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FLORIDA GULF COAST UNIVERSITY

File Edit View Insert Format Tools

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WORD 2007 TUTORIAL

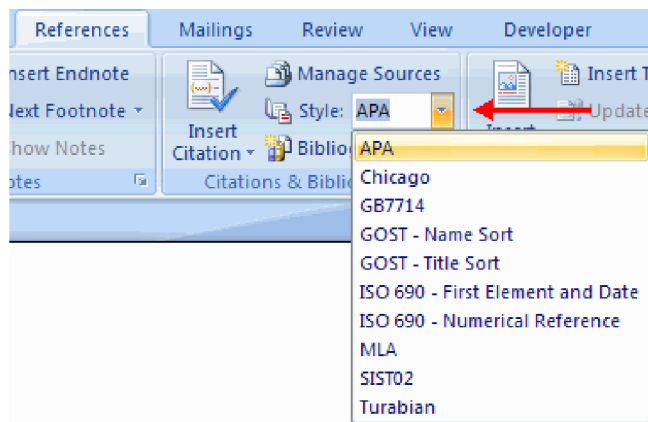
« Lists **References and Citations** Track Changes »

Word 2007 offers great tools for citing sources, creating a bibliography, and managing the sources. The first step to creating a reference list and citations in a document is to choose the appropriate style that you will be using for formatting the citations and references.

Style

To choose a publishing style:

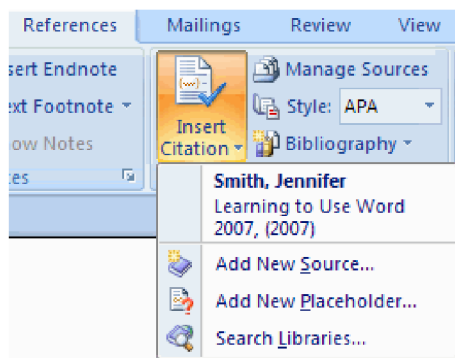
- Click the **References** Tab on the Ribbon
- Click the drop down box next to **Style** in the Citations & Bibliography Group
- Choose the appropriate style.



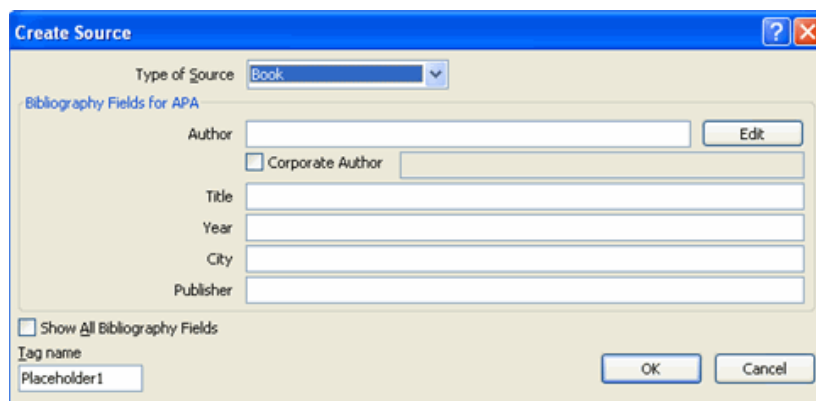
Citations

To insert a citation in the text portion of your document:

- Click the **References** Tab on the Ribbon
- Click the **Insert Citation** Button on the Citations & Bibliography Group
- If this is a new source, click **New Source**
- If you have already created this source, it will in the drop down list and you can click on it



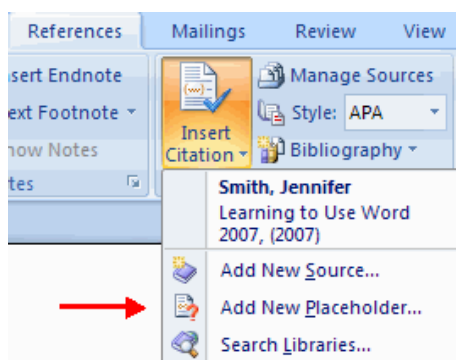
- If you are creating a **New Source**, choose the **type of source** (book, article, etc.)
- Complete the **Create Source Form**
- If you need additional fields, be sure to click the **Show All Bibliography Fields** check box
- Click **OK**



Placeholders

Placeholders can be utilized when there is a reference to be cited, but you do not have all of the information on the source. To insert a Placeholder:

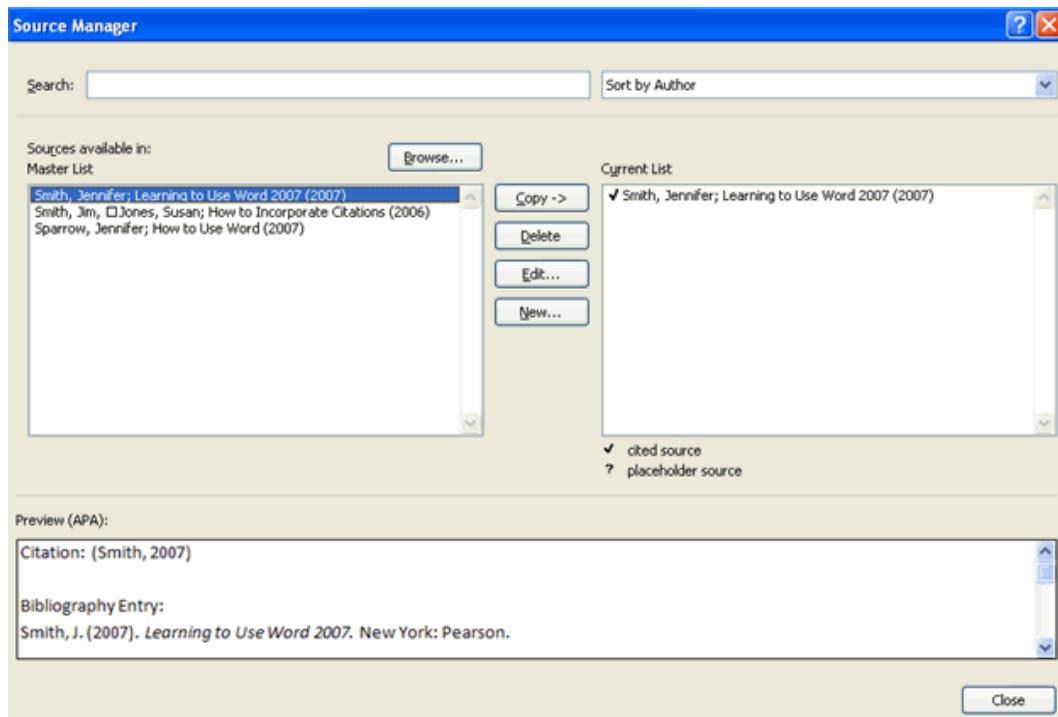
- Click **Insert Citation**
- Click **Add New Placeholder**



Manage Sources

Once you have completed a document you may need to add or delete sources, modify existing sources, or complete the information for the placeholders. To Manage Sources:

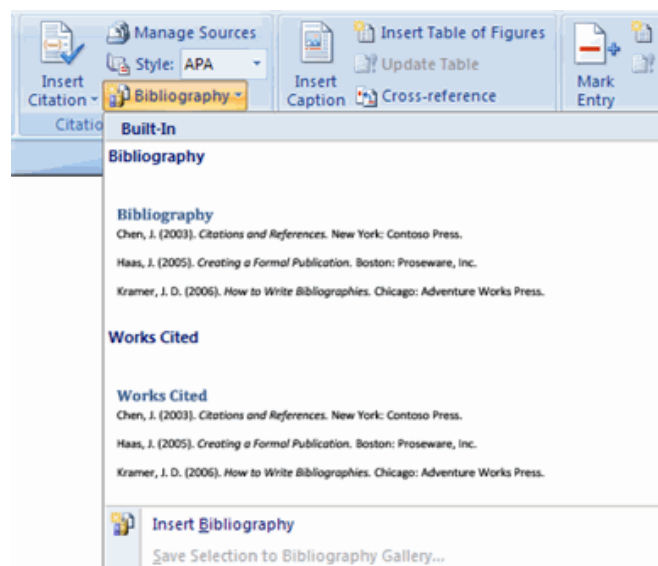
- Click the **References** Tab on the Ribbon
- Click the **Manage Sources** Button on the Citations & Bibliography Group
- From this menu you can **Add, Delete, and Edit Sources** (note, you can preview the source in the bottom pane of the window)



Bibliography

To add a Bibliography to the document:

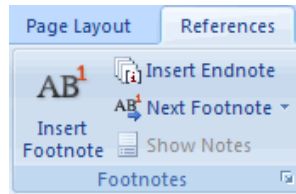
- Place the cursor in the document where you want the bibliography
- Click the **References** Tab on the Ribbon
- Click the **Bibliography** Button on the Citations & Bibliography Group
- Choose **Insert Built-in Bibliography/Works Cited** or **Insert Bibliography**



Insert Footnote

Some types of academic writing utilize footnotes. To insert a footnote:

- Click the **References** Tab on the Ribbon
- Click **Insert Footnote** (or Insert Endnote depending on your needs)
- Begin typing the footnote



[« Lists](#)

References and Citations

[Track Changes »](#)

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