Copy Sources

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

Locating the Copy Button

To locate the **COPY** 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. The **COPY** button is located in the center of the dialog box.
Copy 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 copy. In this example, we will assume you would like to copy the Anderson source from the Master list to the Current list of sources in your document.
Step 4: Click the **COPY** button to move a copy of the selected source to the **CURRENT LIST** of sources in the document.

![Image of Source Manager dialog box showing source moved to current list]

**Copy of source moved to current list**

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

![Image of Source Manager dialog box showing close button]

**Close Button**

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