Remarkable References

- o Edit source – to update information

Click on reference tab at top of word, in between Page Layout and Mailings

Click on Insert Citation, then add new source

Add details then click ok to save

- o Edit citation – to add page numbers

Right click on the required citation, then select edit citation

Then enter page numbers

- **Insert Bibliography/Reference List**

If you want to insert reference again click on insert Citation and it should be in list and can read from there. This shows reference list.

Insert reference/bibliography details at bottom of the document, select bibliography in the references, and click on required option

- **Insert Footnote (References Tab)**
  - o 1st Footnote – Egyptologists (end of first paragraph)
    - ▪ Footnote – is the study of ancient Egyptian history

Click on area you wish to add foot note, in references click AB Insert Footnote in references tab, then enter text at bottom of screen for footnote details. Hoover mouse over foot note number to see note.

- 2nd Footnote – Howard Carter (2nd paragraph)
  - Discovered Tutankhamen

Click on area you wish to add foot note, in references click AB Insert Footnote in references tab, then enter text at bottom of screen for footnote details. Hoover mouse over foot note number to see note.
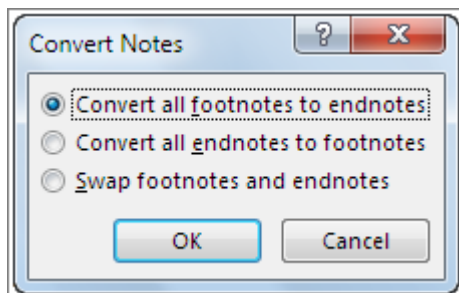
- **Change Footnotes to Endnotes**

1. Click **References** and then click the small arrow to open the **Footnote and Endnote** box.
2. Click **Footnotes** or **Endnotes**.
3. Click **Convert**.
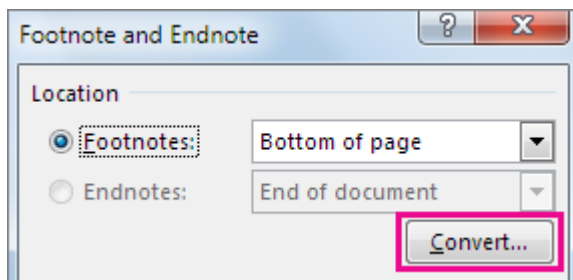
4. Click the option you want.

You can convert footnotes to endnotes, endnotes to footnotes, or you can convert both at the same time by clicking **Swap footnotes and endnotes**.

5. Click **OK** and click **Insert**.

- **Bookmarks (Insert)**
  - F5 – Go to page 3

Press F5 key then select page 3 to go to page 3.

(no spaces in bookmarks)

- Select the text or location where you want to create a bookmark in your Word 2013 document.
- Navigate to "**Insert**" tab in the menu-bar.
- Click on "**Bookmarks**" in the "**Links**" section.
- Bookmark page will be open. Put a name of that bookmark on "**Bookmark Name**" section and click "**Add**".
- That is it. Now the bookmark is added.

  - F5 – Go to Bookmarks

Select F5 key to show bookmark working

  - Delete – bookmarks

Select Bookmark in insert tab and show where delete button is to delete a

bookmark.

- **Cross Reference**

1. In the document, type the introductory text that begins the cross-reference.

For example, type **For more information, see**

2. On the **Insert** menu, point to **Reference**, and then click **Cross-reference**.
3. In the **Reference type** box, click the type of item you want to refer to — for example, a heading.
4. In the **Insert reference to** box, click the information you want inserted in the document — for example, page number
5. In the **For which** box, click the specific item you want to refer to — for example, the page number.
6. To allow users to jump to the referenced item, select the **Insert as hyperlink** check box.
7. If the **Include above/below** check box is available, you can select this check box to include information about the relative position of the referenced item.
8. Click **Insert**.

Then hoover over number and crtl key plus left click to go to locotation.

- **Hyperlink**

  - Appendix B – see ... (from first line, paragraph 2) – use hypertext

Select hyperlink in insert tab to add link in document