

How to use the Word 2007 citation tool

1. The citation tool menu is located under the References tab in Microsoft 2007.
2. The third set or block of options pertains to the citation tool.
3. First choose which Style: you prefer from the drop down menu, for example MLA, APA or Chicago.
4. Select Insert Citation and Add New Source.
5. Select the appropriate Type of Source and enter all the relevant information for each particular source. You may either do this all at once or as you work.
6. Once you have entered the information for a source, you can click Insert Citation to insert an internal citation for that item.
7. Choose Bibliography to insert the entire list of full citations, usually on its own page at the end of a paper.