Delete Sources

- In this tutorial, you will learn how to delete sources in your Microsoft Word 2010 document.
- The DELETE button in the SOURCE MANAGER dialog box may be used to delete a source from the master source list (a list of all sources created in a Word application) or from the current list (a list of sources created in an active document).

Locating the Delete Button

To locate the DELETE button, you must open the SOURCE MANAGER dialog box. This can be done by clicking the REFERENCES tab and then the clicking the MANAGE SOURCES button on the CITATIONS & BIBLIOGRAPHY group.

The SOURCE MANAGER dialog box will open after clicking the MANAGE SOURCES button and the DELETE button is located in the center of the dialog box.
Delete a Source

Step 1: Open your Microsoft Word document and click the REFERENCES tab to display the groups and buttons on the tab.

Step 2: Click the MANAGE SOURCES button in the CITATIONS & BIBLIOGRAPHY group to open the SOURCE MANAGER dialog box.

Step 3: Select the Source you would like to delete. In this example, we will assume you would like to delete the Anderson source from the Current list of sources in your document.
Step 4: Click the DELETE button to delete the selected source from the CURRENT LIST of sources in the document.

Step 5: Click the CLOSE button at the bottom of the SOURCE MANAGER dialog box to return to the document.

Finish: By following the steps above, you can delete a source from the current list of sources in your document.