

To re-use an entry in your document, restart the sequence above, and then select the Short name required from the current list of entries, instead of selecting to add a new entry.

Editing a reference

To edit a reference:

- 1) Right-click the entry (the cursor then displays to the left of the entry).
- 2) In the context menu, select **Bibliography Entry**. The Edit Bibliography Entry dialog (similar to the Insert Bibliography Entry dialog) opens.
- 3) To quickly edit only the Short name, click the text box, edit the entry and then click **Apply**.
- 4) To edit more of the entry, click **Edit** to open the Define Bibliography Entry dialog. Make any changes required and then click **OK** to return to the Edit Bibliography Entry dialog.
- 5) Click **Apply** to accept the changes and exit the dialog.

✓ Note

Whatever the source of the citation, the modified references are stored only in the document. If the source is a bibliography database, that database remains unmodified.

Creating the bibliography

- 1) Place the cursor at the point where you wish to insert the bibliography.
- 2) Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography** and change the Type to Bibliography, to display a dialog similar to that shown in Figure 359.

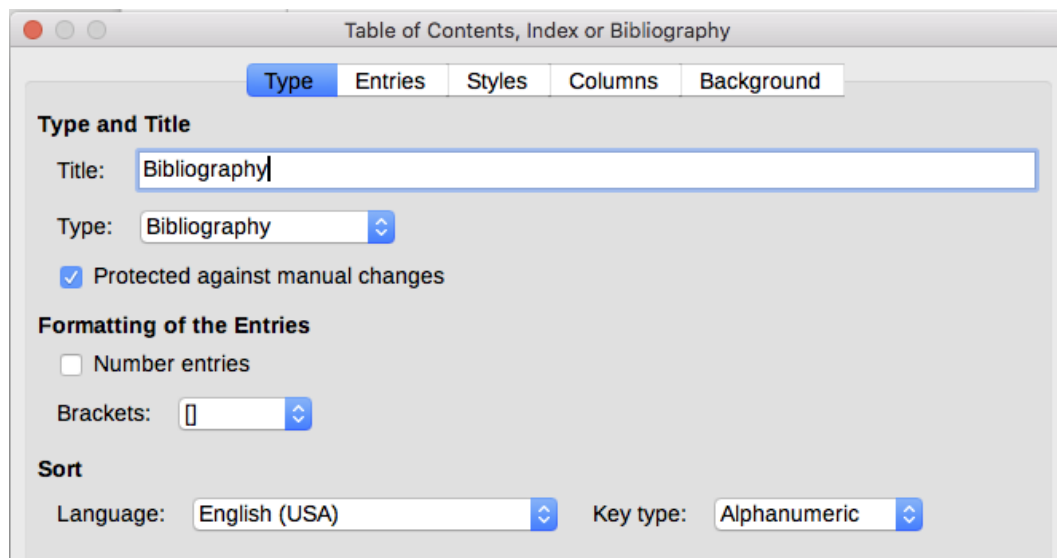


Figure 359: Inserting a bibliography

Type tab

Writer supports two ways of displaying references (citations) in the text of a document:

- Using the text recorded in the Short name field of each bibliographic entry, for example (Smith, 2001) depending on citation style.
- By numbering the referenced documents in the sequence they occur in the text, for example [1].