



## Instructions for Numbering and/or Reordering a Bibliography Roberta E. Sonnino, M.D., Judy Roberts, M.A.

### STEP 1 – CLEAN UP PARAGRAPHS IN YOUR CURRENT DOCUMENT

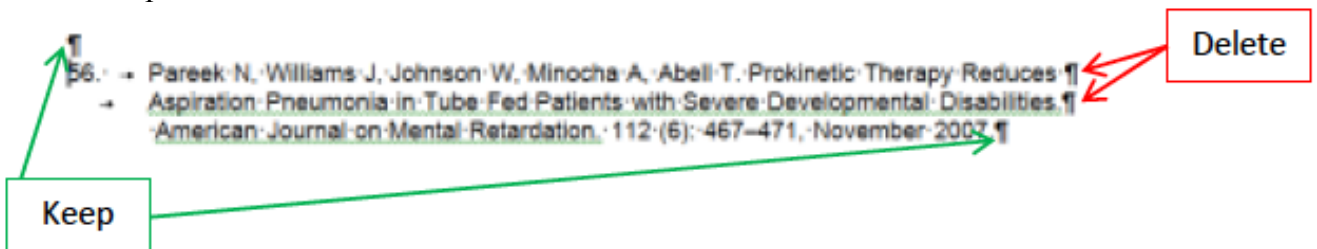
Open the Word file that contains your bibliography and save it to a new file to preserve your original document as a back-up.

**NOTE: It is recommended that you eliminate unnecessary hard returns within entries and number your list before proceeding to the next step.**

#### **Eliminate Unnecessary Hard Returns:**

From the Home tab click on ¶ within the Paragraph formatting area of the Word Ribbon. You should now see all the ¶ in your bibliography. You will want to use the delete button on your keyboard to remove any ¶ on lines that are not the last line of your entry.

Example:



### STEP 2 – FIND THE TYPE OF LIST FROM THE HEADINGS BELOW

#### **A. Unnumbered List:**

1. Once all the hard returns are cleaned up you can number your list by using the mouse to highlight the complete list and selecting Numbered List under the Home Tab on the Word Ribbon.
2. Skip to **Paragraph Formatting for Your Numbered List** below.

#### **B. Manually Numbered List (versus automatic numbering by Word):**

1. Use the mouse to highlight the entire list and copy it to the Word clipboard by right clicking the mouse and selecting copy from the drop down menu.
2. Open Excel and with your cursor in Cell 1A in the upper left corner click paste from the Excel Ribbon.
3. Scroll down the list to make sure that Column A contains **ONLY** a number and that each entry from your bibliography is on a separate, single row in Column B.

## Instructions for Numbering and/or Reordering a Bibliography

Roberta E. Sonnino, M.D., Judy Roberts, M.A.

### STEP 1 – CLEAN UP PARAGRAPHS IN YOUR CURRENT DOCUMENT

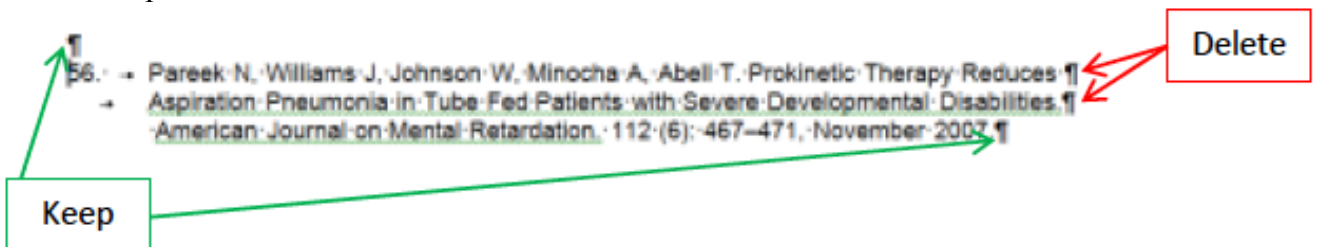
Open the Word file that contains your bibliography and save it to a new file to preserve your original document as a back-up.

**NOTE: It is recommended that you eliminate unnecessary hard returns within entries and number your list before proceeding to the next step.**

#### **Eliminate Unnecessary Hard Returns:**

From the Home tab click on ¶ within the Paragraph formatting area of the Word Ribbon. You should now see all the ¶ in your bibliography. You will want to use the delete button on your keyboard to remove any ¶ on lines that are not the last line of your entry.

Example:



### STEP 2 – FIND THE TYPE OF LIST FROM THE HEADINGS BELOW

#### **A. Unnumbered List:**

1. Once all the hard returns are cleaned up you can number your list by using the mouse to highlight the complete list and selecting Numbered List under the Home Tab on the Word Ribbon.
2. Skip to **Paragraph Formatting for Your Numbered List** below.

#### **B. Manually Numbered List (versus automatic numbering by Word):**

1. Use the mouse to highlight the entire list and copy it to the Word clipboard by right clicking the mouse and selecting copy from the drop down menu.
2. Open Excel and with your cursor in Cell 1A in the upper left corner click paste from the Excel Ribbon.
3. Scroll down the list to make sure that Column A contains **ONLY** a number and that each entry from your bibliography is on a separate, single row in Column B.

4. Highlight Column B by clicking the mouse at the top of the column and click the left alignment icon from the Alignment area of the Excel Ribbon.  
**NOTE: If you did not clean-up your Word file and entries are on multiple lines you will want to eliminate the hard return at the end of the line so that each entry is in its own row on the excel spreadsheet. Don't worry about lines in between entries – sorting will clean this up.**
5. Skip to **Sort Your Excel Spreadsheet** below.

### **C. Word Numbered List (just need to sort in reverse chronology):**

1. Use the mouse to highlight the entire list and copy it to the Word clipboard by right clicking the mouse and selecting copy from the drop down menu).
2. Open Notepad which can be found under Accessories in the Start, All Programs menu from the lower left corner of your screen.
3. Once in Notepad you are going to paste the text that you copied from Word by right clicking the mouse and selecting paste from the drop down menu
4. Right click anywhere on the Notepad screen and choose select all from the drop down menu
5. Right click again and choose copy from the drop down menu
6. Open Excel and with your cursor in Cell 1A in the upper left corner click paste from Excel Ribbon.
7. Skip to **Sort Your List in Excel** below.

### **STEP 3 - SORT YOUR LIST IN EXCEL**

1. Use Control Home to return to the upper left and click the square between Row 1 and Column A to highlight the entire spreadsheet.
2. Click the drop down arrow on Sort & Filter from the Editing section of the Home Tab and choose Custom Sort. On the Sort menu Choose Column A from the Sort by Drop Down and Largest to Smallest from the Order drop down. Click OK. Your list should now be sorted with the highest numbered entry on Row 1, which should be the most recent entry on your bibliography.
3. Verify that column A contains **only** numbers and delete column A by clicking Column A at the very top of the column to highlight the entire column and click the Delete icon under the Home Tab on the Excel Ribbon.
4. Use your mouse to click the square between Row 1 and Column A to highlight the entire spreadsheet. Click Copy on the Excel Ribbon under the Home Tab.
5. Open Notepad which can be found under Accessories in the Start, All Programs menu from the lower left corner of your screen.
6. Once in Notepad you are going to paste the text that you copied from Excel by right clicking the mouse and selecting paste from the drop down menu
7. Right click anywhere on the Notepad screen and choose select all from the drop down menu

8. Right click again and choose copy from the drop down menu
9. Open the Word document where you want your new list to appear and paste the text that you copied from Notepad by right clicking the mouse and selecting paste from the drop down menu.
10. Highlight the entire list and select Numbering from the Paragraph area under the Home tab.
11. Skip to **Paragraph Formatting for Your Numbered List** below.

## **STEP 4 – FORMAT YOUR NEW LIST**

### **Paragraph Formatting for Your Numbered List**

#### **Inserting a Line Between Entries**

1. Highlight the entire numbered list and click the drop down arrow on Line and Paragraph Spacing under the Home Tab on the Word Ribbon and select Line Spacing Options
  - *\_* Under Spacing – select *Add Space After Paragraph* or uncheck the box for *Don't add space for paragraphs of the same style*
  - ***\_* Removing a Line Between Entries or Within Entries (hard return within must be deleted at each line)**
2. Highlight the entire numbered list and click the drop down arrow on Line and Paragraph Spacing under the Home Tab on the Word Ribbon and select Line Spacing Options
  - § *\_* Remove Space Before/After Paragraph as applicable to your document and/or
  - § *\_* Line Spacing Options and under Spacing choose single from the drop down under Paragraph and select the checkbox.
3. Scroll through your entries to make sure that only one line remains between entries.
  - a) Extra lines between your entries may be removed by highlighting the entire list and clicking on Line and Paragraph Spacing under the Home Tab and selecting
    - § *\_* Remove Space Before/After Paragraph as applicable to your document and/or
    - § *\_* Line Spacing Options and under Spacing choose single from the drop down under Paragraph and select the checkbox.
  - b) Scroll through your entries to make sure that only one line remains between entries.