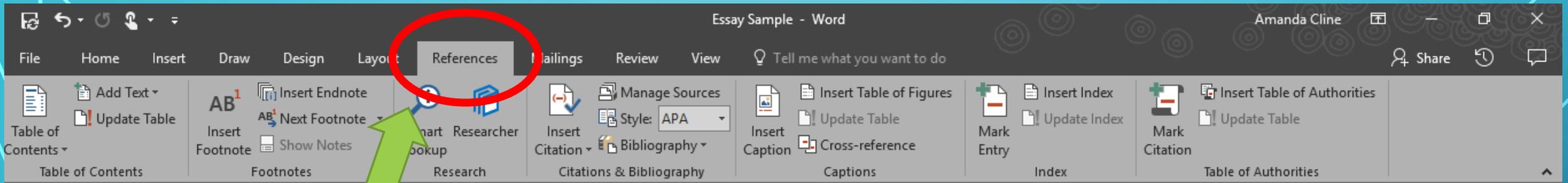




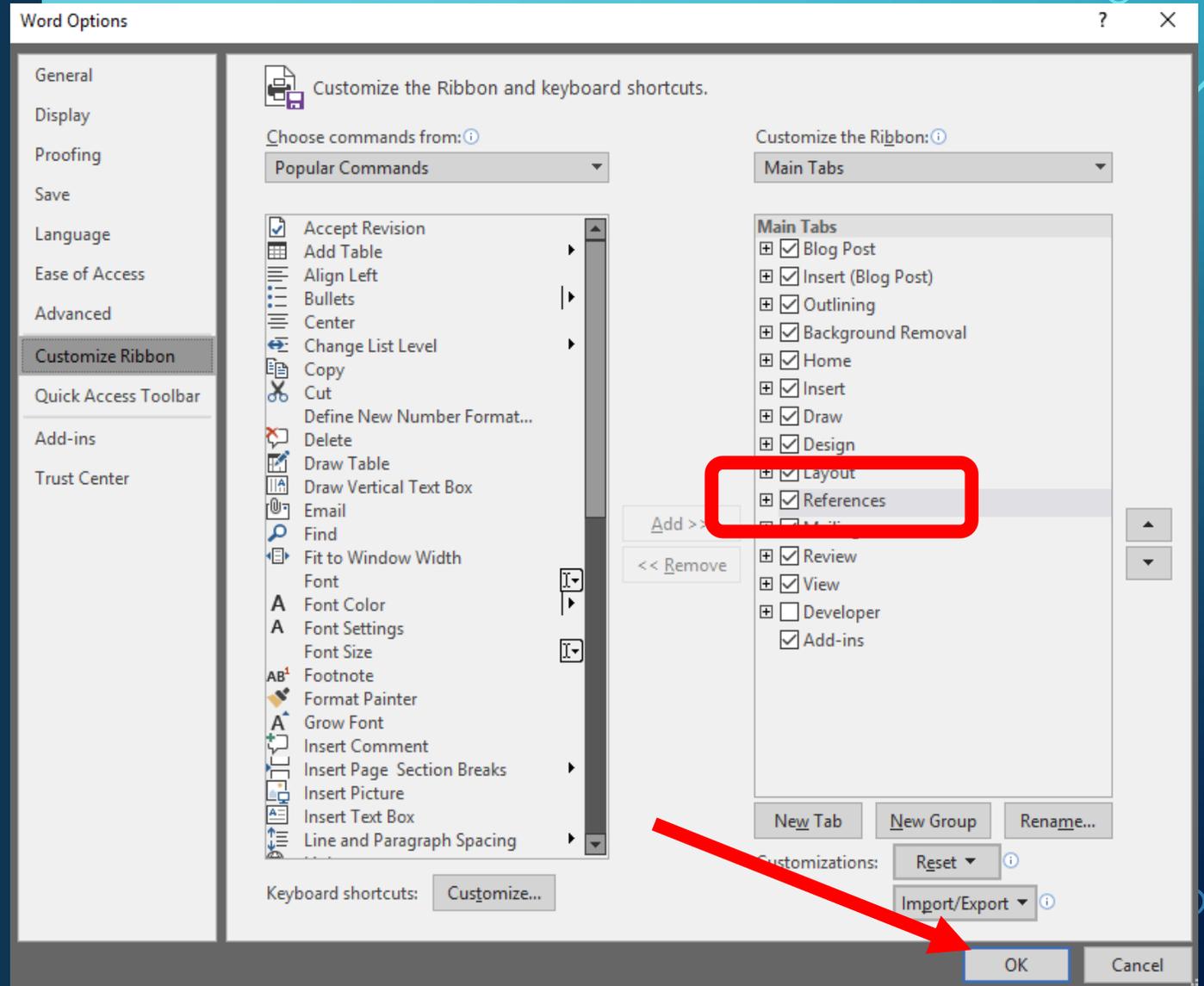
RESEARCH WITH WORD 2016

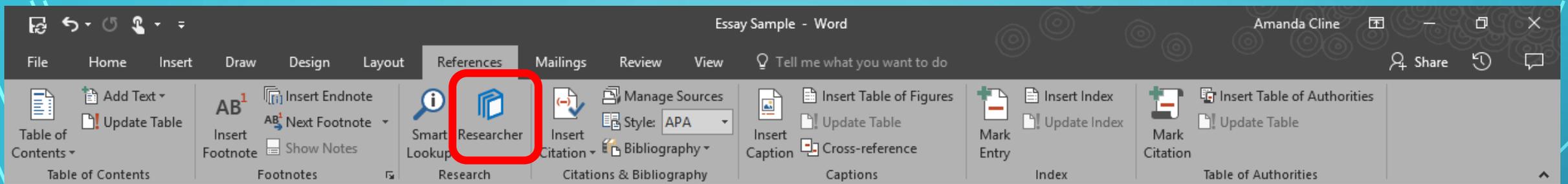
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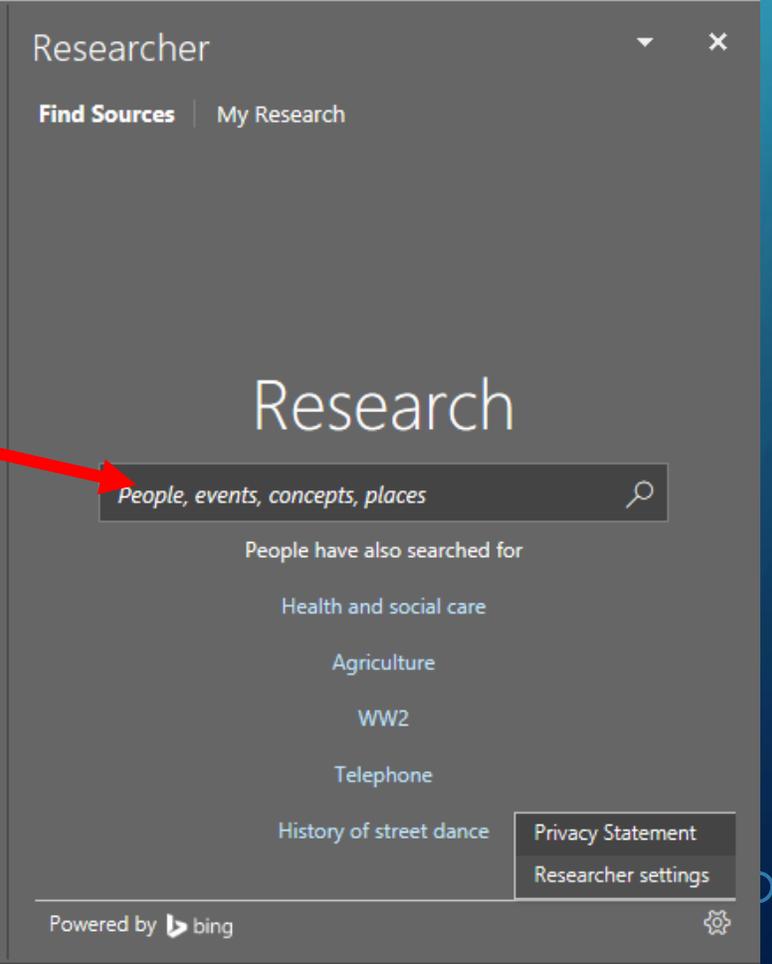
All research tools are on the “References” tab of your ribbon.

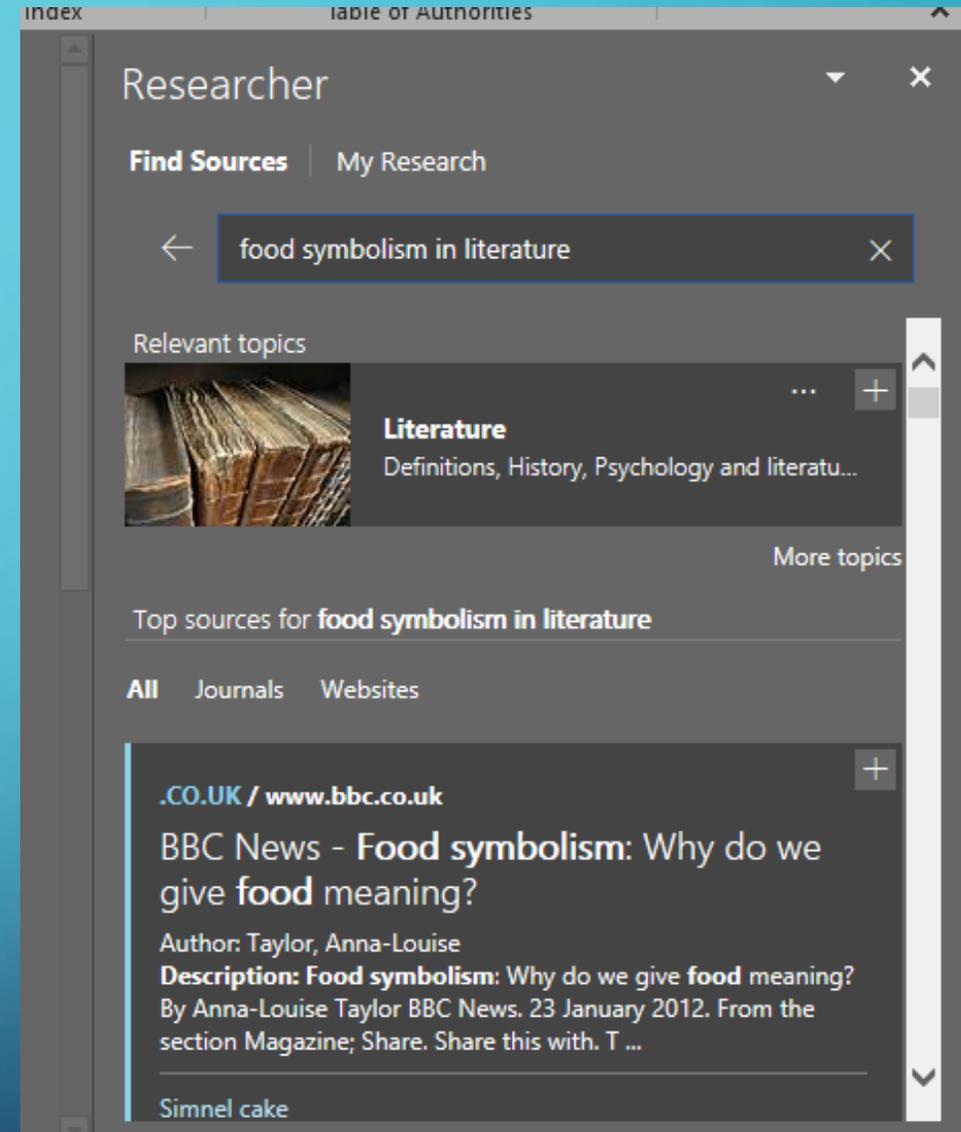
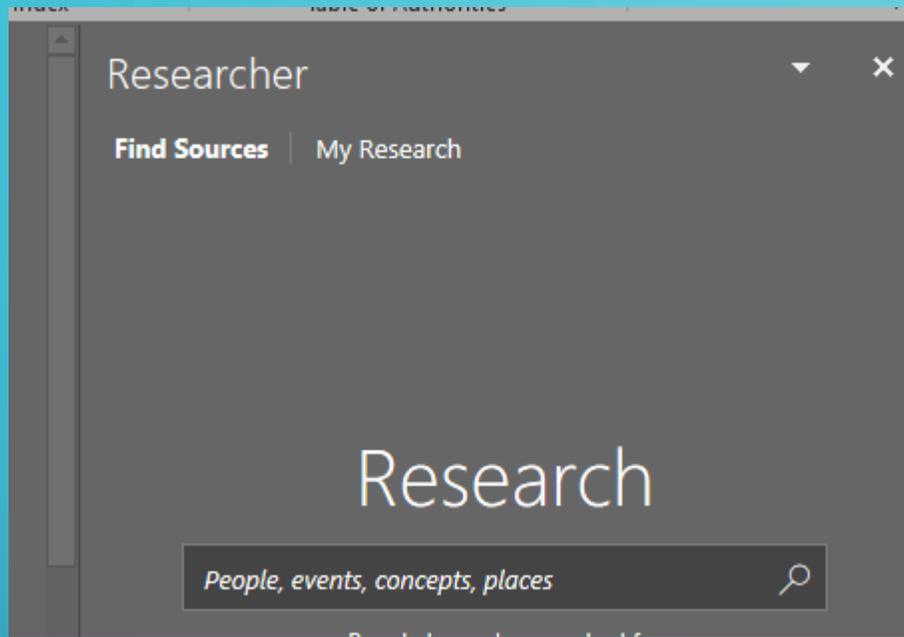
- If you don't see the References tab when you open installed Word, right click on the Ribbon and select "Customize the Ribbon."
- When the customize window opens, check the box beside "References" and you will see it added to the ribbon.



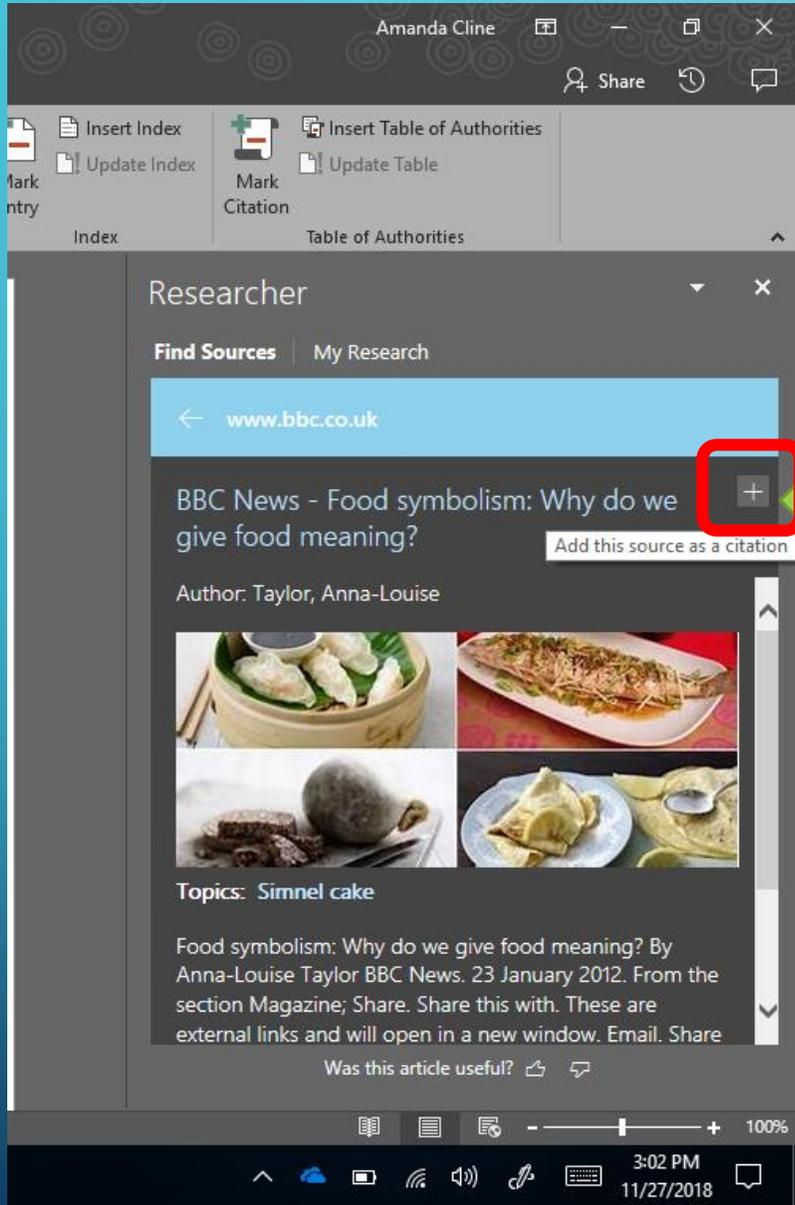


Click on “Researcher” and you will see the Researcher pane open on the side. Enter your search terms in the Research box. This allows you to search for articles, journals, and books on your subject from *within Word!*





Use what you know about good search terms, and analyzing sources.



When you find an article that works for you, hit the plus sign at the top right, and the article will be added to the “My Research” section, and the citation will automatically be added to your bibliography (more on how to access those places shortly).

According to the BBC's research, many Chinese holiday dishes represent prosperity (Taylor, n.d.)

Find Sources | My Research

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BBC News - Food symbolism: Why do we give food meaning? +

For example, I clicked the + sign for this article, and a parenthetical citation was placed in my document at the spot where my cursor was. It worked for me because I had just written a sentence summarizing some info I got from the article.

Make sure you are aware of where your cursor is, and delete the parenthetical if it isn't where you want or need it.

BBC News - Food symbolism: Why do we give food meaning?

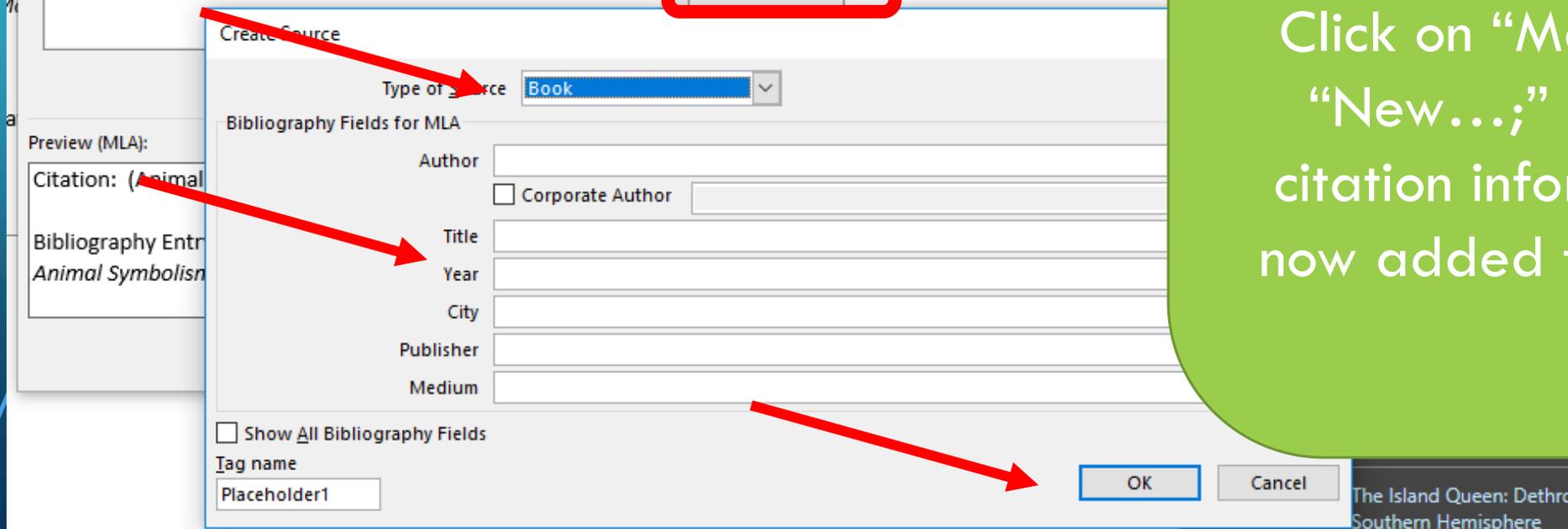
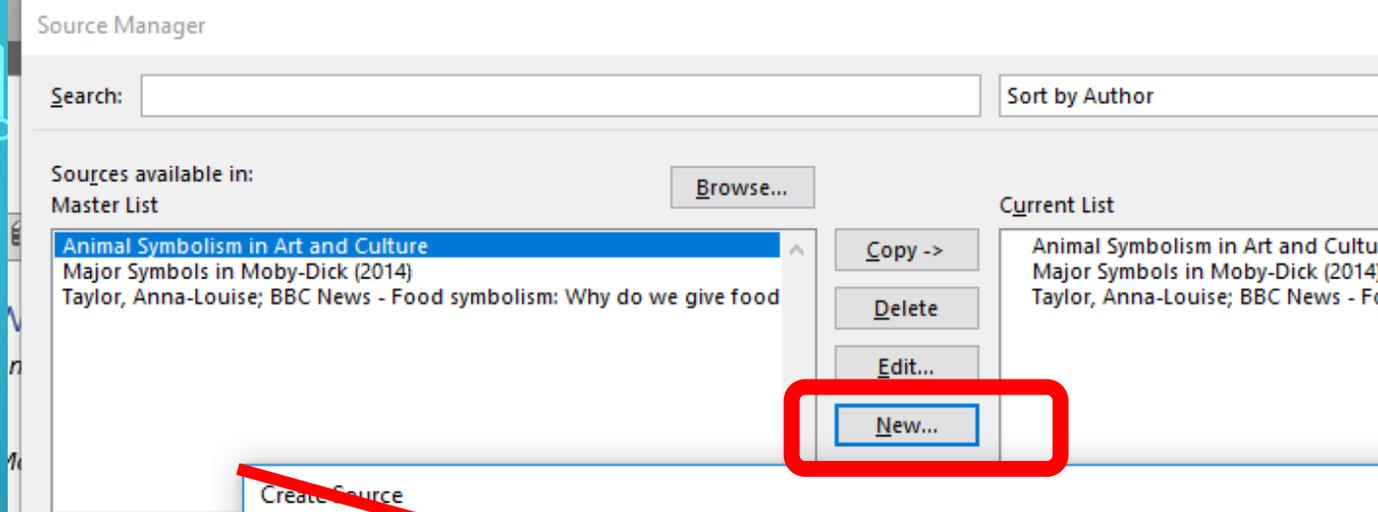
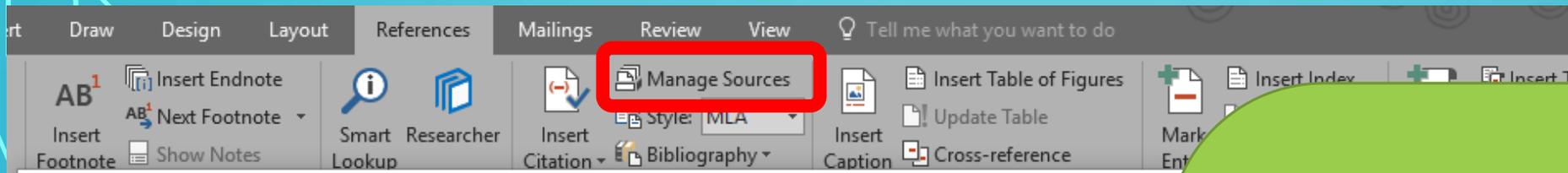


Topics: Simnel cake

Food symbolism: Why do we give food meaning? By Anna-Louise Taylor BBC News. 23 January 2012. From the section Magazine; Share. Share this with. These are external links and will open in a new window. Email. Share this with Email;

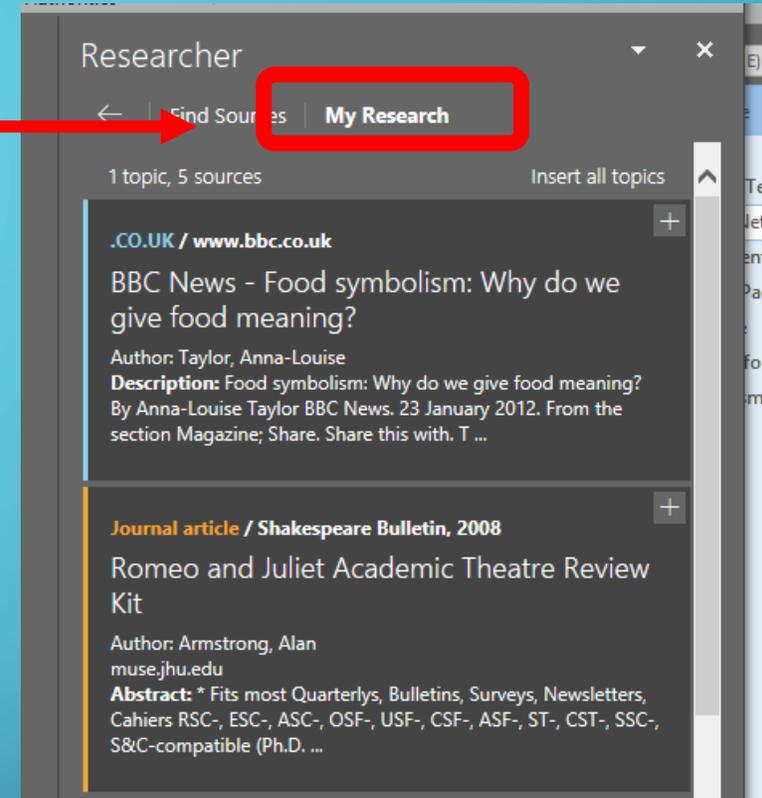
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Not all articles will be available to read in the pane. You'll need to click on "open it in your browser" if you see this message.

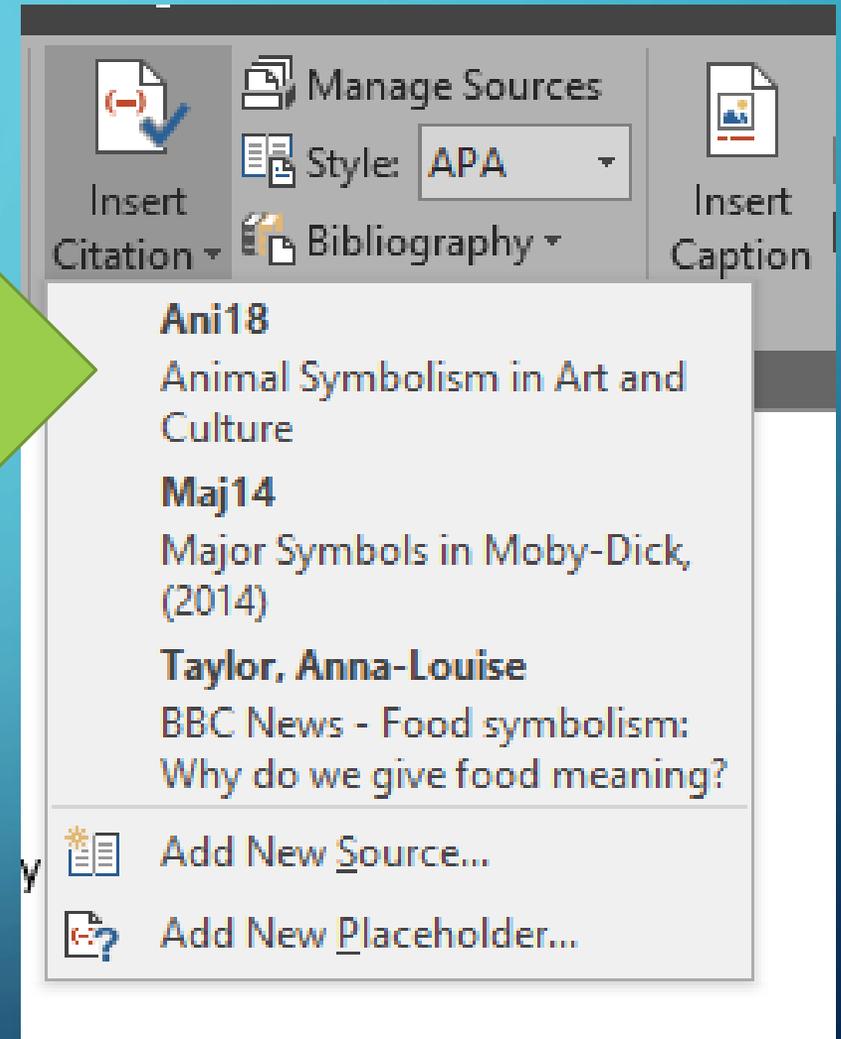


If you have an outside source that you didn't find in the built in Researcher, you can still add that source to your saved references. Click on "Manage Sources;" Select "New...;" and enter all relevant citation information. That Source is now added to your saved Researcher.

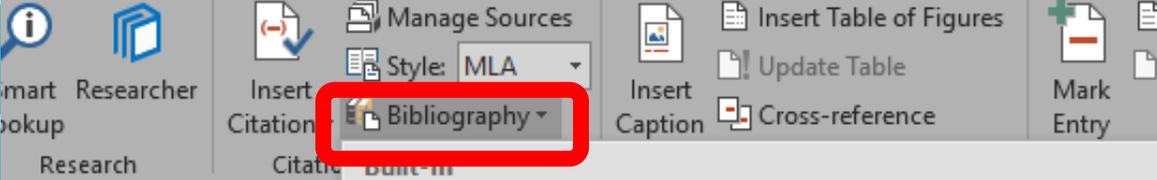
Once I open installed Word from any other PC, I can open Researcher and click on the “My Research” tab. I see that all articles I’ve saved (by clicking on the small + sign) are still available. My research is being saved. If you don’t see your research, make sure you are logged into Word (you should see your name on the top right of the Word document.)



Whenever you write a summary or quote from a source during your writing, select “Insert Citation” on the References tab, and select which **saved article** you’re citing. This will add the parenthetical citation wherever your cursor is.



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Bibliography

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Chen, Jacky. *Citations and References*. New York: Contoso Press, 2003.

Haas, Jonathan. *Creating a Formal Publication*. Boston: Proseware, Inc., 2005.

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