

# CREATE A BIBLIOGRAPHY

The Report Wizard will create a bibliography file from the sources you entered on your notecards. The wizard will prepare each bibliography entry in a standard format for the type of source used. The Report Wizard will create one entry for every source you entered. You revise and print the bibliography using your word processor.

You have your choice of file formats:

- **Rich Text format** – can be read by *most* word processors. This format includes formatting elements, such as italics and indenting. It is the preferred file format.
- **Text-only** – can be read by *all* word processors. It does not include formatting, so if you choose this file format, you will need to format the text. If you are using an older word processor (e.g. Microsoft Word 1.0), you may want to choose Text-only.

Once you've opened the file in your word processor, you should check, revise and print it. If you didn't use a source in your report, you can delete the entry in your word processor. If you used a source and didn't create a notecard, then add the source into your bibliography.

**Special note about opening files:** To open the bibliography file in your word processor, follow these steps:

1. On the toolbar, select File, then Open.
2. When you see the Open dialog box, you may *not* see your report files. To see them, change the "files of type" field to either Rich Text format or Text only.
3. Choose the file from the list of files that displays. The default name for the bibliography file is BIB and the first 5 characters of your report name. For example, if your report name is CARS, then your bibliography file would be named BIBCARS.

