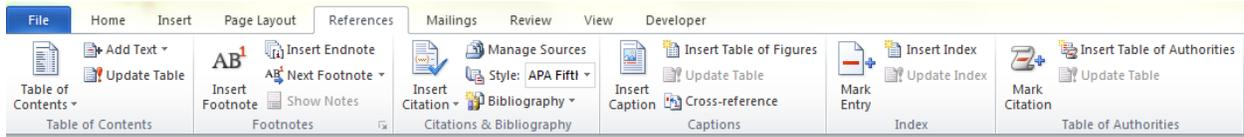


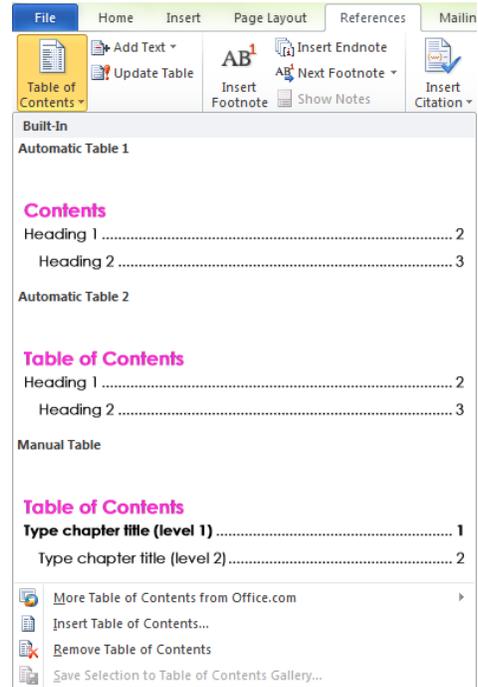
The References Ribbon



Add a table of contents

If you plan to create a table of contents for your document, be sure to format the headings using Word’s hierarchy of Heading Styles. These will form the basis of the table.

1. Create a separate page for the table of contents, by inserting a Next Page Section Break at the beginning of the document. (This lets you put the table on its own page, and also lets you skip the new page in the page numbering.) Click at the top of the new page.
2. On the References ribbon, click the Table of Contents button.
 - a. To add a quick, standard table of contents, select one of the two automatic styles. The table will include the first three heading levels.
 - b. To create a custom table of contents, click the Insert Table of Contents button at the bottom of the menu. The Table of Contents Dialog Box will open. On this box you can select from various formats, change the type of leader line, and select the number of heading levels to include.

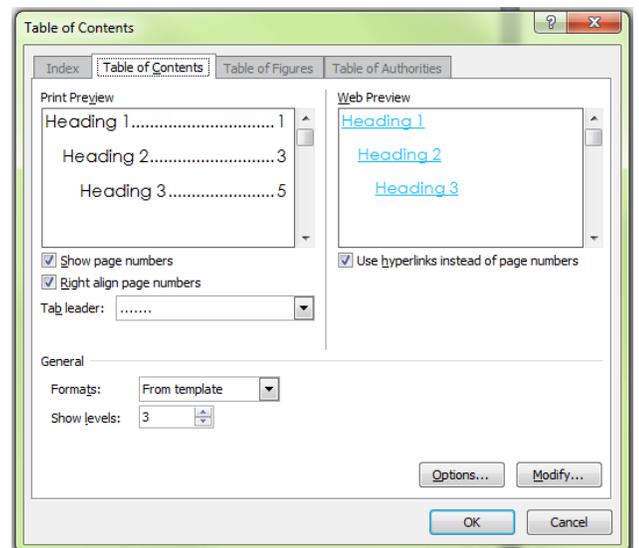


Papillon	12
Owning.....	12
Characteristics.....	12
Did You Know.....	12
Pug.....	13
Owning.....	13
Characteristics.....	13
Did You Know.....	13
Silky Terrier.....	13
Owning.....	13
Characteristics.....	14
Did You Know.....	14
Working Group.....	16
Alaskan Malamute	16
General Appearance.....	16
Owning.....	18
Characteristics.....	18

Update the table of contents

Click anywhere in the table of contents. The whole table will be selected and a tab will appear at the top of the page. On the tab, click the Update Table button.

Word will ask if you want to update page numbers only, or if you want to update the whole table. If you choose the latter option, Word will find and update any changes in the heading text as well as changes in the pages where headings appear.

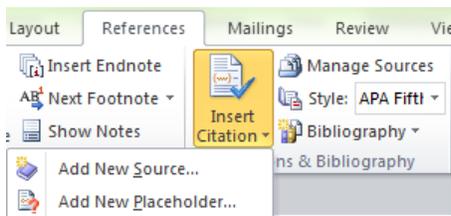


Citations and Bibliographies

One of the least popular tasks in academic writing is managing citations and bibliographies. There are many systems of annotation, each with different arrangements of the information and differences in formatting and punctuation. Word 2010 streamlines this process.

Word 2010 is preprogrammed with ten common citation styles (including APA, MLA, and Turabian) and it is possible to download and import additional styles. Users enter information about each source into a form that separates it into fields (author, journal name, year, etc.) and then Word arranges the fields according to the selected citation style.

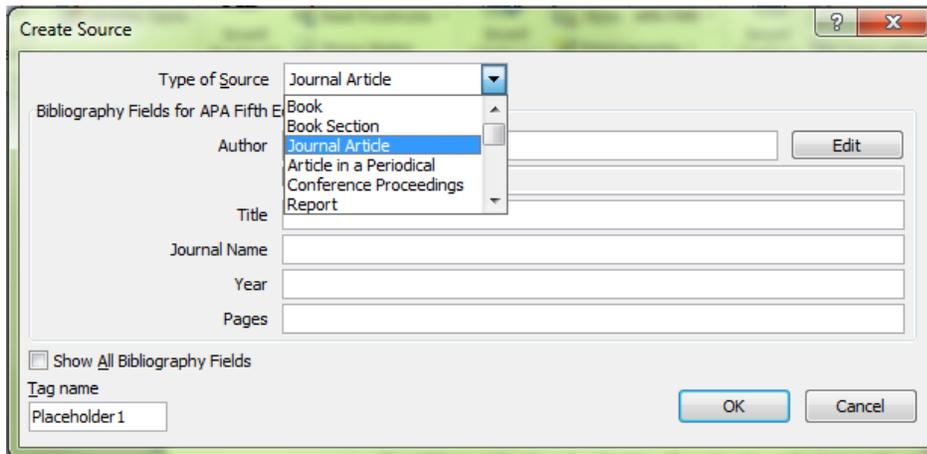
Add a source



On the References ribbon, select the desired citation style from the Style control in the *Citations & Bibliography* group. (This makes sure Word prompts you for the right bits of information.)

Click the Insert Citation button and choose Add New Source. (If you do not have the citation information available, you can add a

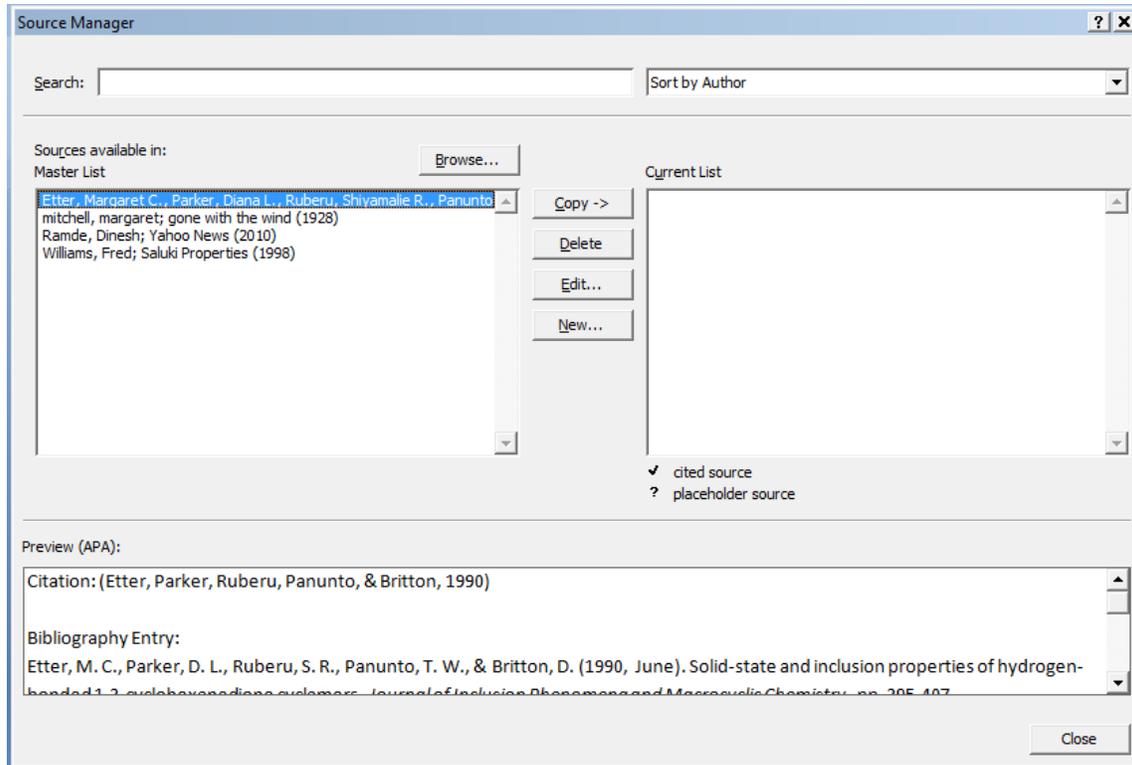
Placeholder instead, and edit it later.)



In the Create Source box, select the type of source you are adding, and enter the citation information into the fields displayed. Click OK.

The Create Source box starts out showing only the fields that are needed for the current

citation style. If you like, you can click the “Show All Bibliography Fields” button to display more fields for the selected type of source. If you think you may have to switch citation styles, you may want to fill in some of these extra fields while you are compiling your source list.



View and edit sources

As you add sources, Word 2010 compiles them into a personal library so if you use the same source in another document, you don't need to re-enter its information. To view sources, click the Manage Sources button on the References ribbon. The Source Manager window will open.

On the left, the Master List lists all the sources that have been entered on that computer; on the right, the Current List includes only the sources for the current document.

Click any source in the Master List and click the Copy button in the center to move that source into the Current List. Click any source in either list and click the Edit button to add or change information. The citations in the document will automatically be updated to the modified citation.

At the bottom, the Preview area lets you see what the in-text citation and bibliography entry look like for that source.

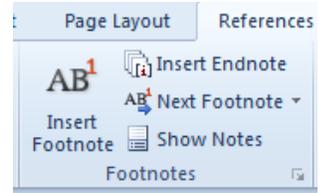
Insert a Citation

Place the insertion point in the document where you want to add the in-text citation, then click Insert Citation on the References ribbon. Above the Add New Source button, you will see a list of the sources in the Current List. Click any citation to add it to the document in the selected citation style.

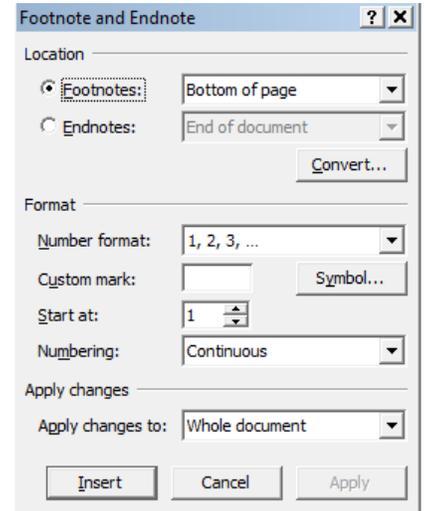


About Footnotes and Endnotes

Footnotes can contain citations or they can contain explanatory notes and other information. They appear at the bottom of the page, and are marked in the text by a small superscripted number or other marker.¹ Endnotes are marked by similar superscripted symbols, but the notes are gathered together on their own page at the end of the document.



To insert a footnote, click the Insert Footnote button in the *Footnotes* group on the References ribbon. Word inserts the appropriate marker (it will renumber the notes whenever you add references or move text around in the document) and moves you to an area where you will insert a citation or type an explanatory note.



If you place the mouse pointer over a footnote/endnote marker, the note text appears in a floating box.

Customizing footnote formats

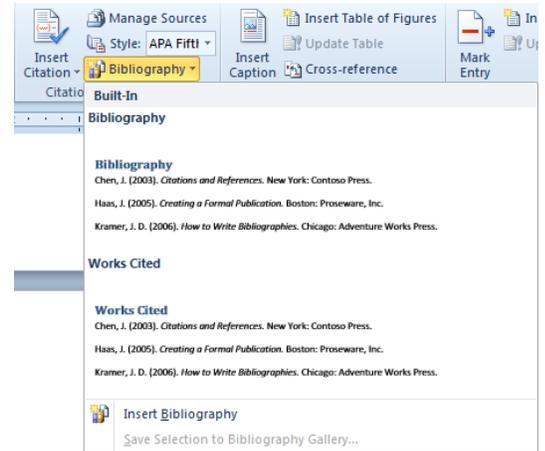
Click the dialog box launcher on the *Footnotes* group; the Footnote and Endnote dialog box will open.

The Location tools let you position notes relative to the other text on the page, and the Convert button allows you to change footnotes to endnotes and vice-versa.

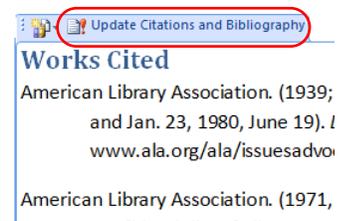
The Format tools let you choose among various styles of numbers (Arabic or Roman) and symbols for note markers, and tweak the numbering sequence by setting a different start number or choosing to begin again at #1 at certain points in the document.

Bibliographies and Lists of Citations

In most documents, you place the bibliography or source list at the end, on its own page. Click the mouse at the end of the document and press Ctrl+Enter to go to the top of a new page.



On the References ribbon, click Bibliography in the *Citations & Bibliography* group. Choose either Bibliography or Works Cited (the two are identical except for the titles).



If you add or edit your sources, update the bibliography by clicking in it and clicking the button marked Update Sources and Bibliography at the top.

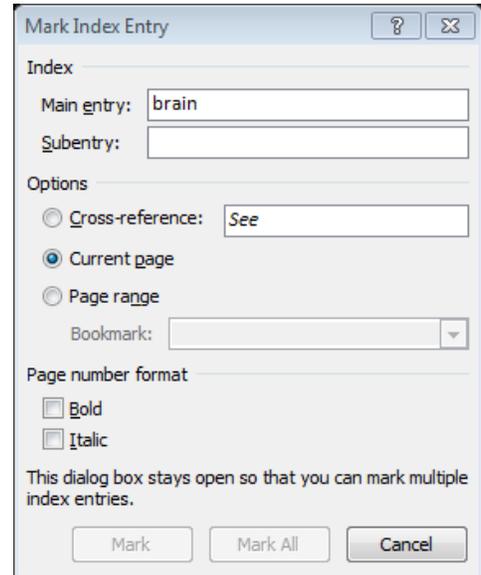
¹ Like this.

Indexing

The index in a book makes it easier for readers to find the sections of the book that interest them. Word 2010 lets you mark words or phrases to be indexed, then generates the index with the correct page numbers.

Individually mark words or phrases to be indexed

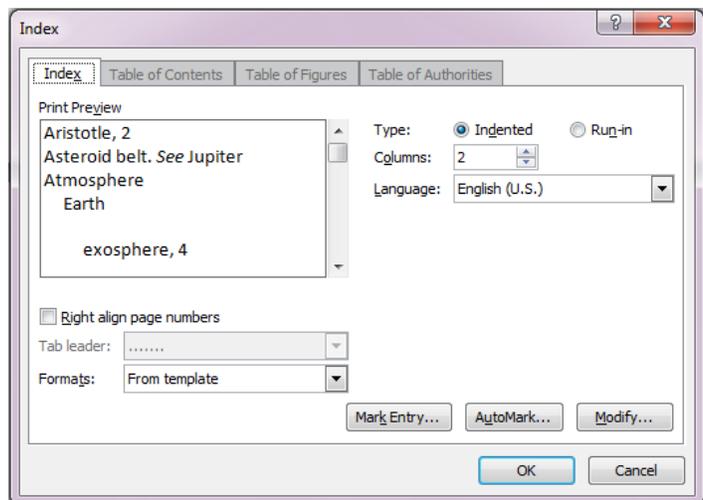
- In your document, highlight a word or phrase you want included in the index, then click the Mark Entry button in the *Index* group on the References ribbon.
- The Mark Index Entry box will open. Click the Mark All button to mark all occurrences of that word or phrase.
*Note – this is case sensitive!
- To group similar entries under a main category, type in a main entry and a subentry in the boxes provided (example: Main entry “Desserts”, subentries “ice cream”, “cookies”, “cake”) then click “Mark All”.
- To refer readers to a related index entry, select the Cross Reference button
- To format page numbers to bold or italic in the index, click the corresponding check box.
- Repeat this process until all entries are marked.



Note: when you are marking index entries, Word automatically turns on the Show/Hide button to reveal hidden text. This is so you can see the index entries, which are normally hidden. You must turn this off before building the index or the page numbers will be incorrect.

Build an index

- Click where you want to insert the finished index (usually the end of the document). You may want to insert a page break before the index.
- Hide the index entries (if they are visible) by clicking the Show/Hide button (¶) in the *Paragraph* group on the Home ribbon.
- Click the Insert Index button in the *Index* group on the References ribbon. The Index box appears.
- Choose an index format by clicking a design in the Formats box.



Automatically mark entries using a concordance file

A concordance file is a list of words you want to have indexed in a document. You can construct the list, then do all the marking at once, automatically.

Create the concordance file

In a new document, create a two-column table.

- In the first column, enter the text you want Word to mark as an index entry; in the second column, type the index entry that goes with the marked text.
- To create a subentry, type the main entry followed by a colon (:) and the subentry.

chocolate mousse	Desserts
devil's food cake	Desserts: Cake
gingerbread men	Desserts: Cookies
ice cream	Desserts
jam thumbprints	Desserts: Cookies
red velvet cake	Desserts: Cake
snickerdoodles	Desserts: Cookies

Repeat for each index reference and entry, and save the concordance file.

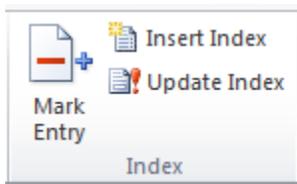
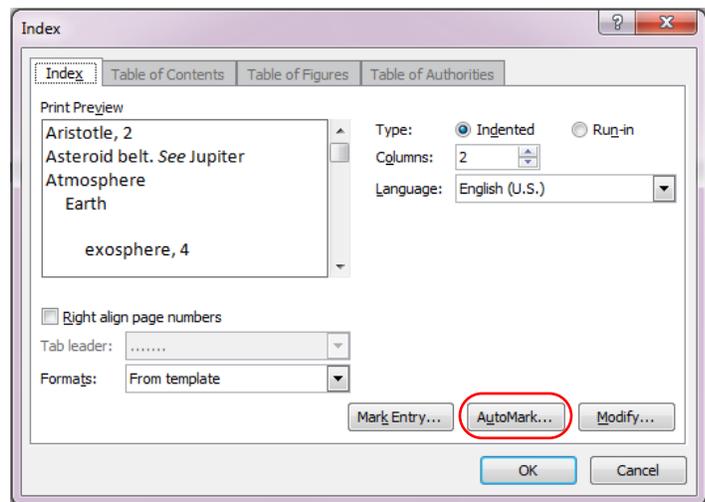
Note: To make sure Word marks all the text you want to index, list all forms of the text you want to search for. For example, type erupt, erupting, and eruption in three separate cells in the left column, and then type volcanoes in the matching cells in the right column.

Mark index entries from the concordance file

Open the document being indexed, and open the Index box as above. Click the AutoMark button at the bottom of the box, browse to locate the concordance file, and open it. Word marks all occurrences of your index entries from the file.

Build the index as usual (see p. 5)

Update an index



Click anywhere in the index and click the Update Index button in the *Index* group on the References ribbon. There may also be an update button at the top of the index itself; this can be used the same way.