

Managing Bibliographic Sources

Word's *Source Manager* allows you to enter bibliographic information, which can be saved and used later to generate bibliographies and citations. After a source is added, you can also edit it, add it to a new document, or delete it from your saved list.

Considerations and Terminology

When you add information for a bibliographic source, Word can save the information in two places: the *Master List* or the *Current List*.

Master List

This list will save bibliographic information from all of your documents, so you do not have to re-type the information if you use a source in several documents. The information in your *Master List* is saved on the local computer on which you create the reference, and will not transfer if you save the document to another source (e.g., a CD-R or your H: drive). However, all sources that you add to any document on that computer will be available from the *Master List*.

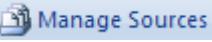
Current List

This list contains bibliographic information that you intend to use in the document you are working with. Each document will have a separate *Current List*. References in this list can be used for in-text citations and will be included in your bibliography. The information in this list is saved with your document, and will transfer if you save your document to another source (e.g., a CD-R or your H: drive).

When you are ready to add your in-text citations and your bibliography to your document, all the sources you would like to cite will need to be in the *Current List* for that document. To do this, you can add either new sources or sources from your *Master List* to your *Current List*.

Adding a New Source Using the Source Manager

References added with the *Source Manager* can be used by Word's automatic reference features (i.e., citations and bibliographies). When you add a new reference with the *Source Manager*, it will be saved in both that computer's *Master List* and the current document's *Current List*.

1. From the *References* tab, in the *Citations & Bibliography* group, click **MANAGE SOURCES**  the *Source Manager* dialog box appears.

2. Click **NEW...**


The *Create Source* dialog box appears.

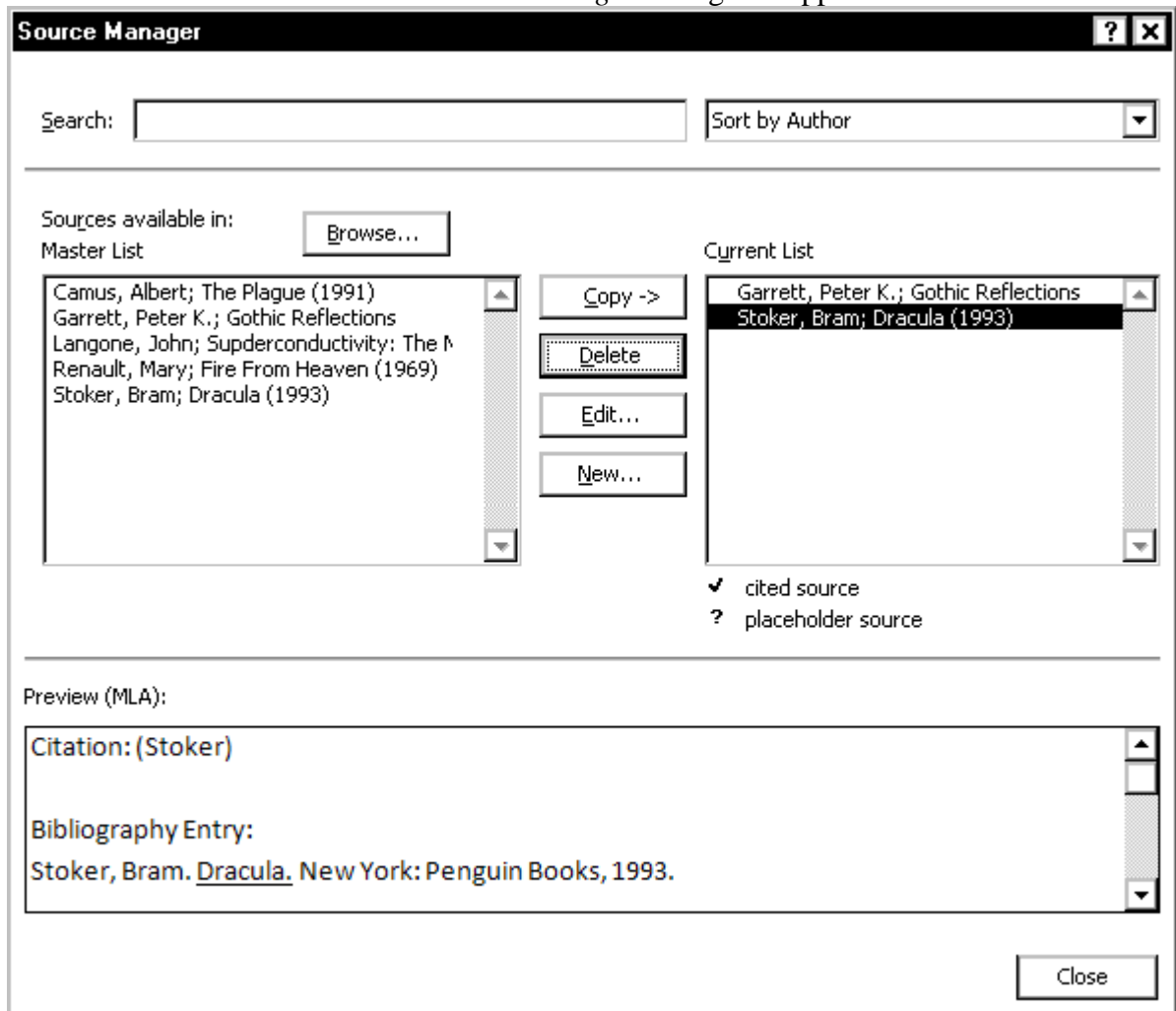
The screenshot shows the 'Create Source' dialog box. At the top, the title bar reads 'Create Source' with a help icon and a close button. Below the title bar, there is a 'Type of Source' dropdown menu currently showing 'Book'. Underneath is a section titled 'Bibliography Fields for MLA' which contains several text input fields: 'Author', 'Corporate Author' (with an unchecked checkbox), 'Title', 'Year', 'City', and 'Publisher'. An 'Edit' button is located to the right of the 'Author' field. At the bottom of the dialog, there is a checkbox labeled 'Show All Bibliography Fields', a 'Tag name' field containing the text 'Placeholder1', and two buttons: 'OK' and 'Cancel'.

3. From the *Type of Source* pull-down list, select the type of source
NOTE: Word provides seventeen source templates, including one for *Miscellaneous*.
4. In the *Bibliography Fields* section, enter the relevant information
5. OPTIONAL: If you do not see a space for the information you need to enter, select **Show All Bibliography Fields** this will display more information fields.
6. OPTIONAL: To allow Word to format the author's name or to enter multiple author names,
 - a. Click **EDIT** the *Edit Name* dialog box appears.
 - b. Type all relevant author information
 - c. Click **ADD**
 - d. To add more authors, repeat steps a–c
 - e. To exit the *Edit Name* dialog box and save the author's names, click **OK**
To exit the *Edit Name* dialog box without saving, click **CANCEL**
7. To save your changes in the master list of references for all documents and the current list of references for your current document, click **OK** to exit without saving your changes, click **CANCEL** the *Create Source* dialog box closes.
8. To return to your document, in the *Source Manager* dialog box, click **CLOSE**

Adding a Saved Source to the Current List

Once you have saved a source in the *Master List*, it can be added to other documents' *Current Lists* so that you will not have to retype the information


1. From the *References* tab, in the *Citations & Bibliography* group, click **MANAGE SOURCES**  the *Source Manager* dialog box appears.

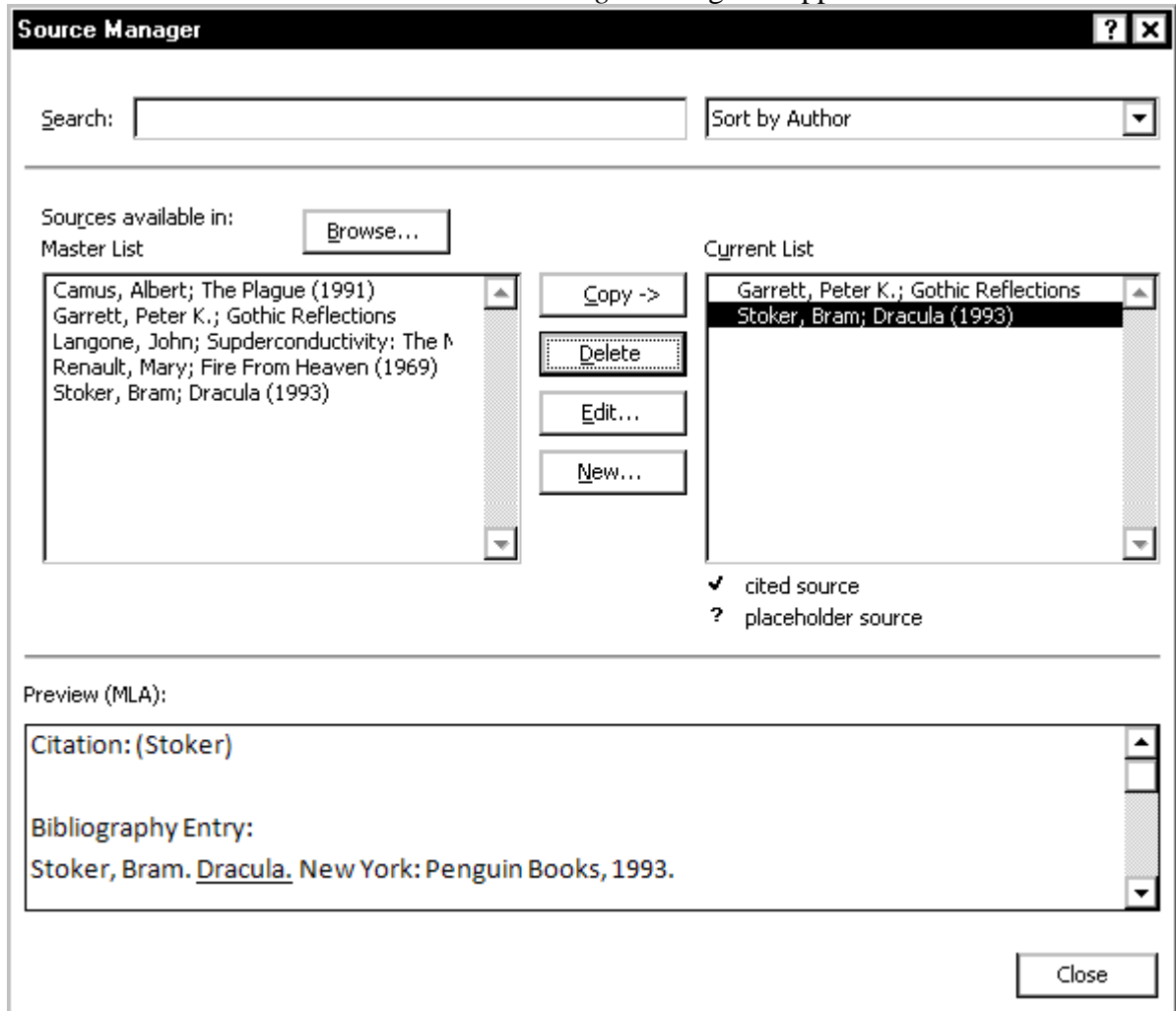


2. From the *Master List* scroll list, select the reference that you want to add to this document's reference list
3. Click **COPY->**
The reference appears in the *Current List* scroll list and will be available for citations in your document.
4. Click **CLOSE** the *Source Manager* dialog box is closed.

Editing Source Information

Source information can be changed after a reference is added to the list.

1. From the *References* tab, in the *Citations & Bibliography* group, click **MANAGE SOURCES**  the *Source Manager* dialog box appears.



2. From the *Master List* or the *Current List* scroll box, select the source you would like to edit
3. Click **EDIT...**
The *Edit Source* dialog box appears, containing the original source information.
4. In the *Edit Source* dialog box, make the appropriate changes
5. Click **OK** if the source appears in both the *Master List* and the *Current List*, a dialog box appears asking if you would like to update the source information in both lists.
6. To update the information in both lists, click **OK**
To update only the selected list, click **NO**
To close the dialog box without making the changes to the reference, click **CANCEL**
7. Click **CLOSE** you are returned to your document.

Deleting Sources


The *Master List* can quickly get extremely long, making it difficult to find the sources you would like to reuse. The *Current List* displays only sources that you add to the current document, but you may change your mind about using a particular source. If you would like to shorten your list of references, you can delete sources from either list.

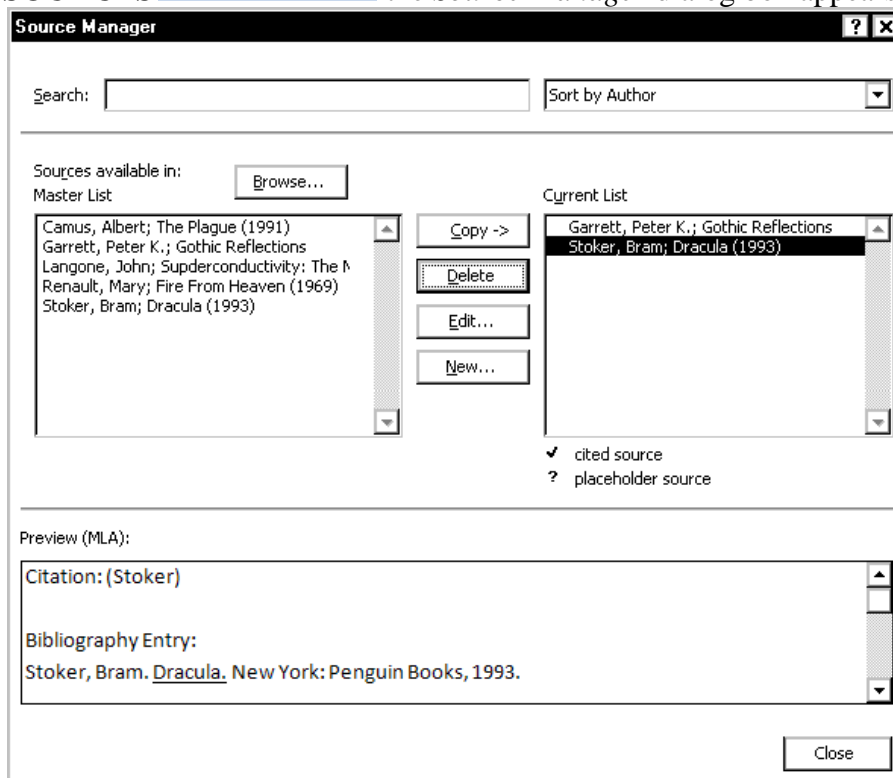
Considerations

If you have used the *Source Manager* to keep track of your references for some time, your *Master List* may be cluttered and confusing. Once your documents have their bibliographies, citations, and *Current Lists* in their final form, you can delete the sources from your *Master List* to reduce confusion. If you would later like to use a reference for another paper, you can copy the source from the original paper's *Current List* to your *Master List*, where it would again be available for other documents.

Deleting a Source

WARNING: If the source you are deleting is not saved in another document's *Current List*, this may delete your reference from the *Source Manager* entirely.

1. From the *References* tab, in the *Citations & Bibliography* group, click **MANAGE SOURCES**  the *Source Manager* dialog box appears.



2. From the *Master List* or the *Current List* scroll box, select the source you would like to delete from the list
3. Click **DELETE** the source is removed from that list.
NOTE: If a source appears in both the *Master List* and the *Current List*, it will only be deleted from the list in which you select it.
4. Click **CLOSE** the *Source Manager* dialog box is closed.

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