

13 Use Reference Tools for Longer Documents

In this chapter, you will learn how to

- ✓ Create and modify tables of contents.
 - ✓ Create and modify indexes.
 - ✓ Add sources and compile bibliographies.
-

If you create long documents and are concerned about helping your readers find the information they're looking for, you can rely on the following Microsoft Word 2010 tools to do the job:

- **Table of contents** You can provide an overview of the information contained in a document and help readers locate topics by compiling a table of contents from the document headings. Depending on the intended delivery format (printed or electronic), you can choose to include page numbers or hyperlinks to each heading.
- **Index** You can help readers locate specific information by inserting index entry fields within a document and compiling an index of keywords and concepts that directs the reader to the corresponding page numbers.
- **Information sources and a bibliography** You can appropriately attribute information to its source by inserting citations into a document. Word will then compile a professional bibliography from the citations.

In this chapter, you'll create and update a table of contents. Then you'll mark index entries in a document and compile an index. Finally, you'll use the Source Manager to enter source information, insert a few citations, and compile a bibliography.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter13 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Adding Footnotes and Endnotes

When you want to make a comment about a statement in a document—for example, to explain an assumption or cite the source for a different opinion—you can enter the comment as a footnote or an endnote. Doing so inserts a number or symbol called a *reference mark*, and your associated comment appears with the same number or symbol, either as a footnote at the bottom of the page or as an endnote at the end of the document or document section. In most views, footnotes or endnotes are divided from the main text by a note separator line.

To create a footnote or endnote:

1. With the cursor where you want the reference mark to appear, on the References tab, in the Footnotes group, click either the Insert Footnote or the Insert Endnote button.

Keyboard Shortcut Press **Alt+Ctrl+F** to insert a footnote or **Alt+Ctrl+D** to insert an endnote.

See Also For more information about keyboard shortcuts, see "Keyboard Shortcuts" at the end of this book.

Word inserts the reference mark in the document and creates a linked area at the bottom of the page or end of the section.

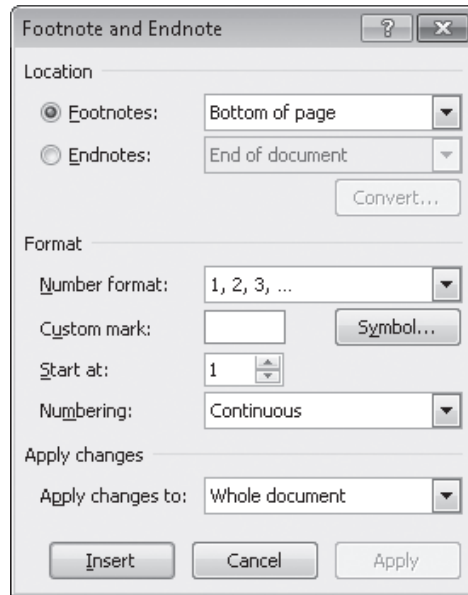
2. Type the note text.

Word applies default styles to the reference marks for footnotes and endnotes. By default, footnote reference marks use the 1, 2, 3 format, and endnote reference marks use i, ii, iii.

To change the number format of footnotes or endnotes:

1. On the References tab, click the Footnotes dialog box launcher.

The Footnote And Endnote dialog box opens.



You can change the format before or after you enter footnotes or endnotes.

2. In the Location area, click Footnotes or Endnotes.
3. In the Format area, display the Number Format list, and click the number format you want.
4. With Whole Document shown in the Apply Changes To box, click Apply.
All footnotes or endnotes change to the new number format.

To change the formatting applied to existing footnote or endnote reference marks:

1. In the document text, select the reference mark for any footnote or endnote.
2. On the Home tab, in the Editing group, click the Select button, and then click Select Text With Similar Formatting.

All the footnote or endnote reference marks are selected.

3. On the Home tab, apply the character formatting you want the reference marks to have.

All the reference marks in the body of the document now appear with the character formatting you applied.

Creating and Modifying Tables of Contents

If you create a long document with headings and subheadings, such as an annual report or a catalog that has several sections, you might want to add a table of contents to the beginning of the document to give your readers an overview of the document's contents and help them navigate to specific sections. In a document that will be printed, you can indicate with a page number the page where each heading is located. If the document will be distributed electronically, you can link each entry in the table of contents to the corresponding heading in the document so that readers can jump directly to the heading with a click of the mouse.

By default, Word expects to create a table of contents based on paragraphs within the document that you have formatted with the standard heading styles: Heading 1, Heading 2, and so on. (Word can also create a table of contents based on outline levels or on fields that you have inserted in the document.) When you tell Word to create the table, Word identifies the table of contents entries and inserts the table at the cursor as a single field. You can modify the elements on which Word bases the table at any time.

Office Procedures

Contents	
<i>General Administration</i>	1
Contact Information	2
Facilities	3
Office	3
Warehouse	3
Phone System	3
Ordering Supplies	5
Business Stationery, Letterheads, Invoices, Packing Slips, Receipts	5
Supplies	5
<i>Shipping</i>	7
Receiving Packages	8

The table of contents is a field that can be updated.

See Also For information about applying styles, see “Quickly Formatting Text” in Chapter 3, “Change the Look of Text.”

The Table Of Contents gallery offers three standard table options:

- **Automatic Table 1** This option inserts a table of contents with the heading Contents.
- **Automatic Table 2** This option inserts a table of contents with the heading Table of Contents.
- **Manual Table** This option inserts a table of contents with placeholders that you replace manually.

The formatting of the entries in a table of contents is controlled by nine levels of built-in TOC styles (TOC 1, TOC 2, and so on). By default, Word uses the styles that are assigned in the template attached to the document. If you want to use a different style, instead of clicking one of the three options in the Table Of Contents gallery, you can click Insert Table Of Contents below the gallery to display the Table Of Contents dialog box, where you can choose from several variations, such as Classic, Fancy, and Simple.

After you create a table of contents, you can format it manually by selecting text and then applying character or paragraph formatting or styles.

If you change a heading in the document or if edits to the text change the page breaks, the easiest way to update the table of contents is to click the Update Table button and have Word do the work for you. You have the option of updating only the page numbers, or if you have changed, added, or deleted headings, you can update (re-create) the entire table.

In this exercise, you'll create a table of contents for a document based on heading styles. You'll alter the document by deleting page breaks, and then you'll update the table of contents to reflect your changes.

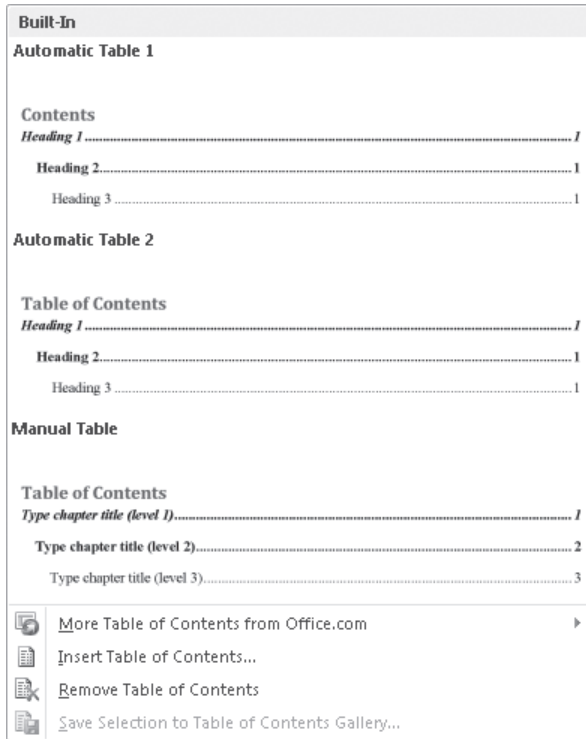


SET UP You need the *ProceduresContents_start* document located in your Chapter13 practice file folder to complete this exercise. Open the *ProceduresContents_start* document, and save it as *ProceduresContents*. Display formatting marks, and then follow the steps.



1. Click to the left of **GENERAL ADMINISTRATION**, and then on the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button.

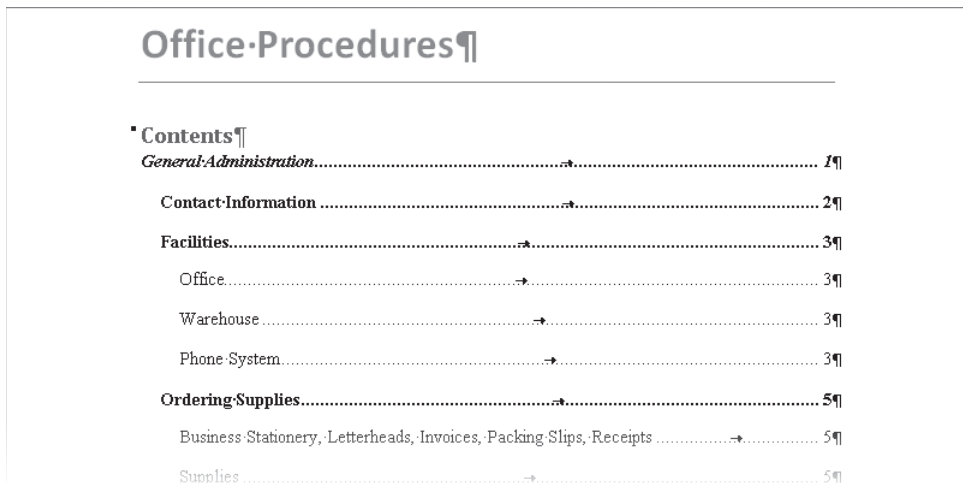
The Table Of Contents gallery appears.



You can choose from three built-in styles or insert a custom table of contents.

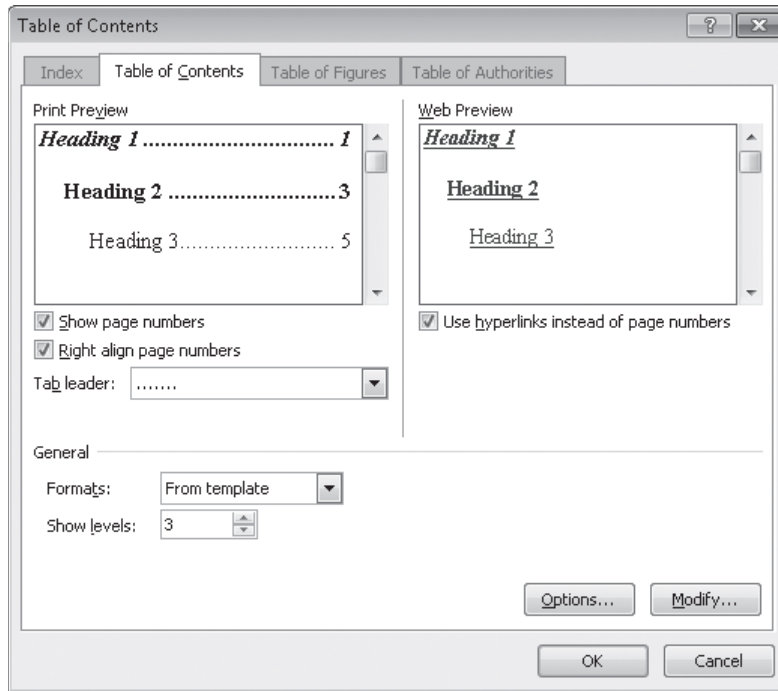
2. In the **Table of Contents** gallery, click **Automatic Table 1**.
3. Press Ctrl+Home to return to the beginning of the document.

Word has inserted a table of contents at the cursor.



Each heading level is assigned its own TOC style.

4. In the **Table of Contents** group, click the **Table of Contents** button, and then below the gallery, click **Remove Table of Contents**.
5. Click at the right end of the **Office Procedures** title, and press Enter. Then type **Table of Contents**, and make this heading bold.
6. Click at the left end of **GENERAL ADMINISTRATION**, and on the **Insert** tab, in the **Pages** group, click the **Page Break** button. Then press the Up Arrow key to position the cursor at the left end of the empty page-break paragraph.
7. On the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button, and then below the gallery, click **Insert Table of Contents**. The Table Of Contents dialog box opens.



You can specify the format for both print and the Web.

8. In the **General** area of the **Table of Contents** page, display the **Formats** list, and click **Classic**.

Examples of entries with the Classic table of contents styles applied appear in the Print Preview and Web Preview boxes.

Tip If you create a table of contents based on the document's template, you can customize the TOC styles during the creation process. With **Formats** set to **From Template** in the **General** area of the **Table Of Contents** dialog box, click **Modify**. The **Style** dialog box opens, displaying the nine TOC styles. You can modify the font, paragraph, tabs, border, and other formatting of these styles the same way you would modify any other style. For information about creating styles, see "Working with Styles and Templates" in Chapter 16, "Work in Word More Efficiently."

9. Display the **Tab leader** list, click the dotted leader option, and then click **OK** to insert the table of contents.
10. Press **Ctrl+Home** to move to the beginning of the document, and then point to any entry in the table of contents.

A ScreenTip tells you that you can hold down the **Ctrl** key and click any entry in the table of contents to jump to that heading in the document.

11. Click anywhere in the table.

The table of contents is contained in one large field, and clicking anywhere in the field selects the entire field.

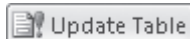
See Also For information about fields, see "Inserting Fields" in Chapter 12, "Explore More Text Techniques."

12. Scroll down to page 2, click in the selection area to the left of the page break, and then press the **Delete** key to delete the page break.

The *Contact Information* heading is now on page 2.

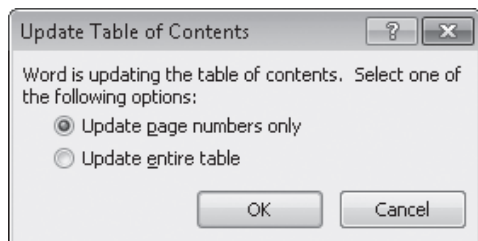
13. Scroll down to the next page break, and delete it.

The *Facilities* heading is now also on page 2.



14. On the **References** tab, in the **Table of Contents** group, click the **Update Table** button.

The **Update Table Of Contents** dialog box opens.



If you make a change to a document that affects the headings or page breaks, you can easily update the table of contents.

15. Click **Update entire table**, and click **OK**. Then press Ctrl+Home.
 Word has updated the table of contents to reflect the new page numbers.

16. Drag in the selection area to select all the lines of the table of contents.
Troubleshooting You need to drag to select the actual text of the table of contents, not just click to select the field.



17. On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Remove Space Before Paragraph**.

18. Press Ctrl+Home to release the selection and move to the top of the document.
 Word has removed the extra space between the lines in the table of contents.

Office-Procedures¶

Table-of-Contents¶

GENERAL ADMINISTRATION	2¶
Contact Information	2¶
Facilities	2¶
Office	2¶
Warehouse	3¶
Phone System	3¶
Ordering Supplies	4¶
Business Stationery, Letterheads, Invoices, Packing Slips, Receipts	4¶
Supplies	4¶
SHIPPING	6¶
Receiving Packages	7¶
Receive Packages to Ship	7¶
Receive Items to Package and Ship	7¶
Processing Orders	8¶
Assessing an Order	8¶
Creating an Invoice	9¶
Processing an Invoice	9¶
Shipping Quick Reference	11¶
ACCOUNTING	12¶
Bookkeeper	13¶
Accountant	13¶
Accounting Program	13¶
Bank	13¶

..... Page Break

You can format the text of a table of contents just like any other text.

✖ CLEAN UP Save the ProceduresContents document, and then close it.

Tables of Figures

If a document includes figures or tables that have captions, you can tell Word to create a table of figures.

To insert a caption:

1. Position the cursor where you want the caption to appear (usually in an empty paragraph immediately after the figure), and then on the References tab, in the Captions group, click the Insert Caption button.

The Caption dialog box opens.

2. If you want to change the label shown in the Caption box (the default is *Figure*), in the Label list, click Table or Equation; or click New Label, type the label you want, and then click OK.

Tip The number 1 in the Caption box is a field that reflects the graphic's position in the figure sequence. If you add or delete graphics, this number is automatically updated.

3. In the Caption box, click to the right of the label and number, press the Spacebar, type the caption, and then click OK.

Word adds the caption to the document.

To create a table of figures:

1. Position the cursor where you want to insert the table of figures, and then on the References tab, in the Captions group, click Insert Table Of Figures.

The Table Of Figures dialog box opens. This dialog box looks similar to the Table Of Contents dialog box.

2. If you want to change the default caption label, in the General area, display the Caption Label list, and click the label you want.
3. If you want to change the default format, display the Formats list, and click the format you want.
4. Select any additional options you want, and then click OK.

Word inserts the table of figures in the specified format above the cursor.

Tables of Authorities

If a legal document contains items such as regulations, cases, and statutes that are identified as legal citations, you can tell Word to create a table of authorities. Word uses the citations to create this type of table the same way it uses headings to create a table of contents.

To insert a legal citation:

1. Select the first legal reference that you want to mark with a citation.
2. On the References tab, in the Table Of Authorities group, click the Mark Citation button.

Keyboard Shortcut Press **Alt+Shift+D** to open the Mark Citation dialog box.

The Mark Citation dialog box opens.

Tip You can leave the Mark Citation dialog box open to facilitate the marking of citations.

3. In the Short Citation box, edit the citation to reflect the way you want it to appear in the table.
4. If you want to change the category, display the Category list, and click the category that applies to the citation.
5. To mark one citation, click Mark. To mark all citations that match the selected citation, click Mark All.

To create a table of authorities:

1. Position the cursor where you want the table of authorities to appear, and then on the References tab, in the Table Of Authorities group, click the Insert Table Of Authorities button.

The Table Of Authorities dialog box opens.

2. In the Category list, click the category of citations that you want to appear in the table, or click All to include all categories.
3. Select formatting options for the table, and then click OK.

Word inserts the table in the specified format above the cursor.

Creating and Modifying Indexes

To help readers find specific concepts and terms that might not be readily located by looking at a table of contents, you can include an index at the end of a document. Word creates an index by compiling an alphabetical listing with page numbers based on index entry fields that you mark in the document. As with a table of contents, an index is inserted at the cursor as one field.

Tip You don't need to create indexes for documents that will be distributed electronically because readers can use the Navigation task pane to search for the information they need. For information about searching for information in a document, see "Finding and Replacing Text" in Chapter 2, "Edit and Proofread Text."

In the index, an index entry might apply to a word or phrase that appears on one page or is discussed on several pages. The entry might have related subentries. For example, in the index to this book, the main index entry *text effects* might have below it the subentries *applying* and *live preview of*. An index might also include cross-reference entries that direct readers to related entries. For example, the main index entry *text wrapping breaks* might be cross-referenced to *line breaks*.

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The three types of index entries, as they appear in an index.

To insert an index entry field into the document, you select the text you want to mark, and click the Mark Entry button in the Index group on the References tab to open the Mark Index Entry dialog box, where you can do the following:

- Use the selected text as is, modify the entry, or add a subentry.
- Format the entry—for example, to make it appear bold or italic in the index—by right-clicking it, clicking Font, and selecting the options you want; or by using keyboard shortcuts.

- Designate the entry as a cross-reference, one-page entry, or a page-range entry.

Tip Cross-references appear in the index in the following format:

garages. See parking

In this manner, you can direct readers to index terms they might not think of when looking for specific information.

- Specify the formatting of this entry's page number.

Keyboard Shortcut Press **Alt+Shift+X** to open the **Mark Index Entry** dialog box.

After you have set the options in the dialog box the way you want them, you can insert an index entry field adjacent to the selected text by clicking **Mark**, or adjacent to every occurrence of the selected text in the document by clicking **Mark All**. The **Mark Index Entry** dialog box remains open to simplify the process of inserting multiple index entry fields, so you don't have to click the **Mark Entry** button for each new entry. You can move the dialog box off to the side so that it doesn't block the text you're working with.

Tip When building an index, you should choose the text you mark carefully, bearing in mind what terms readers are likely to look up. One reader might expect to find information about *cell phones* by looking under *cell*, whereas another might look under *mobile*, another under *phones*, and another under *telephones*. A good index will include all four entries.

Index entry fields are formatted as hidden; you cannot see them unless you click the **Show/Hide ¶** button in the **Paragraph** group on the **Home** tab to turn on formatting marks and hidden characters. When the index entry field is visible, it appears in the document enclosed in quotation marks within a set of braces, with the designator *XE* and a dotted underline.

Hidden index entry
field with main entry
and subentry

In addition to applying styles to quickly change the look of paragraphs and characters, you can add more zing by applying predefined text effects{ XE "text effects:applying" ¶ } to a selection. Clicking the **Text Effects** button in the **Font** group on the **Home** tab displays a gallery of effects to choose from.¶

These effects are dramatic, so you'll probably want to restrict their use to document titles and similar elements to which you want to draw particular attention.¶

An index entry as it appears when formatting marks and hidden characters are turned on.

Tip You can hide any text in a document by selecting it, clicking the Font dialog box launcher on the Home tab, selecting the Hidden check box, and clicking OK. When you print the document, Word will not include the hidden text unless you select the Print Hidden Text check box in the Printing Options area of the Display page in the Word Options dialog box.

To create an index based on the index entries in a document, you position the cursor where you want the index to appear and then click the Insert Index button in the Index group on the References tab. The Index dialog box opens, and you can then specify the following:

- Whether the index formatting should use styles from the current template or be based on one of four predefined formats that you can preview in the Print Preview box.
- Whether page numbers should be right-aligned, and if so whether they should have dotted, dashed, or solid tab leaders.
- Whether the index should be indented, with each subentry on a separate line below the main entries, or run-in, with subentries on the same line as the main entries.
- The number of columns you want.

When you click OK in the Index dialog box, Word calculates the page numbers of all the entries and subentries, consolidates them, and inserts the index as one field in the specified format at the specified location in the document.

Tip If you make changes to the document that affect its index entries or page numbering, you can update the index by clicking it and then clicking the Update Index button in the Index group on the References tab. You can also right-click the index and then click Update Field.

You can edit the text of the index generated from the entries, but the changes you make are not permanent; regenerating the index restores the original entries. It is more efficient to edit the text within the quotation marks in the index entry fields. To delete an index entry, you select the entire hidden field and then press the Delete key. You can move and copy index entries by using the techniques you would use for regular text.

Tip Dragging through any part of an index entry field that includes one of the enclosing braces selects the entire field.

In this exercise, you'll first mark a few index entries and a cross-reference entry. Then you'll create and format an index, delete an index entry from the document, and update the index.

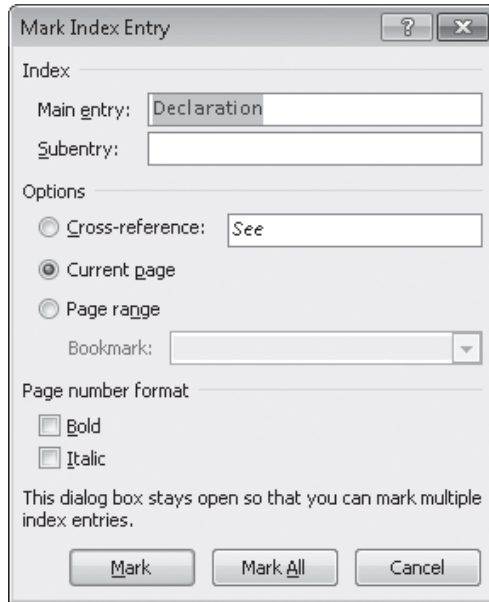


SET UP You need the RulesIndex_start document located in your Chapter13 practice file folder to complete this exercise. Open the RulesIndex_start document, and save it as RulesIndex. Then display formatting marks, and follow the steps.



1. In the first item in the first bulleted list, select the word **Declaration**. Then on the **References** tab, in the **Index** group, click the **Mark Entry** button.

The Mark Index Entry dialog box opens.



The selected text appears in the Main Entry box. You can edit it, format it, add a subentry, and otherwise adjust the index entry in this dialog box.

2. Drag the dialog box by its title bar to the upper-right corner of the screen. Then click **Mark All**.

Word inserts hidden index entry fields adjacent to every occurrence of the word *Declaration* in the document.

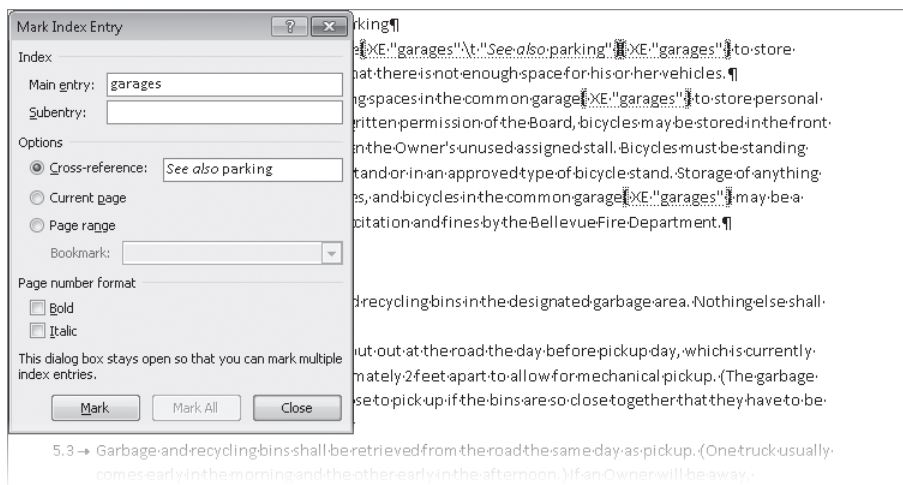
Tip If this document contained instances of the word *declaration*, those would not be marked because their capitalization does not match the selected word.

3. In the same paragraph, select the word **Bylaws**, and click the title bar of the **Mark Index Entry** dialog box to activate it and enter the selected text. Then click **Mark All**.
4. In section 2.1, select the word **professional**, and click the dialog box title bar. Then click at the right end of the entry in the **Main entry** box, press the Spacebar, and type **businesses**. Click **Mark**. Then select and mark **administrative businesses**.
5. In the **Main entry** box, delete the word **administrative**, and then click **Mark**.
6. In section 2.4, select the words **hobby shop**, click the dialog box title bar, and in the **Main entry** box, add an **s** to **shop** to make it **shops**. Then click **Mark**. Repeat this step to mark **carpenter shop**, and then create an entry for **shops**.

Tip Index entries will appear in the index exactly as they appear in the Mark Index Entry dialog box. For consistency, make all nouns lowercase and plural except proper nouns and those where only one exists.

7. In section 4.3, select the word **garage**, change the entry in the **Mark Index Entry** dialog box to **garages**, and click **Mark All**.
8. In the **Mark Index Entry** dialog box, in the **Options** area, click **Cross-reference**. The cursor moves to the space after the word *See* in the adjacent box.
9. Without moving the cursor, type **also parking**. Select the word **also**, press Ctrl+I to make it italic, and then click **Mark**.

A cross-reference to the *garages* index entry appears adjacent to the word *garage*.



The cross-reference in the document reflects your specifications in the **Mark Index Entry** dialog box.

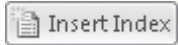
10. In section 7.2, select the words **Common Area**, and click the dialog box title bar. Then type **landscaping** in the **Subentry** box, and click **Mark**. Word inserts an index entry with the entry and subentry separated by a colon.
11. In section 8.2, mark the words **Common Area** with a subentry of **alterations**.
12. Close the **Mark Index Entry** dialog box.
13. Press Ctrl+End to move to the end of the document, press Enter, and then press Ctrl+Enter to insert a page break. The cursor moves to the top of the new page.

14. Type **Index**, and press Enter. Apply the **Heading 1** style to the new heading, and press Ctrl+End to move to the empty paragraph.



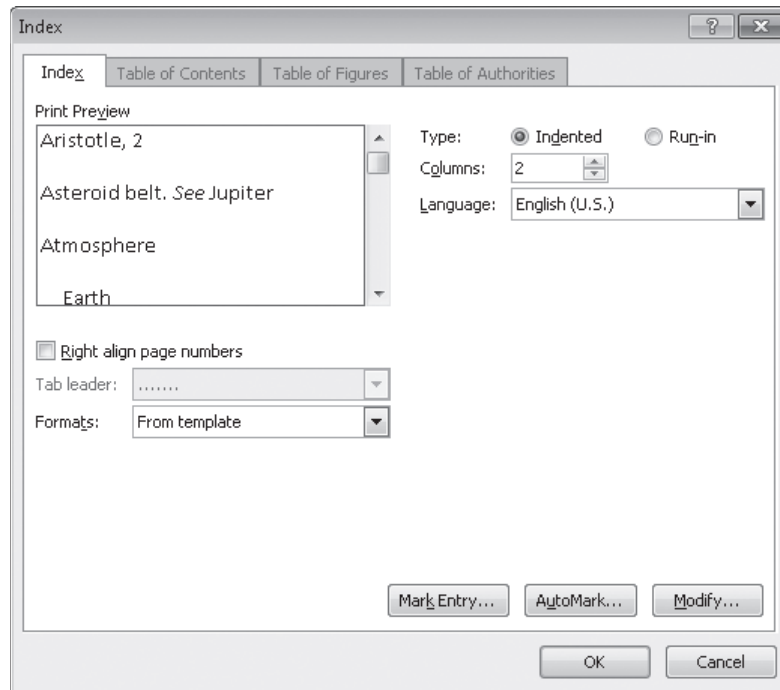
15. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button to hide formatting marks and hidden characters.

Troubleshooting When hidden text is visible, the document might not be paginated correctly. Always turn off the display of formatting marks and hidden characters before creating an index.



16. On the **References** tab, in the **Index** group, click the **Insert Index** button.

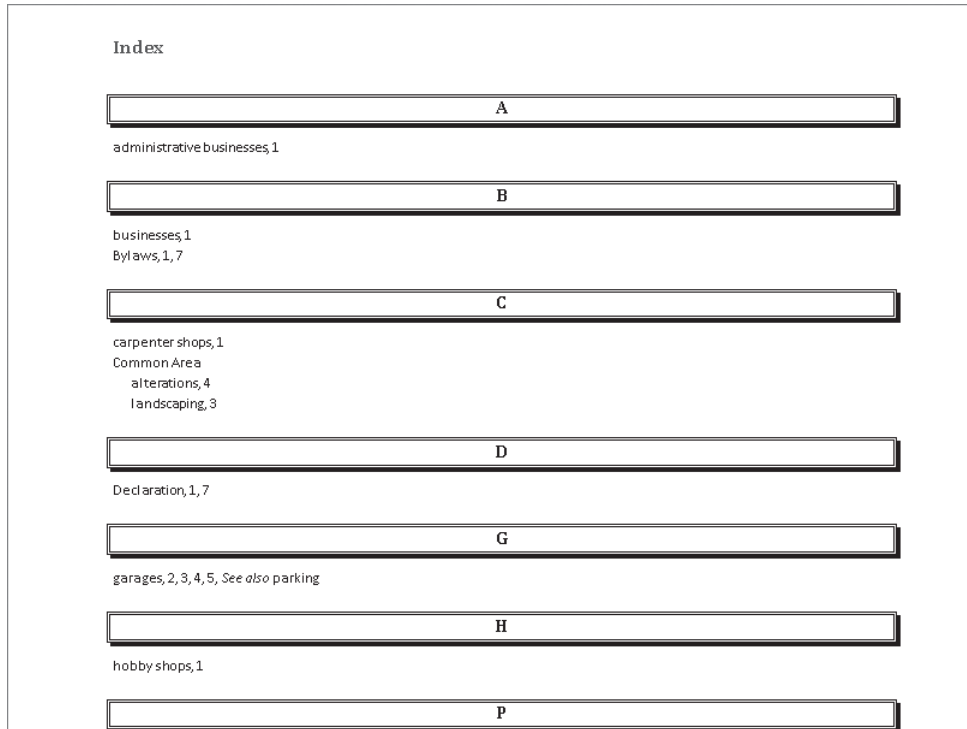
The Index dialog box opens.



You can use the settings in this dialog box to tailor the look of the index.


17. In the **Columns** box, change the setting to **1**.
18. Display the **Formats** list, and click **Fancy**. Then click **OK**.

Word compiles a short index based on the index entries you just marked.



This index is formatted in one column with the page numbers adjacent to their index entries.

19. Display hidden characters so that you can see the index entry fields in the document, and scroll up to section 4.3.
 20. Select the entire cross-reference entry following **garage**, and press the Delete key.
Troubleshooting If you find it hard to select just this entry, try pointing to the right of the closing brace () and dragging slightly to the left.
- The cross-reference entry is deleted from the document.
21. Press Ctrl+End to move to the end of the document, and click anywhere in the index to select its field.
 22. Hide the formatting marks and hidden characters. Then on the **References** tab, in the **Index** group, click the **Update Index** button.

 Update Index

The index is updated to reflect that you have deleted the cross-reference.

✘ CLEAN UP Save the RulesIndex document, and then close it.

Adding Sources and Compiling Bibliographies

In Word 2010, you can use the Source Manager to help you keep track of sources you use while researching a document and to ensure that you reference them in the proper format. Whether your sources are books, periodicals, Web pages, or interviews, you can record details about them and then select a common style guide, such as the *Chicago Manual of Style*, to have Word automatically list your sources in that style guide's standard format.

There are two ways to enter a new source:

- You can enter all the sources in the Source Manager dialog box and then insert the sources from the Source Manager into the document.
- You can enter the information for one specific source in the Create Source dialog box and click OK to insert the citation at the cursor.

No matter which method you use to enter the source information, Word stores the sources in a separate file on your computer's hard disk so that you can cite them in any document you create. You can view this Master List and select which sources will be available to the current document from the Source Manager dialog box.

After you enter citations in a document, you can easily compile their sources into one of two types of lists by clicking the Bibliography button in the Citations & Bibliography group on the References tab:

- **Bibliography** This option inserts the source list with a Bibliography heading.
- **Works Cited** This option inserts the source list with a Works Cited heading.

You can also click Insert Bibliography at the bottom of the gallery to insert the source list without a heading. The type of bibliography you use is usually specified by the organization or person for whom you are preparing the document, such as your company, your instructor, or the publication in which you intend to publish the document.

When you compile a bibliography, Word inserts it at the cursor as one field. You can edit the text of a bibliography, but if the source information changes, it is more efficient to edit the source in the Source Manager and then update the bibliography the same way you would update a table of contents or index.

Tip You can update a bibliography by clicking the bibliography and then clicking the Update Citations And Bibliography button that appears above the field. If you used the Insert Bibliography command to compile the source list, the Update Citations And Bibliography button does not appear when you click the field. In that case, you can update the bibliography by right-clicking anywhere in the field and then clicking Update Field.

In this exercise, you'll enter information for a couple of sources, insert citations for existing sources, add a new source, compile a bibliography, and then change its format.



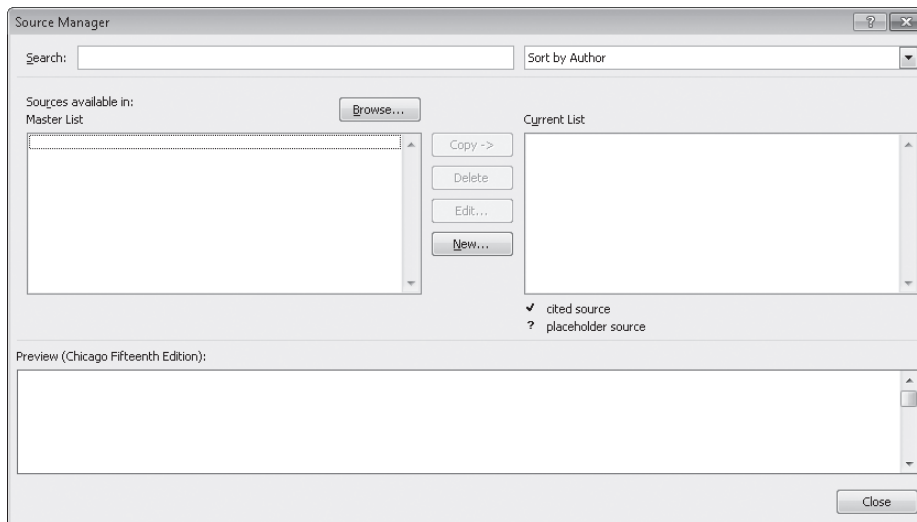
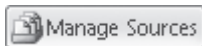
SET UP You need the `AllAboutBamboo_start` and `BambooBibliography_start` documents located in your Chapter13 practice file folder to complete this exercise. Open the `AllAboutBamboo_start` document, and save it as `AllAboutBamboo`. Then follow the steps.

1. On the **References** tab, in the **Citations & Bibliography** group, display the **Style** list, and then click **Chicago Fifteenth Edition**.

Any sources you create and citations you insert will be formatted according to the *Chicago Manual of Style* rules.

2. In the **Citations & Bibliography** group, click the **Manage Sources** button.

The Source Manager dialog box opens.



The Source Manager accumulates sources from all documents on your hard disk, so if other documents contain citations, their source information might appear in here.

3. In the **Source Manager** dialog box, click **New**.

The Create Source dialog box opens.

The sources you enter in this dialog box will become part of the Source Manager's Master List.

4. Ensure that **Book** is selected in the **Type of Source** list. Then in the **Bibliography Fields for Chicago Fifteenth Edition** area, type **Goldberg, Jossef** in the **Author** box, **Black Bamboo** in the **Title** box, **2008** in the **Year** box, and **Litware** in the **Publisher** box. Then click **OK**.

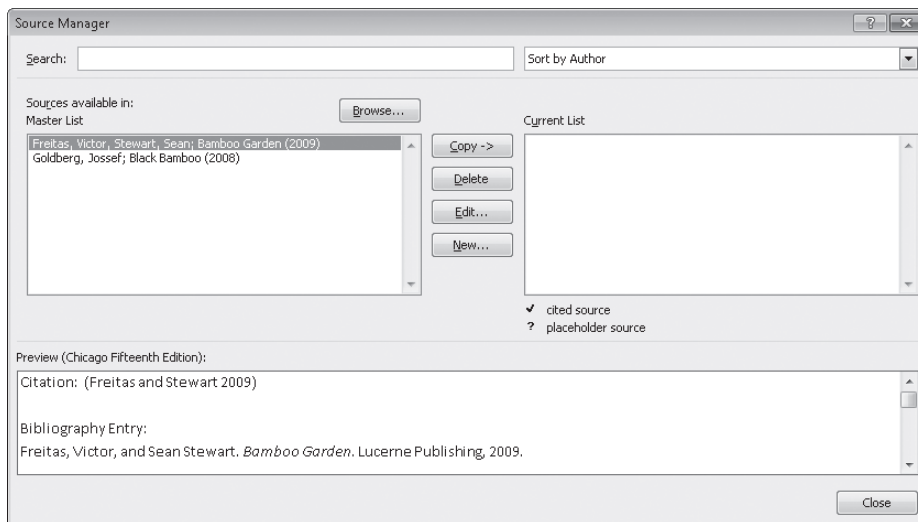
The new source is added to the Source Manager and appears not only in the Master List but also in the Current List, which is the list of sources that can be used in this document.

5. In the **Source Manager** dialog box, click **New**, and then in the **Create Source** dialog box, click **Edit**.

The Edit Name dialog box opens.

If a source has more than one author, you enter their names in the Edit Name dialog box.

6. Under **Add name**, type **Freitas** in the **Last** box, type **Victor** in the **First** box, and then click **Add**.
Freitas, Victor appears in the Names box.
7. To enter a second author for the same book, type **Stewart** in the **Last** box, type **Sean** in the **First** box, click **Add**, and then click **OK**.
8. In the **Create Source** dialog box, type **Bamboo Garden** in the **Title** box, **2009** in the **Year** box, and **Lucerne Publishing** in the **Publisher** box. Then click **OK**.
The new source is added to the Master List and the Current List.
9. Close the **Source Manager** dialog box.
10. Open the **BambooBibliography_start** document, and save it as **BambooBibliography**. Then open the **Source Manager** dialog box.
The two sources you just entered appear in the Master List but not in the Current List, meaning they are not available for use in this document.



You can select the sources in the Master List that you want to be available for a particular document.

11. With the **Freitas** source selected in the **Master List** box, click **Copy** to make that source available in this document. Then copy the **Goldberg** source to the **Current List** box, and click **Close**.
12. In the document, position the cursor to the right of **Black Bamboo** on the last line of the first paragraph. Then in the **Citations & Bibliography** group, click the **Insert Citation** button, and in the list of citations, click **Goldberg, Josef**.



Word inserts the source in parentheses.



BEAUTIFUL BAMBOO

Bamboo has long been woven into the cultures of many countries, where it has historically been used for everything from food and fodder to musical instruments and construction material. For centuries, millions of people have depended on this plant, which is known as “friend of the people” in China, and “wood of the poor” in India. But the demand for bamboo has been increasing in other parts of the world as well, especially as it relates to furniture, accent pieces, and flooring. More and more, people are seeing the value and beauty of using bamboo in their homes to achieve modern-day fashion with an ethnic flavor. Entire books have been written on the subject, including *Black Bamboo* (Goldberg 2008) and *Bamboo Garden*.

There are many different sizes and varieties of bamboo. It is both tropical and subtropical, growing in climates as diverse as jungles and mountain-

Citation

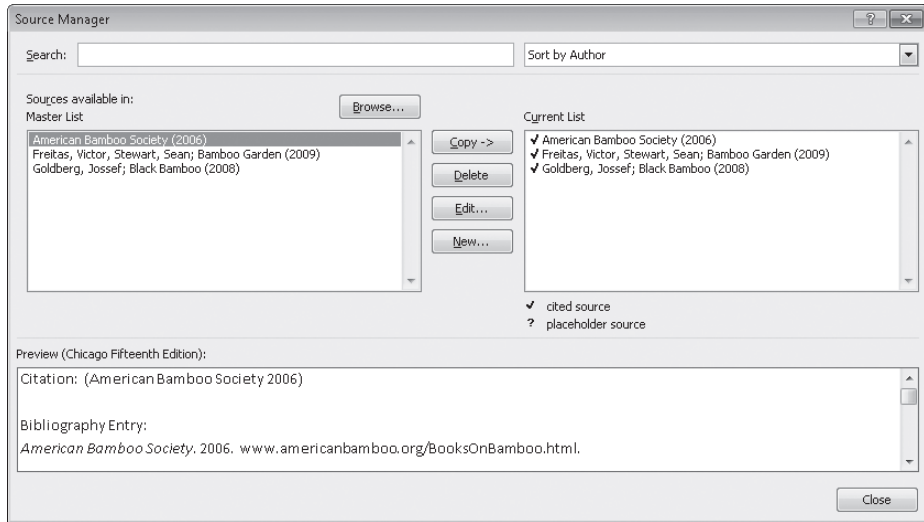
Information stored in the Source Manager is used to create the citation in the specified format (in this case, the Chicago Manual of Style, Fifteenth Edition format).

13. Insert a **Freitas, Victor, Stewart, Sean** citation to the right of **Bamboo Garden** (but before the period) at the end of the same paragraph.
14. Click to the right of **Entire books** (one line up in the same paragraph). Then in the **Citations & Bibliography** group, click the **Insert Citation** button, and in the list, click **Add New Source**.
15. In the **Create Source** dialog box, display the **Type of Source** list, and click **Web site**.
16. In the **Name of Web Page** box, type **American Bamboo Society**, and in the **Year** box, type **2006**. Then type **www.americanbamboo.org/BooksOnBamboo.html** in the **URL** box, and click **OK**.

Word inserts the source in parentheses at the insertion point.

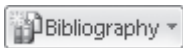
17. In the **Citations & Bibliography** group, click the **Manage Sources** button.

In the Source Manager dialog box, the new citation appears in both the Master List and the Current List.

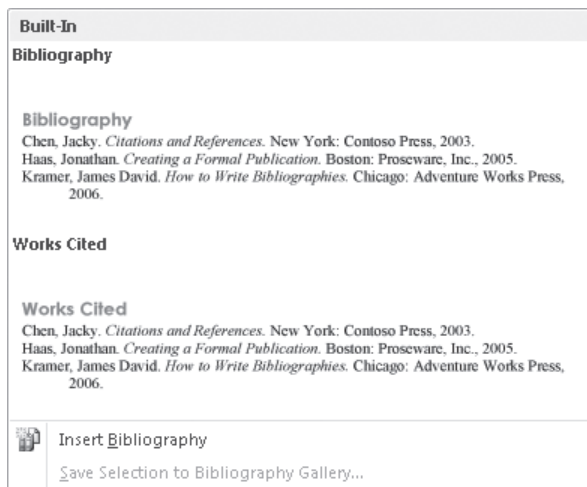


Because the sources in the **Current List** are actually cited in the document, they have a check mark beside them.

18. Close the **Source Manager** dialog box, and then press Ctrl+End to move to the end of the document.
19. In the **Citations & Bibliography** group, click **Bibliography**.



The Bibliography gallery appears.



You can choose from two built-in styles or insert a bibliography with no heading.

20. In the gallery, click **Bibliography**.

Word inserts a bibliography of all the citations in the document in alphabetical order.

Bibliography

American Bamboo Society. 2006. www.americanbamboo.org/BooksOnBamboo.html.
 Freitas, Victor, and Sean Stewart. *Bamboo Garden*. Lucerne Publishing, 2009.
 Goldberg, Josef. *Black Bamboo*. Litware, 2008.

A bibliography formatted in the specified format (in this case, the Chicago Manual of Style Fifteenth Edition).

21. In the **Citations & Bibliography** group, display the **Style** list, and click **APA Fifth Edition**.

Tip You don't have to select the bibliography to apply this change; you can do it from anywhere in the document.

The format of the bibliography and of the citations changes to bring it in line with the style specified by the *Publication Manual of the American Psychological Association*.

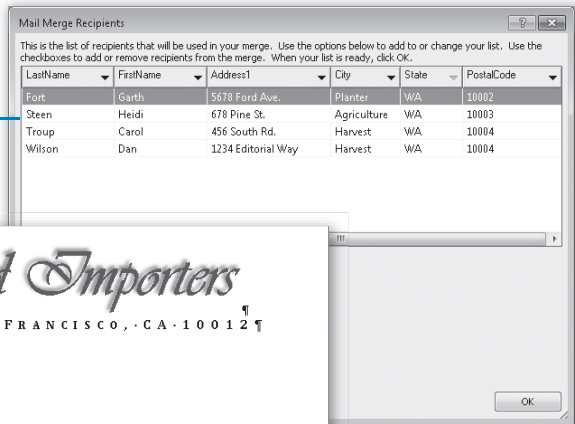
 **CLEAN UP** Save and close the **BambooBibliography** and **AllAboutBamboo** documents.

Key Points

- A table of contents provides an overview of the topics covered in a document and lets readers navigate quickly to a topic.
- After marking index entries for key concepts, words, and phrases, you can use the Insert Index command to tell Word to compile an index.
- Word can keep track of sources and compile a bibliography of cited sources based on the style of your choosing.

Chapter at a Glance

Prepare data sources, page 356



LastName	FirstName	Address1	City	State	PostalCode
Fort	Garth	5678 Ford Ave.	Planter	WA	10002
Steen	Heidi	678 Pine St.	Agriculture	WA	10003
Troup	Carol	456 South Rd.	Harvest	WA	10004
Wilson	Dan	1234 Editorial Way	Harvest	WA	10004

Prepare main documents, page 363



Wide World Importers
· 3 4 5 6 · E L M · S T R E E T , · S A N · F R A N C I S C O , · C A · 1 0 0 1 2 ¶

¶
¶

«AddressBlock» ¶
¶
«GreetingLine» ¶
¶
I want to take a moment to thank you for your continued support of Wide World Importers. Because loyal customers like you come back year after year, we are still growing steadily and the future looks brighter than ever. ¶
¶
As you know, we will celebrate holding a special *Mad March* month, and selected specials our promotional flyers their offerings. ¶
¶
«FirstName», for even great Identify yourself as a VIP. On your purchase, and you will ¶
¶

Merge main documents and data sources, page 367



Wide World Importers
· 3 4 5 6 · E L M · S T R E E T , · S A N · F R A N C I S C O , · C A · 1 0 0 1 2 ¶

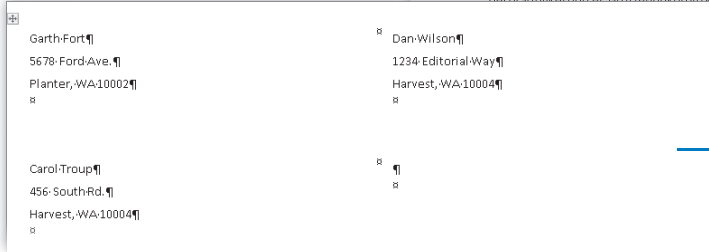
¶
¶

Dan Wilson ¶
1234 Editorial Way ¶
Harvest, WA 10004 ¶
¶
Dear Dan, ¶
¶
I want to take a moment to thank you for your continued support of Wide World Importers. Because loyal customers like you come back year after year, we are still growing steadily and the future looks brighter than ever. ¶
¶
As you know, we will celebrate our 10th anniversary in March. In honor of that occasion, we are holding a special *Mad March* sale! Everything in the store will be 20% off throughout the month, and selected specials at higher discounts will be offered each day. Please pick up one of

Send personalized e-mail messages to multiple recipients, page 370



«GreetingLine» ¶
¶
Thank you for your recent visit to our store. It was a pleasure to be able to answer your decorating questions and offer suggestions. As you requested, we have added your name to our online mailing list. You will be receiving our monthly newsletter, as well as advance notice of upcoming shipments and in-store events. ¶
¶
You can also visit our Web site at www.wideworldimporters.com for a schedule of events, links to online decorating resources, articles on furniture care, and more. ¶



Garth Fort ¶ 5678 Ford Ave. ¶ Planter, WA 10002 ¶ ¶	Dan Wilson ¶ 1234 Editorial Way ¶ Harvest, WA 10004 ¶ ¶
Carol Troup ¶ 456 South Rd. ¶ Harvest, WA 10004 ¶ ¶	¶ ¶

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