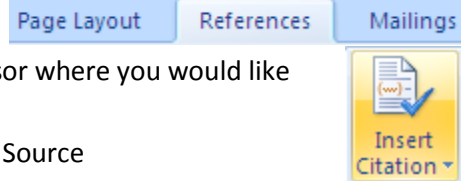


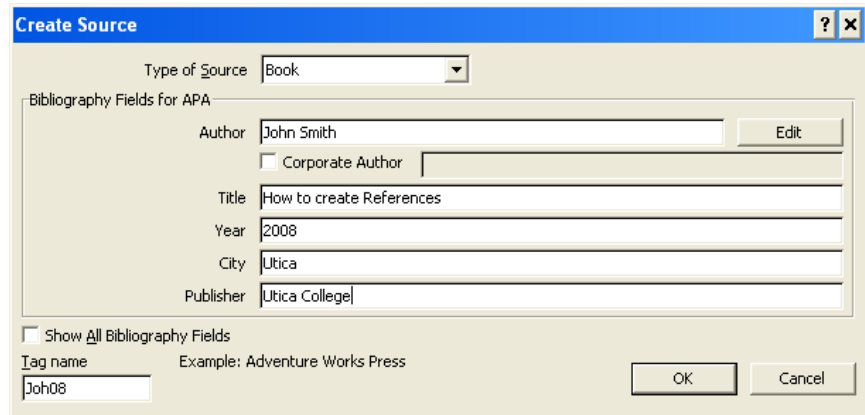
Using the Reference Manager Feature of Microsoft Word 2007.

The References section is a new feature of Word 2007 which allows you to add and manage citations within your documents.

- 1) Open Word 2007 and click on the References tab.
- 2) After entering text into your document, place the cursor where you would like your citation to appear.
- 3) Click on the Insert Citation button, and then Add New Source

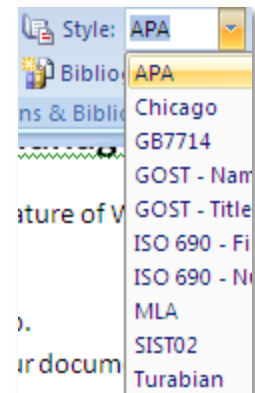
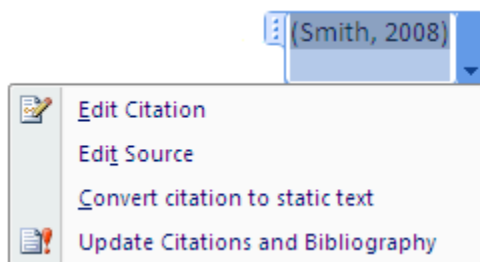


- 4) The Create Source window will appear and allow you to choose the type of source you are citing and input all the vital information about that source.

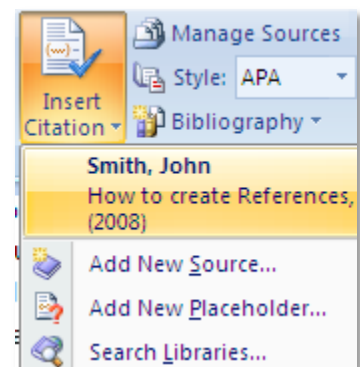


- 5) When you are done entering information, click on the OK button. Your citation will now appear in the text. EX: (Smith, 2008)

- 6) The default citation style is APA. If you need to change this, click on the style drop down from the top menu. Changing this option from the drop down will immediately change all citations in your document to the correct format.
- 7) You can also edit a citation that you've added by clicking on it, and choosing from the options in the drop down menu.



- 8) After adding a source once, you'll be able to insert it again by simply clicking on Insert Citation and choosing one you made.
- 9) Use the Manage Sources button to view all citations you've created.



- 10) Use the Bibliography button to add a Bibliography or Works Cited page. Be sure to have your cursor at the end of your document first.