

Lesson 4 Managing Sources and Update Bibliography

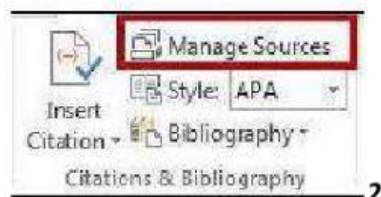
Managing Sources

As you continue adding sources to your document, Word will keep track of your sources. You can continue adding these sources to your document, and even use them in separate documents created on your computer. To manage your list of stored sources between documents.

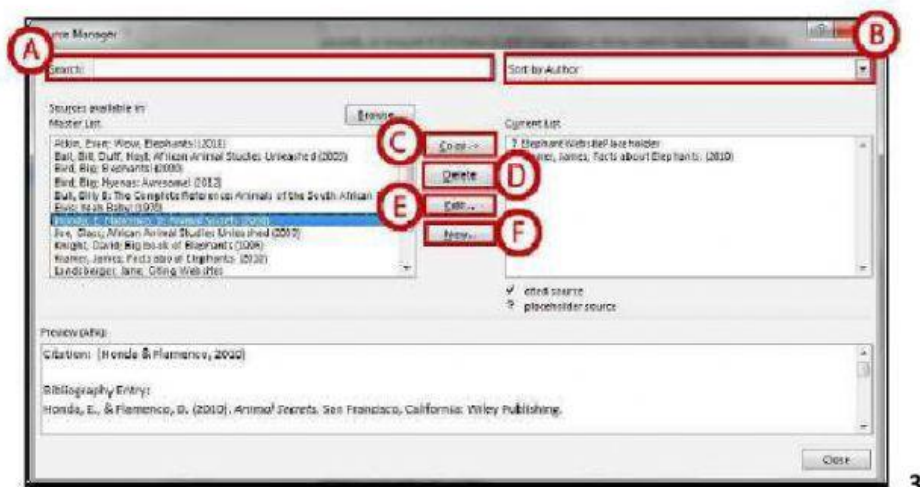
1. In the *Ribbon*, click the **Reference** tab.(1)



2. In the *Citation & Bibliography* group, click on **Manage Sources**(2)



3. The *Source Manager* window will appear. The *Master List* will show all source you have entered using the citation tool, while the *Current List* will show sources in your current document. From here you will be able to search, sort, copy, delete, edit, and add sources(3).



- A. To search for a particular source, type your search parameters in the *Search* field. The *Master List* will automatically search for your request.
 - B. To change how your sources are sorted, select an option from the *Sort by* dropdown.
 - C. To add one of your sources to your current list, select it from the *Master List* and click *Copy ->* to move it to your *Current List*. This will make the source accessible from *Insert Citation*.
 - D. To delete a source, select a source from either list, then click on *Delete*.
 - E. To edit an existing source, select the source from either list, then click on *Edit*.
 - F. To create a new source, click on *New*.
4. When finished making your changes, click the *Close* button.

Creating a Bibliography.

A bibliography is a collection of your citations. If you have been using the Insert Citation tool, then Word can quickly and easily create a bibliography for you (similar to inserting a Table of Contents). The following explains how to create a bibliography:

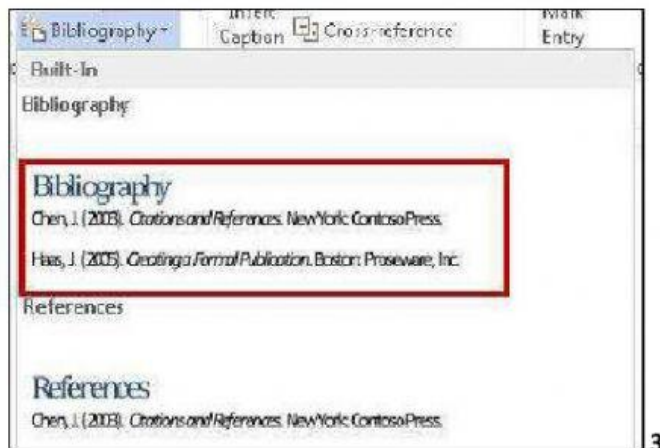
1. Click to place your cursor where you want to insert the bibliography(e.g. The end of the document).
2. In the Ribbon,click the **Reference tab**.(1)



3. In the **Citation & Bibliography** group,click on **Bibliography**.(2)



4. A list of *Bibliographies* will appear. Click on **Bibliography**.(3)



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5. Your **Bibliography** will be inserted into your document.(4)

Updating the Bibliography

If you make changes to the document after you have added the Bibliography, you can update it to reflect the new changes (e.g. additional sections added or altered page numbers). The easiest way to do this is:

1. Click on the **Bibliography**. A tab with an **Update Citation & Bibliography** option will appear (1).



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2. Click on Update Citations and Bibliography.
3. Your Bibliography will be updated and any newly added citations will appear.

Questions

1. Explain the steps in Managing Sources.
2. Describe the update of Bibliography.

