

Tip

To specify which citation style is used in the document, use the *Type* tab on the Table of Contents, Index or Bibliography dialog (Figure 359).

Formatting the bibliography involves choices made in two places:

- Table of Contents, Index or Bibliography dialog, covered in this section.
- Bibliography 1 paragraph style (see page 344).

The basic settings are selected on this tab.

- 1) To give the bibliography a title, enter it in the Title field. (A title is not required.)
- 2) You can protect the bibliography from being changed accidentally, by selecting **Protected against manual changes**. If this option is selected, the bibliography can only be changed using the right-click menu or the Table of Contents, Index or Bibliography dialog. If the option is not selected, the bibliography can be changed directly on the document page, just like other text, but any manual changes will be lost when you update the bibliography.
- 3) To have the bibliographic entries (citations) numbered within the body of the document (for example, [1], [2]...), select **Number entries**. If, however, you wish to have the Short name field contents (from the database) appear in the document, deselect this option.
- 4) Select the type of brackets that you want for the referenced entries shown within the body of the document.
- 5) Define the sorting you require. Currently only alphanumeric sorting is supported. Sorting by the sequence that entries appear in the text is done on the *Entries* tab.

Entries tab

The structure of this tab (Figure 360) is similar to that for tables of contents and for indexes.

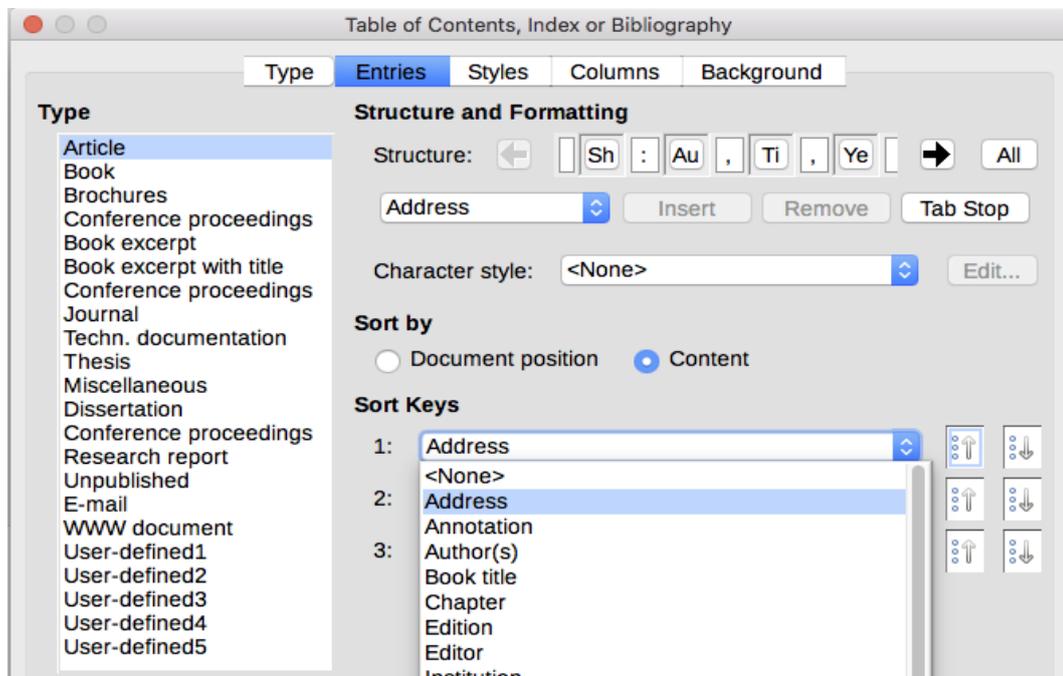


Figure 360: Entries tab for bibliographies

The *Type* section refers to the kind of source, such as a periodical or a web page. Each entry in the Type list has a default structure format. You can define how the entry will appear, based on its source, by selecting from the Type list of entries, or simply apply the same format to all entries by clicking the **All** button.