Creating a New Resource Using the Bibliography Feature

- In this tutorial, you will learn how to create a new resource using the Bibliography Feature in Microsoft Word 2010.
- The Bibliography Features allow you to insert citations and create references.

Locating the Bibliography Features

To locate the Bibliography features, click on the REFERENCES tab of the ribbon.

To manage your resources, including creating a new resource, click Manage Resources.
Managing Resources

When you click **MANAGE RESOURCES**, a new window will appear. It will look like this:

![Managing Resources Window]

Creating New Resources

**Step 1:** To create a new resource, click the **NEW** button in the center of the window.
Step 2: Select the **TYPE OF SOURCE** you are entering.

Step 3: Enter the author or author’s name. When entering multiple authors click the **EDIT** button. This will allow you to enter multiple authors in the correct format.
When entering multiple authors, enter the author’s names in the appropriate box and click ADD. Do this for each individual author. When you are finished, click OK.

To add authors, type their name into the provided boxes and click “Add” when you are finished. Continue adding authors. When all authors have been added, click "Ok".
Step 4: Enter the correct information in all other fields.

*** By clicking “Show All Bibliography Fields, a larger window opens up that allows you insert more information, such as editors, publishers, DOI numbers and comments.

When you are finished click OK

Step 5: Repeat Steps 1 thru 4 for each resource you wish to add.

Finish: Once you have added your resources you are now able to Insert Citations or Insert a Bibliography.