1) Click the source you'd like to delete.
- 2) Click the Delete button.

Editing Sources

- 1) Click the source you want to edit.
- 2) Click the Edit button.

Creating New Sources

- 1) Click the New button.
- 2) Follow instructions 4-6 of Creating a Citation in Text on page 5.

Searching Sources

- 1) Type the term you want to search for in the search box.
- 2) Choose the field you want to search in from the dropdown box.

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