

Adding references (citations) into a document

Writer supports two methods of adding references to your document:

- From a bibliography database, such as the one built into Writer.
- Directly from the keyboard.

Entering references from a database

To add references from the bibliographic database into a document:

- 1) Place the cursor where you want the reference to appear.
- 2) On the Menu bar, choose **Insert > Table of Contents and Index > Bibliography Entry**.
- 3) In the Insert Bibliographic Entry dialog (Figure 358), choose **Bibliography database** in the *Bibliography Source* section at the top of the dialog.

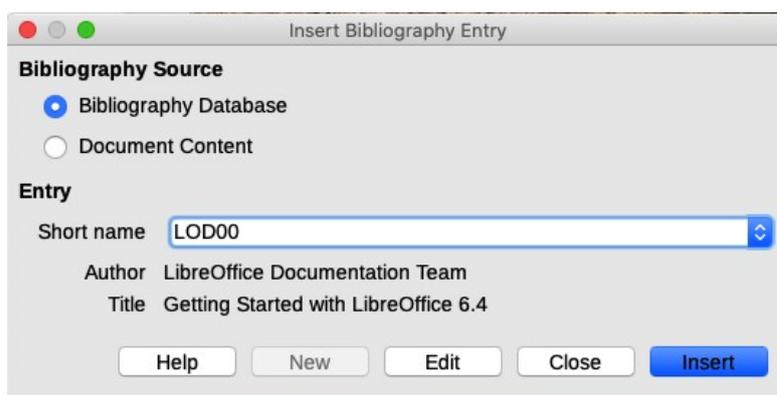


Figure 358: Inserting bibliographic entries into a document

- 4) Select the reference from the Short name drop-down list in the middle of the dialog. The Author and Title of the selected reference are shown below the Short name field, to help you verify that it is the reference you want.
- 5) To insert the reference into the document, click **Insert**.
- 6) You can keep the dialog open and insert another reference into the document; you do not need to close and reopen it.
- 7) When you have finished inserting all the references, click **Close**.

Entering references from documents

You may choose to enter your bibliographic entries directly into the document, instead of from an external database. For example, you may not be working on your own computer.

Click in the document where you want to add the entry.

- 1) Select **Insert > Table of Contents and Index > Bibliography Entry**.
- 2) In the Insert Bibliographic Entry dialog (Figure 358), select **Document content** in the *Bibliography Source* section at the top of the dialog.
- 3) Click **New** to open the Define Bibliography Entry dialog.
 - Complete all the fields that are relevant to your entry. Type a unique name in the **Short name** box, because the Insert Bibliography Entry dialog uses this entry for the citation.
 - Select an option in the menu in the **Type** box to enable the **OK** button.
 - Click **OK** when all the fields wanted are completed.
 - Click **Insert** to add the Short name field to the document, and then click **Close**.