

# Formatting Documents

## CASE

You have written and formatted the text for an informational report for QST clients about staying healthy while traveling. You are now ready to format the pages. You plan to organize the text in columns, to illustrate the report with a table, and to add footnotes and a bibliography.

## Unit Objectives

After completing this unit, you will be able to:

- Set document margins
- Create sections and columns
- Insert page breaks
- Insert page numbers
- Add headers and footers
- Insert a table
- Add footnotes and endnotes
- Insert citations
- Manage sources and create a bibliography

## Files You Will Need

WD D-1.docx	WD D-5.docx
WD D-2.docx	WD D-6.docx
WD D-3.docx	WD D-7.docx
WD D-4.docx	

# Set Document Margins

## Learning Outcomes


- Set custom margins
- Change paper size
- Change page orientation

## STEPS

### TROUBLE

Click the Ruler check box in the Show group on the VIEW tab to display the rulers if they are not already displayed.

### QUICK TIP

You can also click the launcher  in the Page Setup group to open the Page Setup dialog box.

### QUICK TIP

The minimum allowable margin settings depend on your printer and the size of the paper you are using. Word displays a warning message if you set margins that are too narrow for your printer.

Changing a document's margins is one way to change the appearance of a document and control the amount of text that fits on a page. The **margins** of a document are the blank areas between the edge of the text and the edge of the page. When you create a document in Word, the default margins are 1" at the top, bottom, left, and right sides of the page. You can adjust the size of a document's margins using the Margins command on the PAGE LAYOUT tab or using the rulers. **CASE** *The report should be a four-page document when finished. You begin by reducing the size of the document margins so that more text fits on each page.*

1. **Start Word, open the file WD D-1.docx from the location where you store your Data Files, then save it as WD D-Healthy Traveler**

The report opens in Print Layout view.

2. **Scroll through the report to get a feel for its contents, then press [Ctrl][Home]**

The report is currently five pages long. Notice that the status bar indicates the page where the insertion point is located and the total number of pages in the document.

3. **Click the PAGE LAYOUT tab, then click the Margins button in the Page Setup group**

The Margins menu opens. You can select predefined margin settings from this menu, or you can click Custom Margins to create different margin settings.

4. **Click Custom Margins**

The Page Setup dialog box opens with the Margins tab displayed, as shown in **FIGURE D-1**. You can use the Margins tab to change the top, bottom, left, or right document margin, to change the orientation of the pages from portrait to landscape, and to alter other page layout settings. **Portrait orientation** means a page is taller than it is wide; **landscape orientation** means a page is wider than it is tall. This report uses portrait orientation. You can also use the Orientation button in the Page Setup group on the PAGE LAYOUT tab to change the orientation of a document.


5. **Click the Top down arrow three times until 0.7" appears, then click the Bottom down arrow until 0.7" appears**

The top and bottom margins of the report will be .7".

6. **Press [Tab], type .7 in the Left text box, press [Tab], then type .7 in the Right text box**

The left and right margins of the report will also be .7". You can change the margin settings by using the arrows or by typing a value in the appropriate text box.

7. **Click OK**

The document margins change to .7", as shown in **FIGURE D-2**. The location of each margin (right, left, top, and bottom) is shown on the horizontal and vertical rulers at the intersection of the white and shaded areas. You can also change a margin setting by using the  pointer to drag the intersection to a new location on the ruler.

8. **Click the VIEW tab, then click the Multiple Pages button in the Zoom group**

The first three pages of the document appear in the document window.

9. **Scroll down to view all five pages of the report, press [Ctrl][Home], click the 100% button in the Zoom group, then save your changes**

FIGURE D-1: Margins tab in Page Setup dialog box

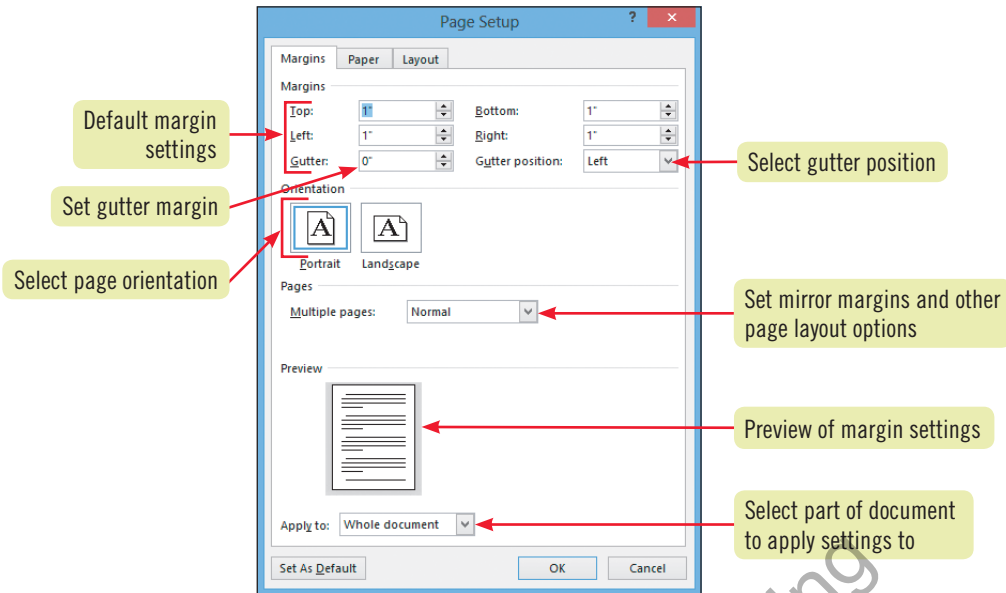
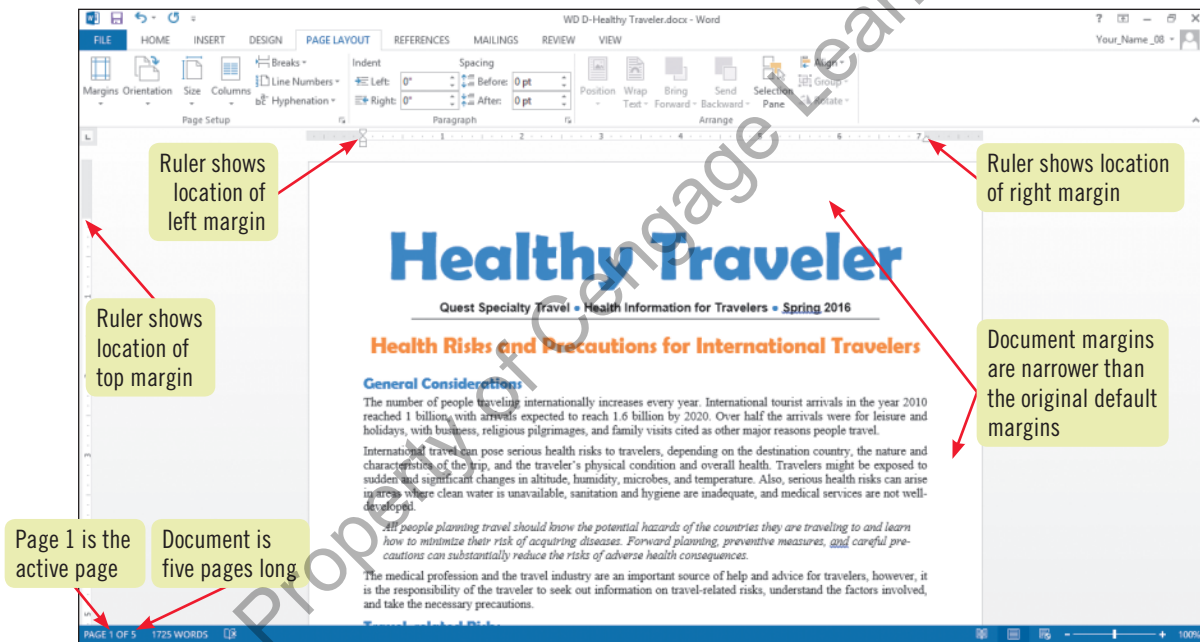


FIGURE D-2: Report with smaller margins



## Changing orientation, margin settings, and paper size

By default, the documents you create in Word use an 8½" x 11" paper size in portrait orientation with the default margin settings. You can change the orientation, margin settings, and paper size to common settings using the Orientation, Margins, and Size buttons in the Page Setup group on the PAGE LAYOUT tab. You can also adjust these settings and others in the Page Setup dialog box. For example, to change the layout of multiple pages, use the Multiple pages list arrow on the Margins tab to create pages that use mirror margins, that include two pages per sheet of paper, or that are formatted using a book fold. **Mirror margins** are used in a document with facing pages, such as a magazine, where the

margins on the left page of the document are a mirror image of the margins on the right page. Documents with mirror margins have inside and outside margins, rather than right and left margins. Another type of margin is a gutter margin, which is used in documents that are bound, such as books. A **gutter** adds extra space to the left, top, or inside margin to allow for the binding. Add a gutter to a document by adjusting the setting in the Gutter position text box on the Margins tab. To change the size of the paper used, use the Paper size list arrow on the Paper tab to select a standard paper size, or enter custom measurements in the Width and Height text boxes.

# Create Sections and Columns

## Learning Outcomes

- Customize the status bar
- Insert section breaks
- Format text in columns

Dividing a document into sections allows you to format each section of the document with different page layout settings. A **section** is a portion of a document that is separated from the rest of the document by section breaks. **Section breaks** are formatting marks that you insert in a document to show the end of a section. Once you have divided a document into sections, you can format each section with different column, margin, page orientation, header and footer, and other page layout settings. By default, a document is formatted as a single section, but you can divide a document into as many sections as you like. **CASE** *You insert a section break to divide the document into two sections, and then format the text in the second section in two columns. First, you customize the status bar to display section information.*

## STEPS

### QUICK TIP

Use the Customize Status Bar menu to turn on and off the display of information in the status bar.

1. Right-click the **status bar**, click **Section** on the **Customize Status Bar** menu that opens (if it is not already checked), then click the document to close the menu

The status bar indicates the insertion point is located in section 1 of the document.

2. Click the **HOME** tab, then click the **Show/Hide ¶** button  in the **Paragraph** group

Turning on formatting marks allows you to see the section breaks you insert in a document.

3. Place the insertion point before the heading **General Considerations**, click the **PAGE LAYOUT** tab, then click the **Breaks** button in the **Page Setup** group

The Breaks menu opens. You use this menu to insert different types of section breaks. See **TABLE D-1**.

4. Click **Continuous**

Word inserts a continuous section break, shown as a dotted double line, above the heading. When you insert a section break at the beginning of a paragraph, Word inserts the break at the end of the previous paragraph. The section break stores the formatting information for the previous section. The document now has two sections. Notice that the status bar indicates the insertion point is in section 2.

5. Click the **Columns** button in the **Page Setup** group

The columns menu opens. You use this menu to format text using preset column formats or to create custom columns.

6. Click **More Columns** to open the **Columns** dialog box

7. Select **Two** in the **Presets** section, click the **Spacing down arrow** twice until **0.3"** appears as shown in **FIGURE D-3**, then click **OK**

Section 2 is formatted in two columns of equal width with .3" of spacing between, as shown in **FIGURE D-4**. Formatting text in columns is another way to increase the amount of text that fits on a page.

8. Click the **VIEW** tab, click the **Multiple Pages** button in the **Zoom** group, scroll down to examine all four pages of the document, press **[Ctrl][Home]**, then save the document

The text in section 2—all the text below the continuous section break—is formatted in two columns. Text in columns flows automatically from the bottom of one column to the top of the next column.

### QUICK TIP

A section break stores the formatting information for the preceding section.

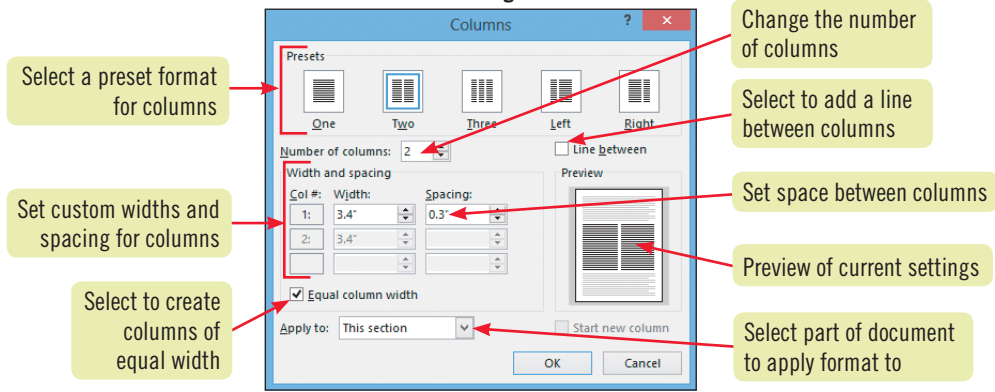
### QUICK TIP

When you delete a section break, you delete the section formatting of the text before the break. That text becomes part of the following section, and it assumes the formatting of that section.

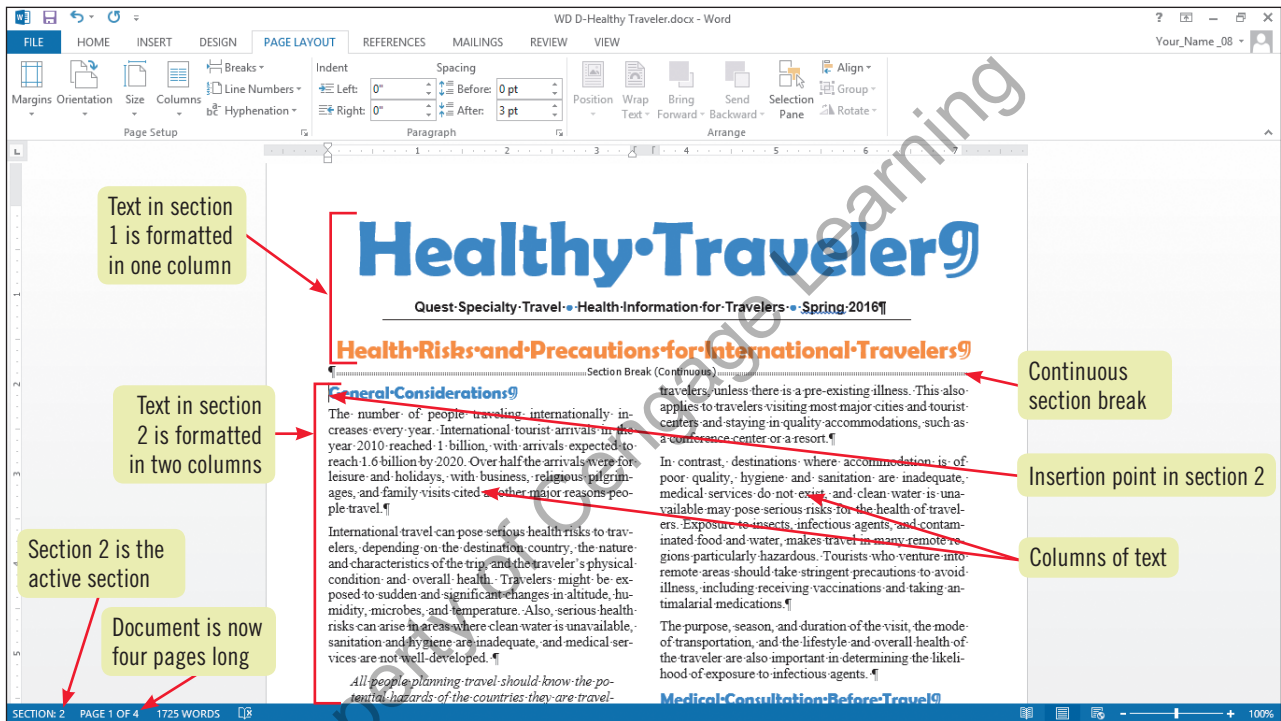
**TABLE D-1:** Types of section breaks

section	function
Next page	Begins a new section and moves the text following the break to the top of the next page
Continuous	Begins a new section on the same page
Even page	Begins a new section and moves the text following the break to the top of the next even-numbered page
Odd page	Begins a new section and moves the text following the break to the top of the next odd-numbered page

**FIGURE D-3: Columns dialog box**



**FIGURE D-4: Continuous section break and columns**



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**Changing page layout settings for a section**

Dividing a document into sections allows you to vary the layout of a document. In addition to applying different column settings to sections, you can apply different margins, page orientation, paper size, vertical alignment, header and footer, page numbering, footnotes, endnotes, and other page layout settings. For example, if you are formatting a report that includes a table with many columns, you might want to change the table's page orientation to landscape so that it is easier to read. To do this, you would insert a section break before and after the table to create a section that contains only the table, and then you would change the page orientation of the section that contains the table to landscape. If the table does not fill the page, you could also change the vertical alignment of the table so that it is centered

vertically on the page. To do this, use the Vertical alignment list arrow on the Layout tab of the Page Setup dialog box.

To check or change the page layout settings for an individual section, place the insertion point in the section, then open the Page Setup dialog box. Select any options you want to change, click the Apply to list arrow, click This section, then click OK. When you select This section in the Apply to list box, the settings are applied to the current section only. When you select This point forward, the settings are applied to the current section and all sections that follow it. If you select Whole document in the Apply to list box, the settings are applied to all the sections in the document. Use the Apply to list arrow in the Columns dialog box or the Footnote and Endnote dialog box to change those settings for a section.



# Insert Page Breaks

## Learning Outcomes

- Insert and delete page breaks
- Insert a column break
- Balance columns

## STEPS

As you type text in a document, Word inserts an **automatic page break** (also called a soft page break) when you reach the bottom of a page, allowing you to continue typing on the next page. You can also force text onto the next page of a document by using the Breaks command to insert a **manual page break** (also called a hard page break). Another way to control the flow of text is to apply pagination settings using the Line and Page breaks tab in the Paragraph dialog box. **CASE** ▶ You insert manual page breaks where you know you want to begin each new page of the report.

1. Click the **100%** button, scroll to the bottom of page 1, place the insertion point before the heading **Malaria: A Serious...**, click the **PAGE LAYOUT** tab, then click the **Breaks** button in the Page Setup group

The Breaks menu opens. You also use this menu to insert page, column, and text-wrapping breaks. **TABLE D-2** describes these types of breaks.

### QUICK TIP

To control the flow of text between columns, insert a column break to force the text after the break to the top of the next column.

2. Click **Page**

Word inserts a manual page break before “Malaria: A Serious Health Risk for Travelers” and moves all the text following the page break to the beginning of the next page, as shown in **FIGURE D-5**.

3. Scroll down, place the insertion point before the heading **Preventive Options...** on page 2, press and hold **[Ctrl]**, then press **[Enter]**

Pressing **[Ctrl][Enter]** is a fast way to insert a manual page break. The heading is forced to the top of the third page.

4. Scroll to the bottom of page 3, place the insertion point before the heading **Insurance for Travelers** on page 3, then press **[Ctrl][Enter]**

The heading is forced to the top of the fourth page.

5. Scroll up, click to the left of the page break on page 2 with the selection pointer  to select the page break, then press **[Delete]**

The manual page break is deleted and the text from pages 2 and 3 flows together. You can also use the selection pointer to click to the left of a section or a column break to select it.

6. Place the insertion point before the heading **Medical Kit...** on page 2, then press **[Ctrl][Enter]**

The heading is forced to the top of the third page.

7. Click the **VIEW** tab, click the **Multiple Pages** button in the Zoom group, scroll to view all four pages of the document, then save your changes

Pages 1, 2, and 3 are shown in **FIGURE D-6**.

### QUICK TIP

You can balance columns of unequal length on a page by inserting a continuous section break at the end of the last column on the page.

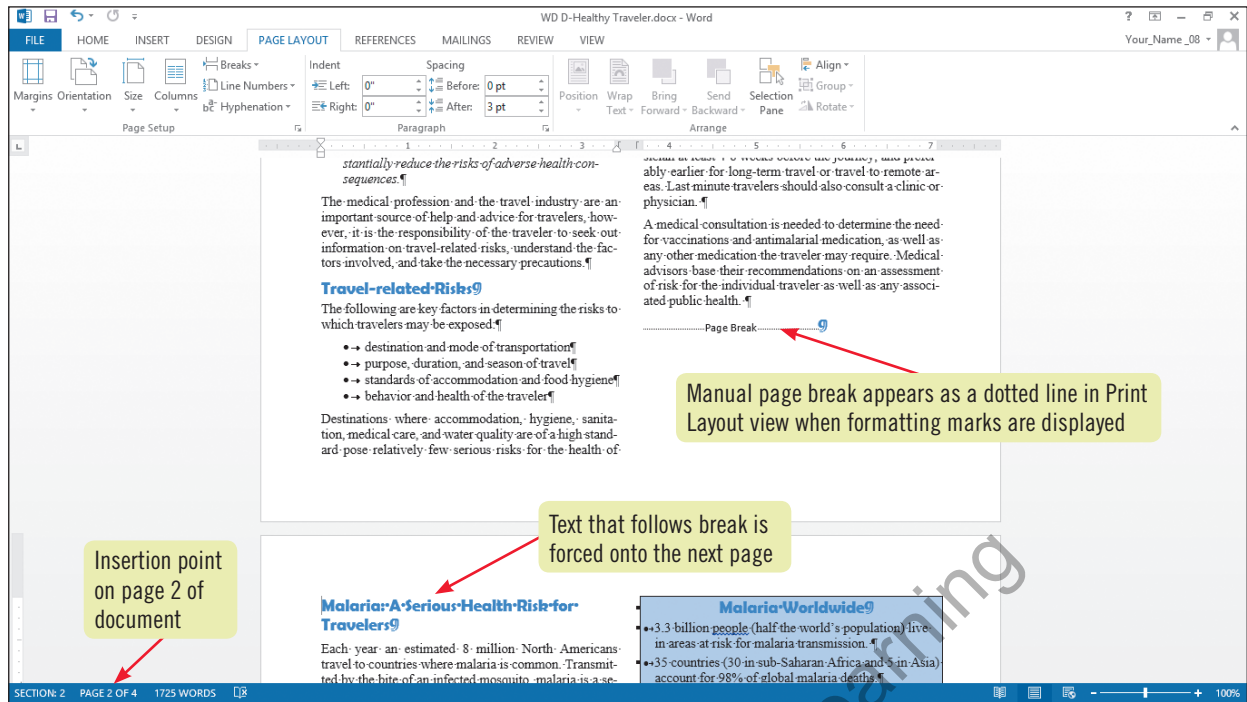
## Controlling automatic pagination

Another way to control the flow of text between pages (or between columns) is to apply pagination settings to specify where Word positions automatic page breaks. To apply automatic pagination settings, simply select the paragraph(s) or line(s) you want to control, click the launcher in the Paragraph group on the HOME or PAGE LAYOUT tab, click the Line and Page Breaks tab in the Paragraph dialog box, and then select one or more of the following settings in the Pagination section before clicking OK.

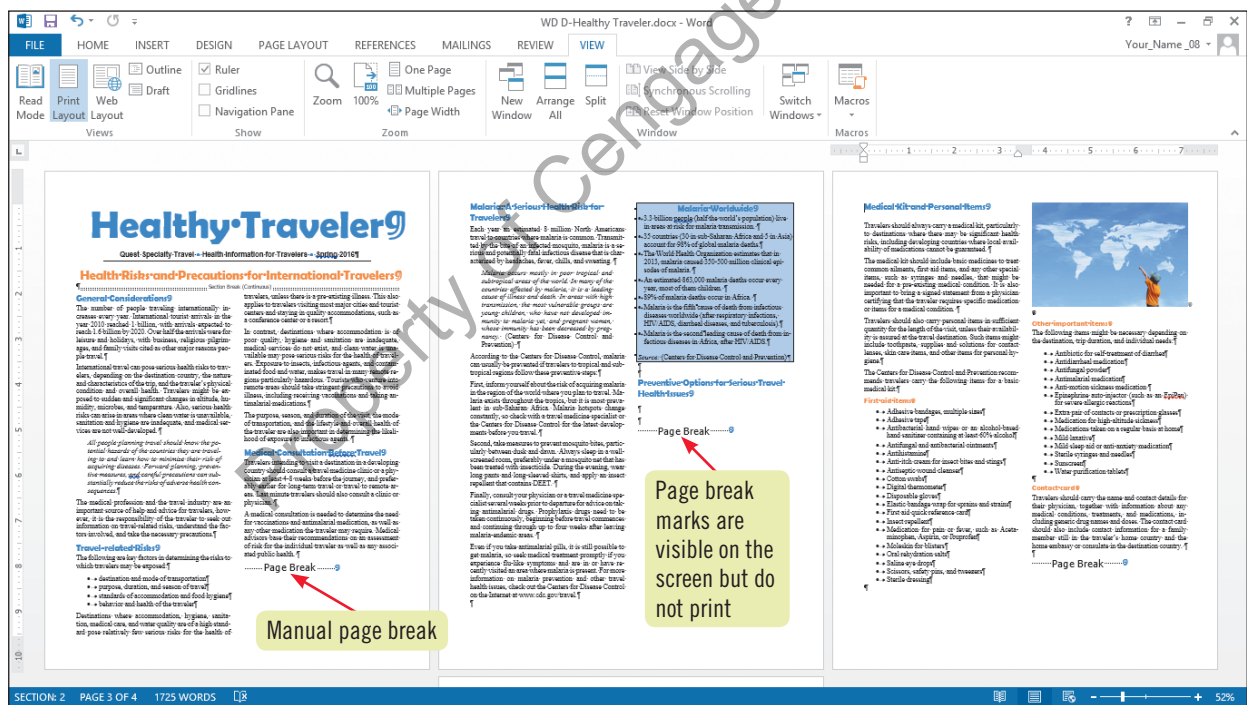
- **Keep with next:** Apply to any paragraph you want to appear together with the next paragraph in order to prevent the page or column from breaking between the paragraphs.

- **Keep lines together:** Apply to selected paragraph or lines to prevent a page or column from breaking in the middle of a paragraph or between certain lines.
- **Page break before:** Apply to add an automatic page break before a specific paragraph.
- **Widow/Orphan control:** Turned on by default; ensures at least two lines of a paragraph appear at the top and bottom of every page or column by preventing a page or column from beginning with only the last line of a paragraph (a **widow**), or ending with only the first line of a new paragraph (an **orphan**).

**FIGURE D-5: Manual page break in document**



**FIGURE D-6: Pages 1, 2, and 3**



**TABLE D-2: Types of breaks**

break	function
Page	Forces the text following the break to begin at the top of the next page
Column	Forces the text following the break to begin at the top of the next column
Text Wrapping	Forces the text following the break to begin at the beginning of the next line

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# Insert Page Numbers

## Learning Outcomes

- Insert a page number field
- Modify page numbers
- Close the footer area

## STEPS

If you want to number the pages of a multiple-page document, you can insert a page number field to add a page number to each page. A **field** is a code that serves as a placeholder for data that changes in a document, such as a page number or the current date. When you use the Page Number button on the INSERT tab to add page numbers to a document, you insert the page number field at the top, bottom, or side of any page, and Word automatically numbers all the pages in the document for you. **CASE** ▶ You insert a page number field so that page numbers will appear centered between the margins at the bottom of each page in the document.

### QUICK TIP

Point to Current Position to insert a page number field at the location of the insertion point.

1. Press **[Ctrl][Home]**, click the **100% button** in the Zoom group on the VIEW tab, click the **Insert tab**, then click the **Page Number button** in the Header & Footer group

The Page Number menu opens. You use this menu to select the position for the page numbers. If you choose to add a page number field to the top, bottom, or side of a document, a page number will appear on every page in the document. If you choose to insert it in the document at the location of the insertion point, the field will appear on that page only.

2. Point to **Bottom of Page**

A gallery of formatting and alignment options for page numbers to be inserted at the bottom of a page opens, as shown in **FIGURE D-7**.

3. Scroll down the gallery to view the options, scroll to the top of the gallery, then click **Plain Number 2** in the Simple section

A page number field containing the number 1 is centered in the Footer area at the bottom of page 1 of the document, as shown in **FIGURE D-8**. The document text is gray, or dimmed, because the Footer area is open. Text that is inserted in a Footer area appears at the bottom of every page in a document.

4. Double-click the document text

Double-clicking the document text closes the Footer area. The page number is now dimmed because it is located in the Footer area, which is no longer the active area. When the document is printed, the page numbers appear as normal text. You will learn more about working with the Footer area in the next lesson.

5. Scroll down the document to see the page number at the bottom of each page

Word numbered each page of the report automatically, and each page number is centered at the bottom of the page. If you want to change the numbering format or start page numbering with a different number, you can simply click the Page Number button, click Format Page Numbers, and then choose from the options in the Page Number Format dialog box.

6. Press **[Ctrl][Home]**, click the **VIEW tab**, click the **Page Width button** in the Zoom group, then save the document

### QUICK TIP

To change the location or formatting of page numbers, click the Page Number button, point to a page number location, then select a format from the gallery.

### QUICK TIP

To remove page numbers from a document, click the Page Number button, then click Remove Page Numbers.

## Moving around in a long document

Rather than scrolling to move to a different place in a long document, you can use the Navigation pane to move the insertion point to the top of a specific page. To open the Navigation pane, click the Find button in the Editing group on the HOME tab, and then click Pages to display a thumbnail of

each page in the document in the Navigation pane. Use the scroll box in the Navigation pane to scroll through the thumbnails. Click a thumbnail in the Navigation pane to move the insertion point to the top of that page in the document window.



FIGURE D-7: Page Number gallery

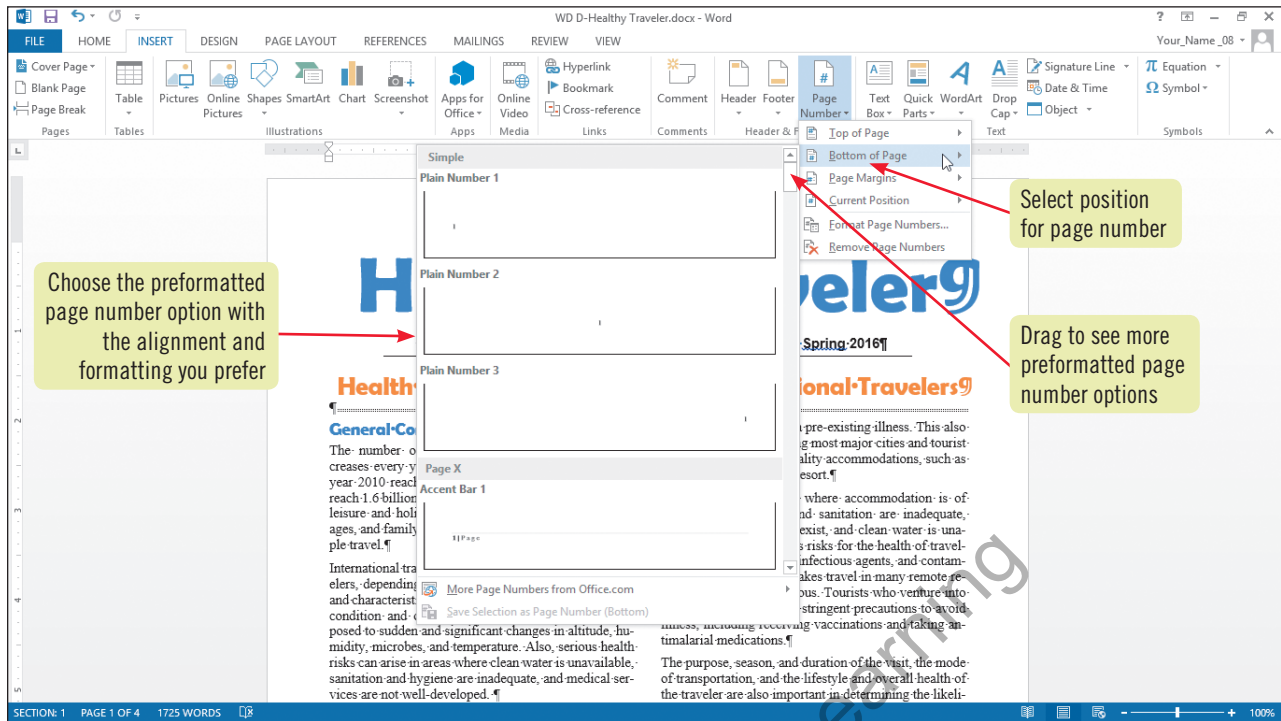
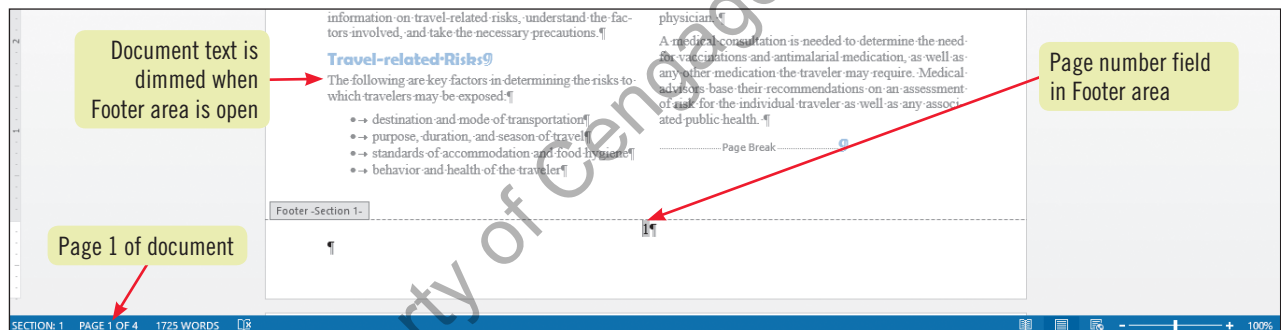


FIGURE D-8: Page number in document



## Inserting Quick Parts

The Word Quick Parts feature makes it easy to insert reusable pieces of content into a document quickly. The **Quick Parts** items you can insert include fields, such as for the current date or the total number of pages in a document; document property information, such as the author and title of a document; and building blocks, which are customized content that you create, format, and save for future use.

To insert a Quick Part into a document at the location of the insertion point, click the Quick Parts button in the Text group on the INSERT tab (or, if headers and footers are open, click the Quick Parts button in the Insert group on the HEADER & FOOTER TOOLS DESIGN tab), and then select the type of Quick Part you want to insert. To insert a field into a document, click Field on the Quick Parts menu that opens, click the name of the field you want to insert in the Field dialog box, and then click OK. Field information is updated automatically each time the document is opened or saved.

To insert a document property, point to Document Property on the Quick Parts menu, and then click the property you want to insert. The property is added to the document as a content control and contains the document property information you entered in the Document Properties panel. If you did not assign a document property, the content control contains a placeholder, which you can replace with your own text. Once you replace the placeholder text—or edit the document property information that appears in the content control—this text replaces the document property information in the Document Properties panel.

To insert a building block, click Building Blocks Organizer on the Quick Parts menu, select the building block you want, and then click Insert. You will learn more about working with building blocks in later lessons.

# Add Headers and Footers

## Learning Outcomes

- Create and format headers and footers
- Create a different first page header or footer

## STEPS

A **header** is text or graphics that appears at the top of every page of a document. A **footer** is text or graphics that appears at the bottom of every page. In longer documents, headers and footers often contain the title of the publication or chapter, the name of the author, or a page number. You can add headers and footers to a document by double-clicking the top or bottom margin of a document to open the Header and Footer areas, and then inserting text and graphics into them. You can also use the Header or Footer command on the INSERT tab to insert predesigned headers and footers that you can modify with your information. When the header and footer areas are open, the document text is dimmed and cannot be edited. **CASE** *You create a header that includes the name of the report.*

### QUICK TIP

Unless you set different headers and footers for different sections, the information you insert in any Header or Footer area appears on every page in the document.

### QUICK TIP

You can also use the Insert Alignment Tab button in the Position group to left-, center-, and right-align text in the Header and Footer areas.

### QUICK TIP

To change the distance between the header and footer and the edge of the page, change the Header from Top and Footer from Bottom settings in the Position group.

### QUICK TIP

To remove headers or footers from a document, click the Header or Footer button, and then click Remove Header or Remove Footer.

1. Click the **INSERT** tab, then click the **Header** button in the Header & Footer group

A gallery of built-in header designs opens.

2. Scroll down the gallery to view the header designs, scroll up the gallery, then click **Blank**

The HEADER & FOOTER TOOLS DESIGN tab opens and is the active tab, as shown in **FIGURE D-9**. This tab is available whenever the Header and Footer areas are open.

3. Type **Healthy Traveler: Travel and Health Information from Quest Specialty Travel** in the content control in the Header area

This text will appear at the top of every page in the document.

4. Select the header text, click the **HOME** tab, click the **Font** list arrow in the Font group, click **Berlin Sans FB Demi**, click the **Font Color** list arrow , click **Orange, Accent 2**, click the **Center** button in the Paragraph group, click the **Bottom Border** button , then click in the Header area to deselect the text

The text is formatted in orange Berlin Sans FB Demi and centered in the Header area with a bottom border.

5. Click the **HEADER & FOOTER TOOLS DESIGN** tab, then click the **Go to Footer** button in the Navigation group

The insertion point moves to the Footer area, where a page number field is centered in the Footer area.

6. Select the **page number field** in the footer, use the Mini toolbar to change the formatting to **Berlin Sans FB Demi** and **Orange, Accent 2**, then click in the Footer area to deselect the text and field

The footer text is formatted in orange Berlin Sans FB Demi.

7. Click the **Close Header and Footer** button in the Close group, then scroll down until the bottom of page 1 and the top of page 2 appear in the document window

The Header and Footer areas close, and the header and footer text is dimmed, as shown in **FIGURE D-10**.

8. Press **[Ctrl][Home]**

The report already includes the name of the document at the top of the first page, making the header information redundant. You can modify headers and footers so that the header and footer text does not appear on the first page of a document.

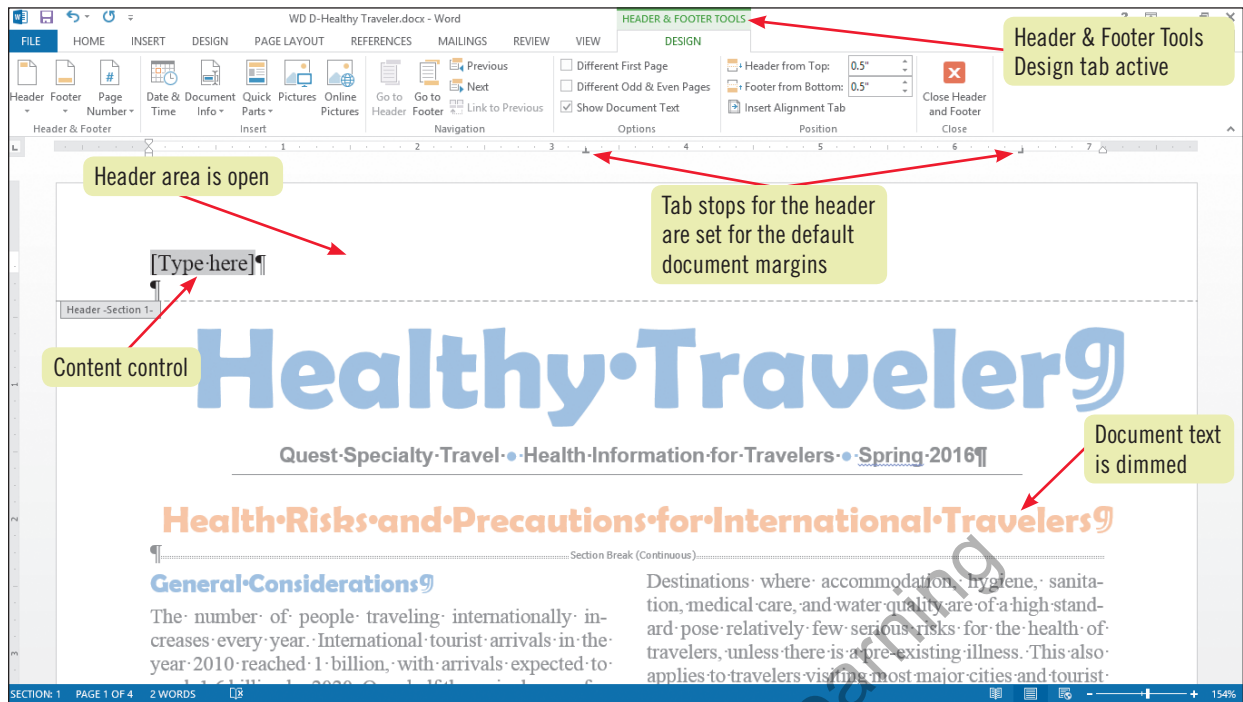
9. Position the pointer over the header text at the top of page 1, then double-click

The Header and Footer areas open. The Options group on the HEADER & FOOTER TOOLS DESIGN tab includes options for creating a different header and footer for the first page of a document, and for creating different headers and footers for odd- and even-numbered pages.

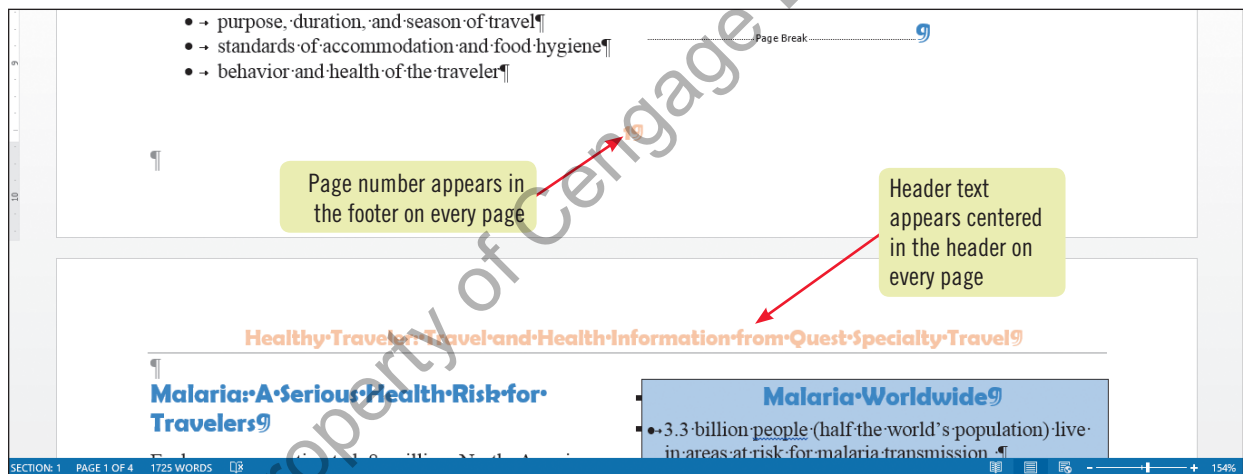
10. Click the **Different First Page** check box to select it, click the **Close Header and Footer** button, scroll to see the header and footer on pages 2, 3, and 4, then save the document

The header and footer text is removed from the Header and Footer areas on the first page.

**FIGURE D-9: Header area**



**FIGURE D-10: Header and footer in document**



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### Adding a custom header or footer to the gallery

When you design a header that you want to use again in other documents, you can add it to the Header gallery by saving it as a building block. **Building blocks** are reusable pieces of formatted content or document parts, including headers and footers, page numbers, and text boxes, that are stored in galleries. Building blocks include predesigned content that comes with Word, as well as content that you create and save for future use. For example, you might create a custom header that contains your company name and logo and is formatted using the fonts, border, and colors you use in all company documents.

To add a custom header to the Header gallery, select all the text in the header, including the last paragraph mark, click the Header button, and then click Save Selection to Header Gallery.

In the Create New Building Block dialog box that opens, type a unique name for the header in the Name text box, click the Gallery list arrow and select the appropriate gallery, verify that the Category is General, and then type a brief description of the new header design in the Description text box. This description appears in a ScreenTip when you point to the custom header in the gallery. When you are finished, click OK. The new header appears in the Header gallery under the General category.

To remove a custom header from the Header gallery, right-click it, click Organize and Delete, make sure the appropriate building block is selected in the Building Blocks Organizer that opens, click Delete, click Yes, and then click Close. You can follow the same process to add or remove a custom footer to the Footer gallery.

# Insert a Table

## Learning Outcomes

- Create a table
- Delete a table
- Apply a table style

## STEPS

Adding a table to a document is a useful way to illustrate information that is intended for quick reference and analysis. A **table** is a grid of columns and rows that you can fill with text and graphics. A **cell** is the box formed by the intersection of a column and a row. The lines that divide the columns and rows of a table and help you see the grid-like structure of the table are called **borders**. A simple way to insert a table into a document is to use the Insert Table command on the INSERT tab. **CASE** ▶ You add a table to page 2 showing the preventive options for serious travel health diseases.

1. Scroll until the heading **Preventive Options...** is at the top of your document window
2. Select the heading **Preventive Options...** and the two paragraph marks below it, click the **PAGE LAYOUT** tab, click the **Columns** button in the Page Setup group, click **One**, click the heading to deselect the text, then scroll down to see the bottom half of page 2. A continuous section break is inserted before the heading and after the second paragraph mark, creating a new section, section 3, as shown in **FIGURE D-11**. The document now includes four sections, with the heading **Preventive Options...** in Section 3. Section 3 is formatted as a single column.

3. Place the insertion point before the first paragraph mark below the heading, click the **INSERT** tab, click the **Table** button in the Tables group, then click **Insert Table**

The Insert Table dialog box opens. You use this dialog box to create a blank table.

4. Type **5** in the Number of columns text box, press [Tab], type **6** in the Number of rows text box, make sure the **Fixed column width option button** is selected, then click **OK**

A blank table with five columns and six rows is inserted in the document. The insertion point is in the upper-left cell of the table, and the **TABLE TOOLS DESIGN** tab becomes the active tab.

5. Click the **HOME** tab, click the **Show/Hide ¶** button ¶ in the Paragraph group, type **Disease** in the first cell in the first row, press [Tab], type **Vaccine**, press [Tab], type **Prophylaxis Drug**, press [Tab], type **Eat and Drink Safely**, press [Tab], type **Avoid Insects**, then press [Tab]

Don't be concerned if the text wraps to the next line in a cell as you type. Pressing [Tab] moves the insertion point to the next cell in the row or to the first cell in the next row.

6. Type **Malaria**, press [Tab][Tab], click the **Bullets list arrow** ▾ in the Paragraph group, click the **check mark style**, press [Tab][Tab], then click the **Bullets** button ☰

The active bullet style, a check mark, is added to a cell when you click the Bullets button.

7. Type the text shown in **FIGURE D-12** in the table cells
8. Click the **TABLE TOOLS LAYOUT** tab, click the **AutoFit** button in the Cell Size group, click **AutoFit Contents**, click the **AutoFit** button again, then click **AutoFit Window**

The width of the table columns is adjusted to fit the text and then the window.

9. Click the **Select** button in the Table group, click **Select Table**, click the **Align Center** button ≡ in the Alignment group, click **Disease** in the table, click the **Select** button, click **Select Column**, click the **Align Center Left** button ≡, then click in the table to deselect the column

The text in the table is centered in each cell, and then the text in the first column is left-aligned.

10. Click the **TABLE TOOLS DESIGN** tab, click the **More** button ▾ in the Table Styles group, scroll down, click the **List Table 3 – Accent 2 style**, then save your changes

The List Table 3 - Accent 2 table style is applied to the table, as shown in **FIGURE D-13**. A **table style** includes format settings for the text, borders, and shading in a table.

### QUICK TIP

To delete a table, click in the table, click the **TABLE TOOLS LAYOUT** tab, click the **Delete** button in the Rows & Columns group, then click **Delete Table**.

### QUICK TIP

You can also click in a cell to move the insertion point to it.

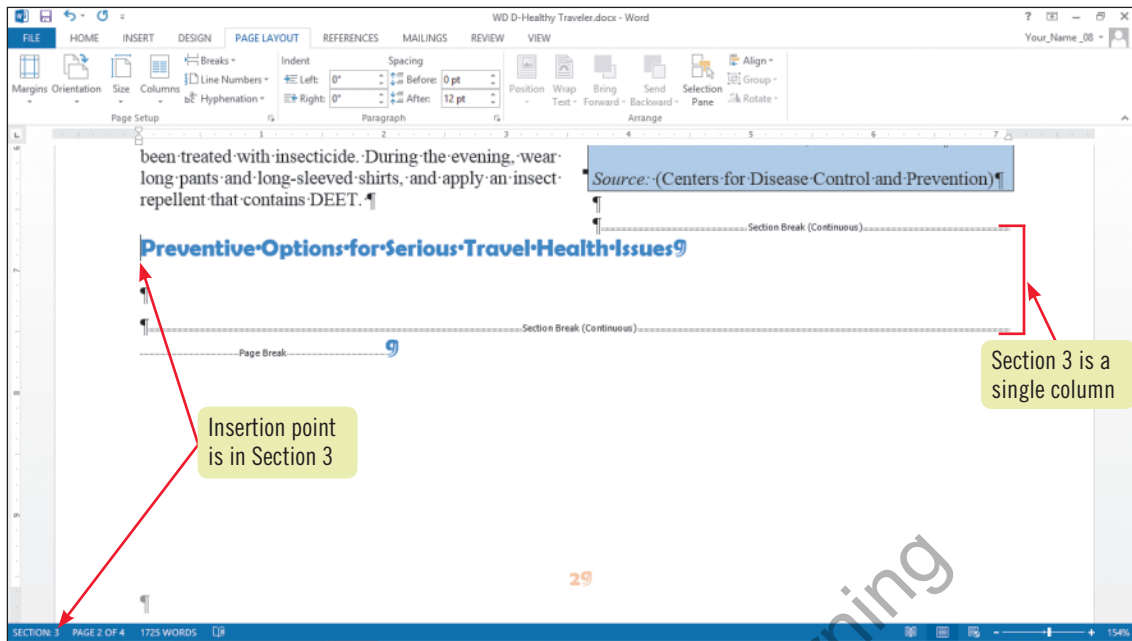
### TROUBLE

If you pressed [Tab] after the last row, click the **Undo** button ↶ on the Quick Access toolbar to remove the blank row.

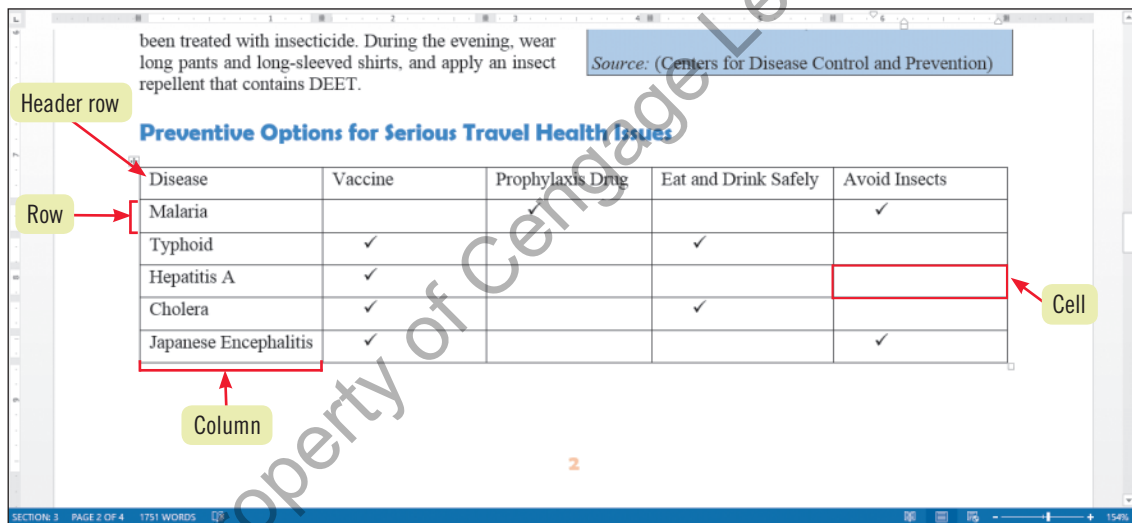
### QUICK TIP

You can also format table text using the buttons on the Mini toolbar or the **HOME** tab.

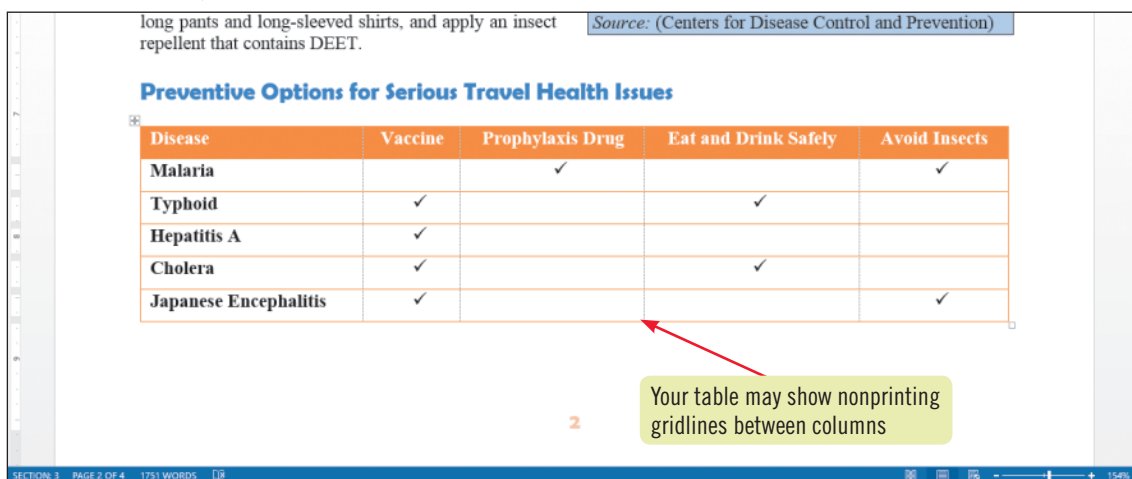
**FIGURE D-11: New section**



**FIGURE D-12: Text in table**



**FIGURE D-13: Completed table**





# Add Footnotes and Endnotes

## Learning Outcomes

- Insert and delete a footnote
- Modify note reference marks
- Convert footnotes to endnotes

## STEPS

### TROUBLE

Scroll up as needed to see the note reference mark; then scroll down to see the footnote.

Footnotes and endnotes are used in documents to provide further information, explanatory text, or references for text in a document. A **footnote** or **endnote** is an explanatory note that consists of two linked parts: the note reference mark that appears next to text to indicate that additional information is offered in a footnote or endnote, and the corresponding footnote or endnote text. Word places footnotes at the end of each page and endnotes at the end of the document. You insert and manage footnotes and endnotes using the tools in the Footnotes group on the REFERENCES tab. **CASE** *You add several footnotes to the report.*

1. Press **[Ctrl][Home]**, place the insertion point at the end of the first body paragraph in the second column of text (after “resort.”), click the **REFERENCES** tab, then click the **Insert Footnote** button in the Footnotes group

A note reference mark, in this case a superscript 1, appears after “resort.”, and the insertion point moves below a separator line at the bottom of the page. A note reference mark can be a number, a symbol, a character, or a combination of characters.

2. Type **Behavior is a critical factor. For example, going outdoors in a malaria-endemic area could result in becoming infected.**, place the insertion point at the end of the second column of text (after “health”), click the **Insert Footnote** button, then type **It is best to consult a travel medicine specialist.**

The footnote text appears below the separator line at the bottom of page 1, as shown in **FIGURE D-14**.

3. Scroll down until the bottom half of page 3 appears in the document window, place the insertion point at the end of “Medications taken on a regular basis at home” in the second column, click the **Insert Footnote** button, then type **All medications should be stored in carry-on luggage, in their original containers and labeled clearly.**

The footnote text for the third footnote appears at the bottom of the first column on page 3.

4. Place the insertion point at the end of “Sunscreen” in the bulleted list in the second column, click the **Insert Footnote** button, then type **SPF 15 or greater.**

The footnote text for the fourth footnote appears at the bottom of page 3.

5. Place the insertion point after “Disposable gloves” in the first column, click the **Insert Footnote** button, type **At least two pairs.**, place the insertion point after “Scissors, safety pins, and tweezers” in the first column, click the **Insert Footnote** button, then type **Pack these items in checked luggage.**

Notice that when you inserted new footnotes between existing footnotes, Word automatically renumbered the footnotes and wrapped the footnote text to the next column. The new footnotes appear at the bottom of the first column on page 3, as shown in **FIGURE D-15**.

6. Press **[Ctrl][Home]**, then click the **Next Footnote** button in the Footnotes group


The insertion point moves to the first reference mark in the document.

7. Click the **Next Footnote** button twice, press **[Delete]** to select the number 3 reference mark, then press **[Delete]** again

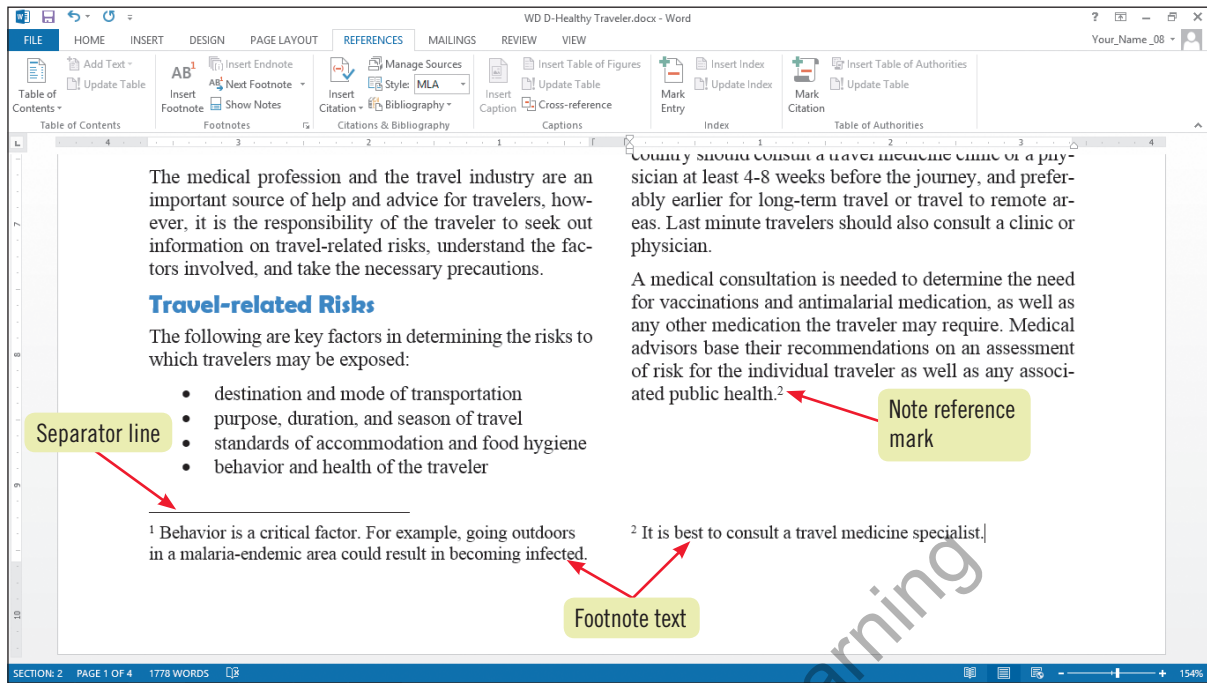
The third reference mark and associated footnote are deleted from the document and the footnotes are renumbered automatically. You must select a reference mark to delete a footnote; you can not simply delete the footnote text itself.

8. Press **[Ctrl][Home]**, then save your changes

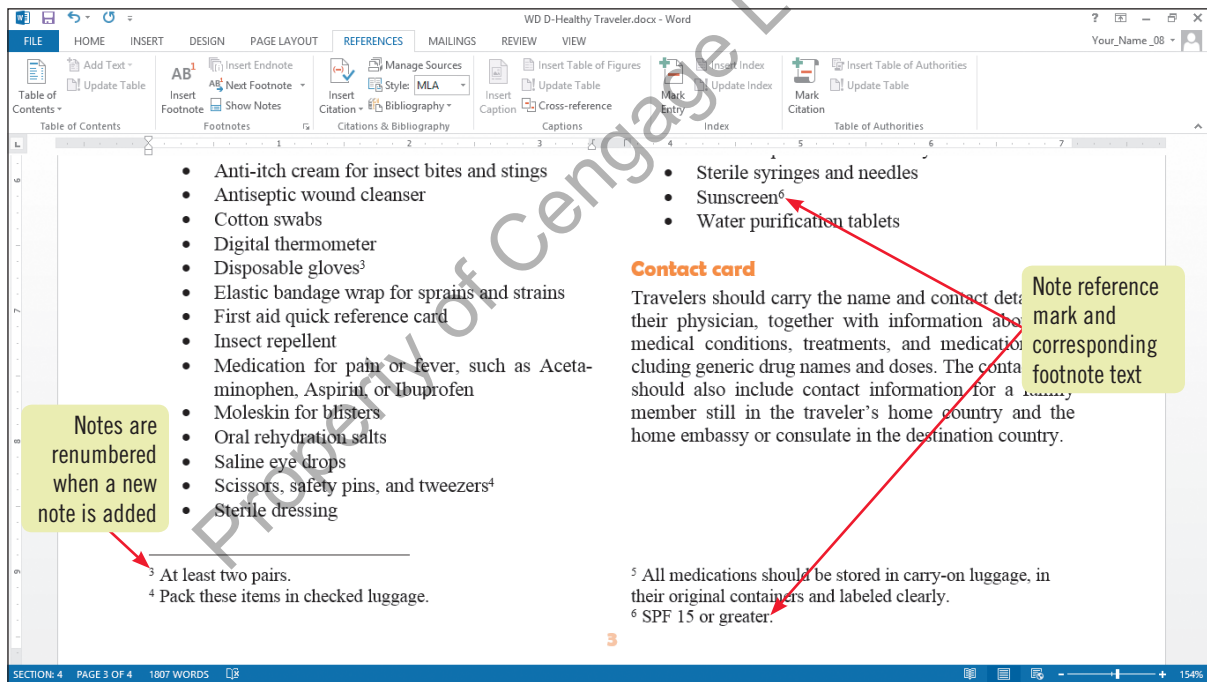
### QUICK TIP

To convert all footnotes to endnotes, click the launcher  in the Footnotes group, click Convert, click OK, then click Close.

**FIGURE D-14: Footnotes in the document**



**FIGURE D-15: Renumbered footnotes in the document**



### Customizing the layout and formatting of footnotes and endnotes

You can change the location, formatting, and numbering options for footnotes and endnotes in a document using the Footnote and Endnote dialog box. To open the dialog box, click the launcher in the Footnotes group on the REFERENCES tab. Use the list arrows in the Location section of the dialog box to locate footnotes at the bottom of the page (the default) or directly below the text on a page, and to locate endnotes at the end of a document or at the end of a section. Use the Columns list arrow

in the Footnote layout section to format footnote text in one or more columns, or to match section layout (the default). Use the options in the Format section of the dialog box to change the number format of the note reference marks, to use a symbol instead of a character, and to change the numbering of footnotes and endnotes. You can choose to apply the settings to a section or to the document as a whole. When you are finished, click Apply.

# Insert Citations

## Learning Outcomes

- Add a source to a document
- Insert a citation
- Edit a citation

The Word References feature allows you to keep track of the reference sources you consult when writing research papers, reports, and other documents, and makes it easy to insert a citation in a document. A **citation** is a parenthetical reference in the document text that gives credit to the source for a quotation or other information used in a document. Citations usually include the name of the author and, for print sources, a page number. When you insert a citation you can use an existing source or create a new source. Each time you create a new source, the source information is saved on your computer so that it is available for use in any document. **CASE** *The report already includes two citations. You add several more citations to the report.*

## STEPS

1. Scroll down, place the insertion point after “people travel” but before the period at the end of the first paragraph in the first column of text, click the **Style list arrow** in the **Citations & Bibliography** group, then click **MLA Seventh Edition**

You will format the sources and citations in the report using the style recommended by the Modern Language Association (MLA).

### QUICK TIP

When you create a new source for a document, it appears automatically in the bibliography when you generate it.

2. Click the **Insert Citation** button in the **Citations & Bibliography** group

A list of the sources already used in the document opens. You can choose to cite one of these sources, create a new source, or add a placeholder for a source. When you add a new citation to a document, the source is added to the list of master sources that is stored on the computer. The new source is also associated with the document.

3. Click **Add New Source**, click the **Type of Source list arrow** in the **Create Source** dialog box, scroll down to view the available source types, click **Report**, then click the **Corporate Author** check box

You select the type of source and enter the source information in the **Create Source** dialog box. The fields available in the dialog box change, depending on the type of source selected.

4. Enter the data shown in **FIGURE D-16** in the **Create Source** dialog box, then click **OK**

The citation (World Tourism Organization) appears at the end of the paragraph. Because the source is a print publication, it needs to include a page number.

5. Click the citation to select it, click the **Citation Options list arrow** on the right side of the citation, then click **Edit Citation**

The **Edit Citation** dialog box opens, as shown in **FIGURE D-17**.

6. Type **19** in the **Pages** text box, then click **OK**

The page number 19 is added to the citation.

7. Scroll down, place the insertion point at the end of the quotation (after ...consequences.), click the **Insert Citation** button, click **Add New Source**, enter the information shown in **FIGURE D-18**, then click **OK**

A citation for the Web publication that the quotation was taken from is added to the report. No page number is used in this citation because the source is a Web site.

8. Scroll to the bottom of page 2, click under the table, type **Source;**, italicize **Source;**, click after **Source;**, click the **Insert Citation** button, then click **Johnson, Margaret** in the list of sources

The citation (Johnson) appears under the table.

9. Click the citation, click the **Citation Options list arrow**, click **Edit Citation**, type **55** in the **Pages** text box, click **OK**, then save your changes

The page number 55 is added to the citation.

FIGURE D-16: Adding a Report source

**Create Source**

Type of Source: Report

Bibliography Fields for MLA

Author: [ ] Edit

Corporate Author: World Tourism Organization

Title: Tourism Highlights

Year: 2015

Publisher: World Tourism Organization

City: Madrid

Report Type: White Paper

Medium: Print

Show All Bibliography Fields

Tag name: Example: Document  
Wor151

Your tag name may differ

OK Cancel

FIGURE D-17: Edit Citation dialog box

**Healthy Traveler**

Quest Specialty Travel • H... for Travelers • Spring 2016

**Health Risks and Precautions for International Travelers**

**General Considerations**

Selected citation appears in a content control

...number of people traveling internationally in every year. International tourist arrivals in the U.S. reached 1 billion, with arrivals expected to reach 6 billion by 2020. Over half the arrivals were for leisure and holidays, with business, religious pilgrimages, and family visits cited as other major reasons people travel (World Tourism Organization).

International travel can pose serious health risks to travelers, depending on the destination country, the nature and characteristics of the trip, and the traveler's physical

...tions where accommodation, hygiene, sanitation, medical care, and water quality are of a high standard pose relatively few serious risks for the health of travelers, unless there is a pre-existing illness. This also applies to travelers visiting most major cities and tourist centers and staying in quality accommodations, such as a conference center or a resort.<sup>1</sup>

In contrast, destinations where accommodation is of poor quality, hygiene and sanitation are inadequate, medical services do not exist, and clean water is unavailable may pose serious risks for the health of travelers. Exposure to insects, infectious agents, and contam...

**Edit Citation**

Add

Pages: [ ]

Suppress

Author  Year  Title

OK Cancel

Citation Options list arrow

Word 2013

FIGURE D-18: Adding a Web publication source

**Create Source**

Type of Source: Document From Web site

Bibliography Fields for MLA

Author: [ ] Edit

Corporate Author: World Health Organization

Name of Web Page: International Travel and Health 2016 Edition

Name of Web Site: World Health Organization Web site

Year: 2016

Month: January

Day: 10

Year Accessed: 2016

Month Accessed: March

Day Accessed: 11

Medium: Web

Show All Bibliography Fields

Tag name: Example: Document  
Wor161

OK Cancel

# Manage Sources and Create a Bibliography

## Learning Outcomes

- Add and delete sources
- Edit a source
- Insert a bibliography field

Many documents require a **bibliography**, a list of sources that you used in creating the document. The list of sources can include only the works cited in your document (a **works cited** list) or both the works cited and the works consulted (a bibliography). The Bibliography feature in Word allows you to generate a works cited list or a bibliography automatically based on the source information you provide for the document. The Source Manager dialog box helps you to organize your sources. **CASE** *You add a bibliography to the report. The bibliography is inserted as a field and it can be formatted any way you choose.*

## STEPS

### QUICK TIP

You must copy sources from the Master List to the Current List for the sources to be available when you open the document on another computer.

1. Press **[Ctrl][End]** to move the insertion point to the end of the document, then click the **Manage Sources** button in the Citations & Bibliography group  
The Source Manager dialog box opens, as shown in **FIGURE D-19**. The Master List shows the two sources you added and any other sources available on your computer. The Current List shows the sources available in the current document. A check mark next to a source indicates the source is cited in the document. You use the tools in the Source Manager dialog box to add, edit, and delete sources from the lists, and to copy sources between the Master and Current Lists. The sources that appear in the Current List will appear in the bibliography.
2. Click the **Baker, Mary** source in the Current List  
A preview of the citation and bibliographical entry for the source in MLA style appears in the Preview box. You do not want this source to be included in your bibliography for the report.
3. Click **Delete**  
The source is removed from the Current List.
4. Click **Close**, click the **Bibliography** button in the Citations & Bibliography group, click **References**, then scroll up to see the heading **References** at the top of the field  
A Bibliography field labeled “References” is added at the location of the insertion point. The bibliography includes all the sources associated with the document, formatted in the MLA style for bibliographies. The text in the Bibliography field is formatted with the default styles.
5. Select **References**; apply the following formats: **Berlin Sans FB Demi** and the **Blue, Accent 5** font color; drag down the list of sources to select the entire list and change the font size to **11**; then click outside the bibliography field to deselect it  
The format of the bibliography text now matches the rest of the report.
6. Press **[Ctrl][End]**, type your name, click the **VIEW** tab, click **Multiple Pages**, then scroll up and down to view each page in the report  
The completed report is shown in **FIGURE D-20**.
7. Save your changes, submit your document, close the file, then exit Word

### TROUBLE

Don't be concerned if the list of sources becomes gray when you select the heading Bibliography. This simply indicates the Bibliography field is active. Text that is selected is highlighted in dark gray.

## Working with Web sources

Publications found on the Web can be challenging to document. Many Web sites can be accessed under multiple domains, URLs change, and electronic publications are often updated frequently, making each visit to a Web site potentially unique. For these reasons, it's best to rely on the author, title, and publication information for a Web publication when citing

it as a source in a research document. If possible, you can include a URL as supplementary information only, along with the date the Web site was last updated and the date you accessed the site. Since Web sites are often removed, it's also a good idea to download or print any Web source you use so that it can be verified later.



FIGURE D-19: Source Manager dialog box

Your Master List will contain the two sources you added and either no additional sources or different additional sources

Preview of the citation and bibliography entry for the selected source in MLA style (as defined by Word)

List of sources associated with the document

Sources with a check mark have a citation in the document

FIGURE D-20: Completed report

## Healthy Traveler

Quest Specialty Travel • Health Information for Travelers • Spring 2016

### Health Risks and Precautions for International Travelers

**General Considerations**

The number of people traveling internationally increases every year. International tourist arrivals in the year 2010 reached 1 billion, with arrivals expected to reach 1.6 billion by 2020. Over half the arrivals were for leisure and holidays, with business, religious pilgrimages, and family visits cited as other major reasons people travel (World Tourism Organization 19).

International travel can pose serious health risks to travelers, depending on the destination country, the nature and characteristics of the trip, and the traveler's physical condition and overall health. Travelers might be exposed to sudden and significant changes in altitude, humidity, microbes, and temperature. Also, serious health risks can arise in areas where clean water is unavailable, sanitation and hygiene are inadequate, and medical services are not well-developed.

All people planning travel should know the potential hazards of the countries they are traveling to and learn how to minimize their risk of acquiring diseases. Forward planning, preventive measures, and careful precautions can substantially reduce the risks of adverse health consequences. (World Health Organization)

The medical profession and the travel industry are an important source of help and advice for travelers, however, it is the responsibility of the traveler to seek out information on travel-related risks, understand the factors involved, and take the necessary precautions.

**Travel-related Risks**

The following are key factors in determining the risks to which travelers may be exposed:

- destination and mode of transportation
- purpose, duration, and season of travel
- standards of accommodation and food hygiene
- behavior and health of the traveler

<sup>1</sup> Behavior is a critical factor. For example, going outdoors in a malaria-endemic area could result in becoming infected.

<sup>2</sup> It is best to consult a travel medicine specialist.

### Medical Kit and Personal Items

Travelers should always carry a medical kit specifically to destinations where there may be significant health risks, including developing countries where local availability of medicines may not be guaranteed.

The medical kit should include basic medicines to treat common ailments, first aid items, and any other special items, such as syringes and needles, that might be needed for a pre-existing medical condition. It is also important to bring a signed statement from a physician certifying that the traveler requires specific medication or items for a medical condition.

Travelers should also carry personal items in sufficient quantity for the length of the visit, unless their availability is assured at the travel destination. Such items might include toothpaste, supplies and solutions for contact lenses, skin care items, and other items for personal hygiene.

The Centers for Disease Control and Prevention recommends travelers carry the following items for a basic medical kit:

**First aid items**

- Adhesive bandages, multiple sizes
- Adhesive tape
- Antiseptic hand wipes or an alcohol-based hand sanitizer containing at least 60% alcohol
- Antifungal and antihistamine ointments
- Antibismine
- Anti-itch cream for insect bites and stings
- Antiseptic nasal cleaner
- Cotton swabs
- Digital thermometer
- Disposable gloves
- Elastic bandage wrap for sprains and strains
- First aid quick reference card
- Insect repellent
- Medication for pain or fever, such as Acetaminophen, Aspirin, or Ibuprofen
- Moleskin for blisters
- Oral rehydration salts
- Saline eye drops
- Scissors, safety pins, and tweezers<sup>3</sup>
- Sterile dressing

<sup>3</sup> Pick these items in checked luggage.

<sup>4</sup> All medications should be stored in carry-on baggage, in their original containers and labeled clearly.

<sup>5</sup> SPF 15 or greater.

### Other Important Items

The following items might be necessary depending on the destination, trip duration, and individual needs:

- Antibiotic for self-treatment of diarrhea
- Antimalarial medication
- Antifungal powder
- Antismarial medication
- Anti-motion sickness medication
- Epinephrine auto-injector (such as an EpiPen) for severe allergic reactions
- Extra pair of contacts or prescription glasses
- Medication for high-altitude sickness
- Medications taken on a regular basis at home<sup>4</sup>
- Mild laxative
- Mild sleep aid or anti-anxiety medication
- Sterile syringes and needles
- Sunscreen<sup>5</sup>
- Water purification tablets

**Contact card**

Travelers should carry the name and contact details for their physician, together with information about any medical conditions, treatments, and medications, including generic drug names and doses. The contact card should also include contact information for a family member still in the traveler's home country and the home embassy or consulate in the destination country.

### Insurance for Travelers

International travelers should be aware that medical care abroad is often only available at private medical facilities and can be extremely expensive. In places where high-quality medical care is not readily available, travelers might need to be repatriated in the event of an accident or illness. Repatriation of the body can be costly and difficult to arrange if death occurs abroad.

Travelers are advised to seek information about possible reciprocal health-care agreements between the country of residence and the destination country, and to obtain special traveler's health insurance for destinations where health risks are significant and medical care is expensive and not readily available.

Travel health insurance should include coverage for changes in the itinerary, emergency repatriation for health reasons, medical care in case of illness or accident, hospitalization, and repatriation of the body in case of death.

Some countries now require proof of adequate health insurance as a condition of entry. Travelers should be familiar with the procedures to obtain medical assistance if needed while abroad, and should carry a copy of the insurance certificate, along with other important travel documents, in their carry-on baggage.

### Traveler's Checklist

When preparing for an international trip, travelers can use the following checklist as a guide:

- **Determine local conditions**
  - ✓ Risks related to the destination (urban, rural, or remote)
  - ✓ Type of accommodation (resort, local hotel, or camping)
  - ✓ Length of stay
  - ✓ Altitude
  - ✓ Regional conflicts
  - ✓ Standards of hygiene and sanitation
  - ✓ Availability and quality of medical facilities
- **Arrange a medical consultation**
  - ✓ Visit a physician or travel clinic 4–8 weeks prior to departure
  - ✓ Receive required and recommended vaccinations
  - ✓ Determine malaria risk and plan for prevention of mosquito bites; obtain antimalarial drugs, mosquito net, and insect repellent
- **Establish a plan for food hygiene**
  - ✓ Eat only thoroughly cooked food and drink only bottled water or packaged drinks
  - ✓ Boil, filter, or disinfect water if bottled water will not be available
- **Assemble a suitable medical kit**
  - ✓ Include items for basic first aid and items specific to the destination and the traveler's personal needs
  - ✓ Obtain prescription medications
  - ✓ Subscribe to travel medical insurance
  - ✓ Look for insurance that covers changes in itinerary, medical care, hospitalization, as well as repatriation

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Your Name

Word 2013