Edit Sources

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

Locating the Edit Button

To locate the EDIT button, you must open the SOURCE MANAGER dialog box. This can be done by clicking the REFERENCES tab and then 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 EDIT button is located in the center of the dialog box.
Edit 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 edit. In this example, we will assume you would like to edit the Anderson source in the Master list of sources.
Step 4: Click the **EDIT** button to open the edit source dialog box.

![Source Manager](image)

Step 5: Edit the desired item in the **EDIT SOURCE** dialog box. In this case we will edit the Author’s name.

![Edit Source](image)
Step 6: Click the OK button to save changes.

Step 7: Click the CLOSE button in the SOURCE MANAGER dialog box to return to the document.

Finish: By following the steps above, you can edit a source in your document.