

# TIPS FOR WORD

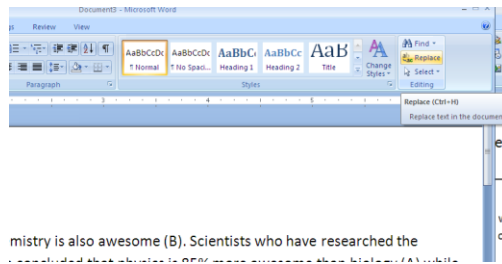
When writing your essays, you may find the **find & replace** function in Word helpful for in-text citations.

If you have used bracketed letters for your in-text citations in your draft, you may have a paragraph like the one below:

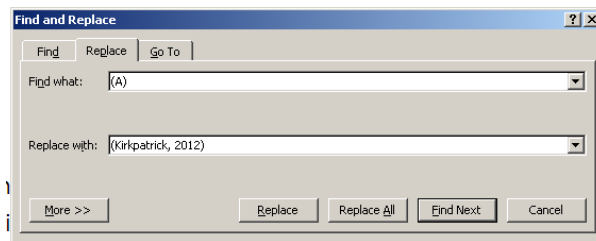
Physics is really awesome (A). Chemistry is also awesome (B). Scientists who have researched the different branches of science have concluded that physics is 85% more awesome than biology (A) while chemistry proves to be 74% more awesome than biology (B). When comparing the awesomeness of physics and chemistry to humanities, the results were so dramatic that the scientists' computers exploded and therefore the differences cannot be quantified by their study (B).

Now, when you are ready to properly cite your references, you can get Word to replace your bracketed letters for you. If article A was written by Kirkpatrick in 2012, you do this:

**Choose "Replace" from the far right side on the home menu:**



**Fill in the box to ask Word to "find" all the places where you have typed (A) and "replace" with (Kirkpatrick, 2012). Then choose "Replace All".**



**Voila!** Now your paragraph will look like this:

Physics is really awesome (Kirkpatrick, 2012). Chemistry is also awesome (B). Scientists who have researched the different branches of science have concluded that physics is 85% more awesome than biology (Kirkpatrick, 2012) while chemistry proves to be 74% more awesome than biology (B). When comparing the awesomeness of physics and chemistry to humanities, the results were so dramatic that the scientists' computers exploded and therefore the differences cannot be quantified by their study (B).

Now simply repeat this process for articles B, C, D etc. and your in-text citations will be done in a jiffy!