Updating a Bibliography

- In this tutorial, you will learn how to update a bibliography in your Microsoft Word 2010 document.

- The UPDATE CITATIONS AND BIBLIOGRAPHY tab may be used to update a Built-In bibliography after EDITING A SOURCE.

Locating the Update Citations and Bibliography Feature

To locate the UPDATE CITATIONS AND BIBLIOGRAPHY tab, you must select a bibliography list in your document. After selecting the list, the UPDATE CITATIONS AND BIBLIOGRAPHY tab will appear above the selection.

Bibliography


Updating a Bibliography

Step 1: Open your Microsoft Word document and select the built-in bibliography you would like to update. In this example, we will assume that you have already modified the Hannon source and are ready to update the bibliography on the last page of the document.

Step 2: Click the UPDATE CITATIONS AND BIBLIOGRAPHY tab to update any changes that have been made to the sources in the bibliography list.

Finish: By following the steps above, you can update a list of sources within your document.