# Open a "**WORD**" blank document

1.On the **Document Elements** tab, under **References**, click **Manage**.
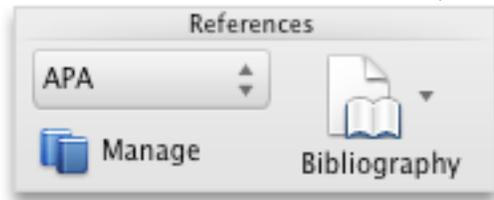
2.At the bottom of the Citations tool, click ⚙▾, and then click **Citation Source Manager**.

3.Click **New**.

4.On the **Type of Source** pop-up menu, select a source type.

5. Complete as many of the fields as you want. The required fields are marked with an asterisk (*). These fields provide the minimum information that you must have for a citation.

6. 7.**Note** You can insert citations even when you do not have all the publishing details. If publishing details are omitted, citations are inserted as numbered placeholders. Then you can edit the sources later. You must enter all the required information for a source before you can create a bibliography.

8.

9.When you are finished, click **OK**. The source information that you entered appears in the **Current list** and **Master list** of the Source Manager.

10. To add additional sources, repeat steps 3 through 6.

11. Click **Close**. The source information that you entered appears in the **Citations List** in the Citations tool.

Edit a source in the Citations tool

You can edit a source directly in the document or in the Citations tool. When you change the source, the changes apply to all instances of that citation throughout the document. However, if you make a manual change to a particular citation within the document, those changes apply only to that particular citation. Also, that particular citation is not updated or overridden when you update the citations and bibliography.

1.On the **Document Elements** tab, under **References**, click **Manage**.
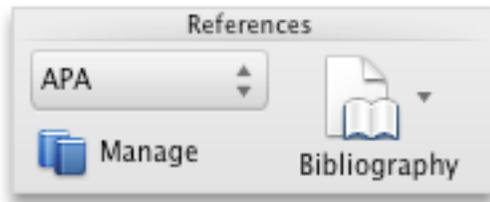
2.In the **Citations List**, select the citation that you want to edit.

3.At the bottom of the Citations tool, click [⚙▾], and then click **Edit Source**.

4.Make the changes that you want, and then click **OK**. If you see a message that asks whether you want to save changes in both the Master list and the Current list, click **No** to change only the current document, or click **Yes** to apply changes to the source of the citation and use it in other documents.

Remove a source from the Citations List

Before you can remove a source from the Citations List, you must delete all related citations.

1. In the document, delete all the citations associated with the source that you want to remove.

2. 3.**Tip** You can use the search field to locate citations. In the search field [🔍▾ Search in Document], enter part of the citation.

4.

5.On the **Document Elements** tab, under **References**, click **Manage**.
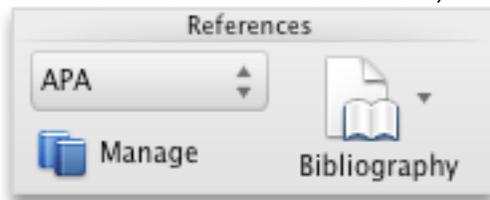
6.At the bottom of the Citations tool, click [⚙▾], and then click **Citation Source Manager**.

7. In the **Current list**, select the source that you want to remove, and then click **Delete**. The source now appears only in the Master list.

8. 9.**Note** If the **Delete** button is unavailable, or if you see a check mark next to the source in the list, there is still at least one related citation in the document. Delete all remaining related citations in the document, and then try deleting the source again.

10.

11. Click **Close**. The source that you removed no longer appears in the **Citations List**.

▶ Step 2. Insert, edit, or delete a citation (optional)

▶ Step 3. Insert or edit a works cited list or a bibliography