

# Spotlight on Teaching and Technology

Indiana University  
Kokomo

Volume 6, Issue 3  
Fall 2008

## Microsoft Word 2007 Citation and Bibliography Feature Helps Faculty and Students Track Sources

By Kathy Ross

Want students to spend more time polishing their writing instead of bogging down in formatting citations and bibliographies? In Office 2007 Word, Microsoft has added a feature handy for academic writing. Under the References tab (see A shown below in the illustration), you will find a set of tools for Citations & Bibliography.

You can first select what style to use (B). Word 2007 offers choices of APA, MLA, Chicago, or seven others. After you compose text that needs a citation, you can click a button to Insert Citation and Add a New Source (C). A window will pop up for you to type in all the relevant fields of citation information (D below shows fields for a Web site source). I've found it handy to look for the checkbox that says to show all bibliography fields near the bottom of the window (E) to make sure all the information can be entered.

After you select the type of source you are citing—book, journal article, web page or fourteen other kinds of sources—the fields to fill in change so they are appropriate for the source.

The Edit button (F) next to the Author field pops up another box to track the placement of multiple authors so their order is accurate. The same is available for Editors.

Finish entering your information. Word will add the citation automatically formatted for the style you selected.

Word has a feature to Manage Sources that keeps track of your citations and lets you preview what your citation and

your bibliography entries will look like in your format.

When you reach the end of your document and are ready to add a bibliography or works cited page, just click the bibliography button (G) and your references are added to your document already formatted.

Need to change your style from APA to MLA? No problem. Just switch change your style selection and Word will reformat citations and bibliography into the next style.

Word stores a master list of sources that you have used on your computer. If you need to reuse a citation in a new document, you can choose it from your

CENTER FOR  
**TEACHING, LEARNING  
AND ASSESSMENT**

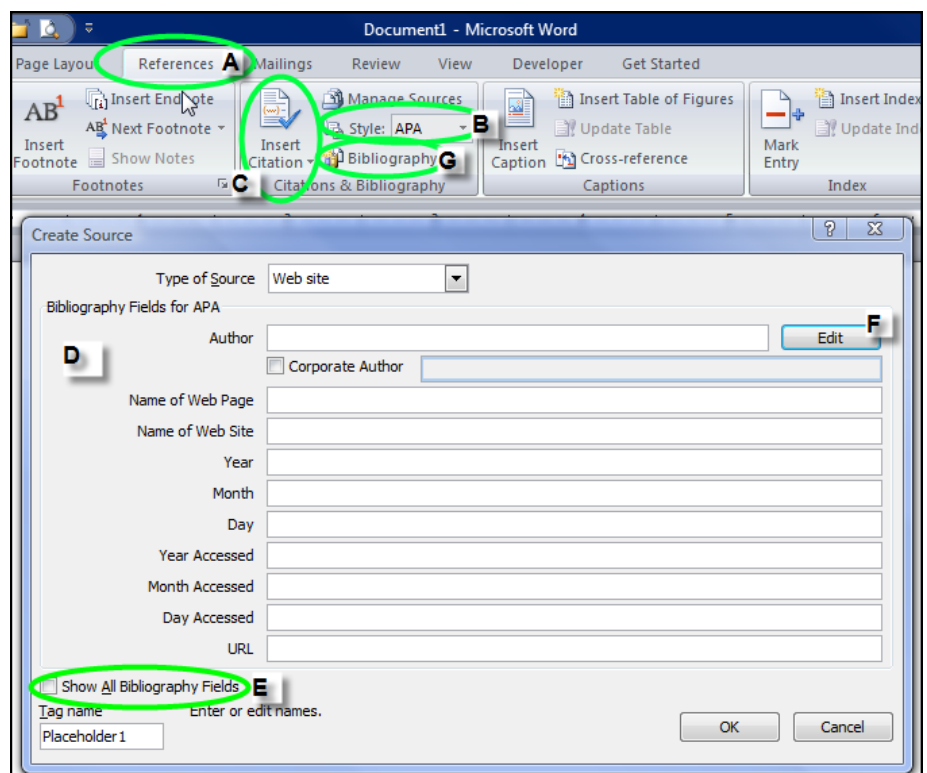
Send inquiries to:  
Newsletter Editor  
Kathy Ross  
E-mail  
katross@iuk.edu

CTLA Staff  
Director: Sharon Calhoon  
Instructional Strategies  
Specialist: Chérie Dodd  
Instructional Technologist:  
Kathy Ross

Vice Chancellor for  
Academic Affairs  
Steven Sarratore  
765-455-9227

list of previous citations.

Still want to learn even more about this feature? Head to Microsoft's web page at <http://office.microsoft.com/en-us/word/HA100674921033.aspx>

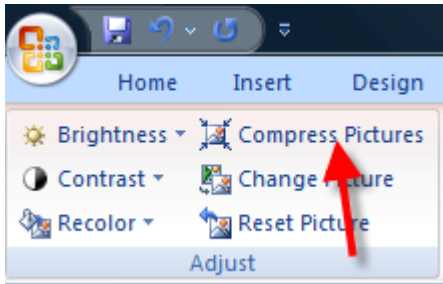


## MAKING POWERPOINT PRESENTATIONS PRINT-FRIENDLY FOR STUDENTS

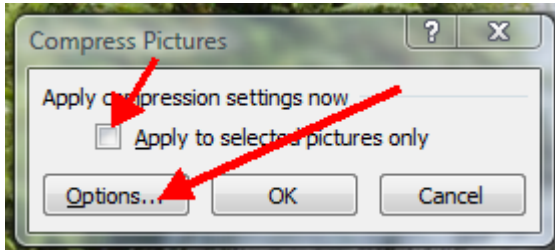
Please consider the following two options before uploading PowerPoint presentations to Resources in Oncourse and making them available to your students for printing.

### 1. COMPRESSING PICTURES IN POWERPOINT 2007

1. Select a picture by clicking on the image.
2. Select “Compress Pictures” option from your toolbar.

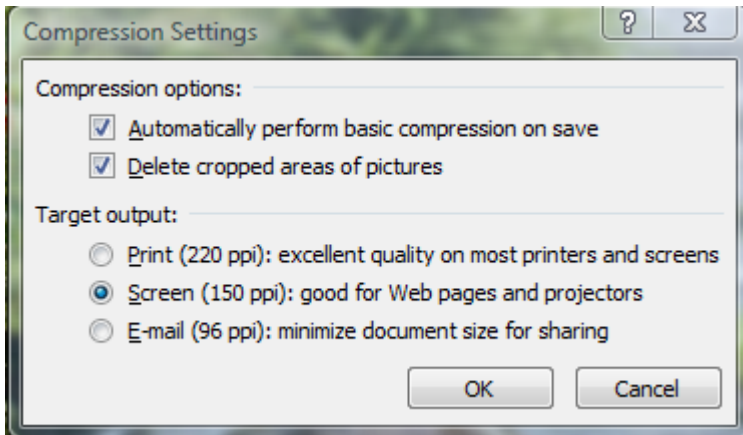


3. The compress dialog box opens. Notice the dialog box offers the option to “Apply to selected pictures only”.



Select “Options”.

4. The Compression Settings dialog box opens. Change to the Target Output to Screen (150 ppi) then select OK.

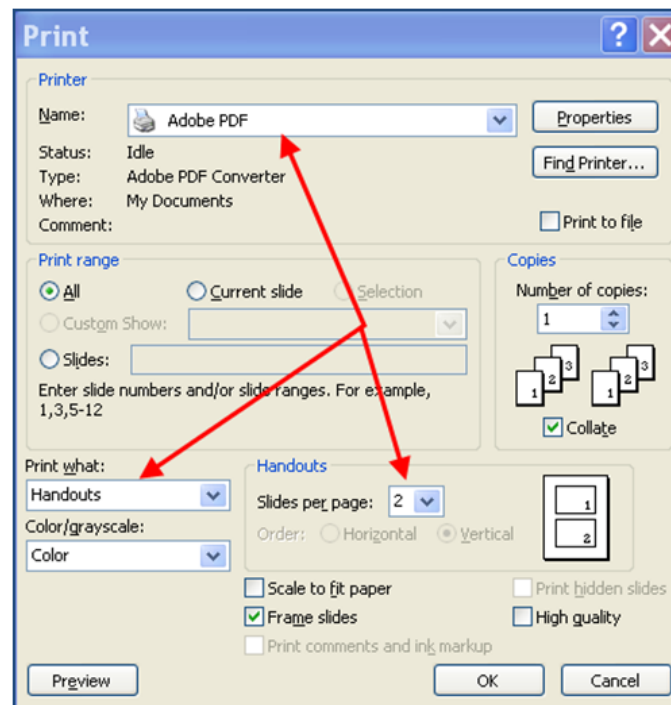


5. You are returned to the Compress Pictures dialog box. Click OK if you wish all the images in your presentation to be compressed. If you only wish to compress the image you have selected then choose the option “**Apply to selected pictures only**” before clicking on the **OK** button.

## 2. SAVING A POWERPOINT PRESENTATION AS A PDF

If you do not have the Adobe PDF option available as a Print Name in PowerPoint 2007 you will need to install the PDF plug-in. Go to <http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en> and download and install the plug-in yourself or call the Help Desk.

1. Open your PowerPoint presentation and select the “**Office Button**” in the top left corner.
2. Select “**Print.**”
3. In the “**Print Name**” drop-down box at the top of your window select “**Adobe PDF.**”
4. Change “**Print what**” to handouts.
5. Select the number of “**Slides per page**”; **two** is a good number to provide a legible copy for students to print.  
**If your PowerPoint presentation is long then select six slides per page.**
6. Select **OK** and your document will be converted to a PDF that you can save and post in Oncourse.



These processes reduce the size of your files and provide students with both faster printing and fewer pages. To help you get started, CTLA student technicians are available in KO-068 between 4-6 p.m. Mondays through Thursdays. Bring your PowerPoint file(s) with you so you can work on making these improvements while they are there to answer any questions you have as you work on this.



**Coming Soon  
Mark Your  
Calendars**

# **Making IT Happen 2008 Technology Fair**

Wednesday, November 19th

10 a.m.—2 p.m.

Alumni Hall

- Sample the refreshments.
- See products and services from sponsors Best Buy, CDW, Dell, Dewpoint, Matrix Integration, Sony, and Sun
- Find out about IU Communications services available, including IU Unicom, IU Notify, and RSS

And be sure to visit **CTLA's faculty table** at the fair. We are there especially for you!

Chérie and Kathy

Does your classroom need some zip?...Enhance your research...Unleash your creativity...Meet the people who know IT...Discover something new...Upgrade your cool factor...([www.indiana.edu/~mith](http://www.indiana.edu/~mith))