You have written and formatted the text for an informational report for QST clients about staying healthy while traveling. You are now ready to format the pages. You plan to organize the text in columns, to illustrate the report with a table, and to add footnotes and a bibliography.

**Unit Objectives**

After completing this unit, you will be able to:

- Set document margins
- Create sections and columns
- Insert page breaks
- Insert page numbers
- Add headers and footers
- Insert a table
- Add footnotes and endnotes
- Insert citations
- Manage sources and create a bibliography

**Files You Will Need**

| WD D-1.docx | WD D-5.docx |
| WD D-2.docx | WD D-6.docx |
| WD D-3.docx | WD D-7.docx |
| WD D-4.docx |

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Set Document Margins

Changing a document's margins is one way to change the appearance of a document and control the amount of text that fits on a page. The **margins** of a document are the blank areas between the edge of the text and the edge of the page. When you create a document in Word, the default margins are 1" at the top, bottom, left, and right sides of the page. You can adjust the size of a document's margins using the Margins command on the PAGE LAYOUT tab or using the rulers. **CASE** The report should be a four-page document when finished. You begin by reducing the size of the document margins so that more text fits on each page.

### STEPS

1. **Start Word**, open the file **WD D-1.docx** from the location where you store your Data Files, then save it as **WD D-Healthy Traveler**

   The report opens in Print Layout view.

2. **Scroll through the report to get a feel for its contents**, then press **[Ctrl][Home]**

   The report is currently five pages long. Notice that the status bar indicates the page where the insertion point is located and the total number of pages in the document.

3. **Click the PAGE LAYOUT tab**, then click the **Margins button** in the Page Setup group

   The Margins menu opens. You can select predefined margin settings from this menu, or you can click Custom Margins to create different margin settings.

4. **Click Custom Margins**

   The Page Setup dialog box opens with the Margins tab displayed, as shown in FIGURE D-1. You can use the Margins tab to change the top, bottom, left, or right document margin, to change the orientation of the pages from portrait to landscape, and to alter other page layout settings. **Portrait orientation** means a page is taller than it is wide; **landscape orientation** means a page is wider than it is tall. This report uses portrait orientation. You can also use the Orientation button in the Page Setup group on the PAGE LAYOUT tab to change the orientation of a document.

5. **Click the Top down arrow three times until 0.7" appears**, then click the **Bottom down arrow until 0.7" appears**

   The top and bottom margins of the report will be .7".

6. **Press [Tab]**, type .7 in the Left text box, press [Tab], then type .7 in the Right text box

   The left and right margins of the report will also be .7". You can change the margin settings by using the arrows or by typing a value in the appropriate text box.

7. **Click OK**

   The document margins change to .7", as shown in FIGURE D-2. The location of each margin (right, left, top, and bottom) is shown on the horizontal and vertical rulers at the intersection of the white and shaded areas. You can also change a margin setting by using the pointer to drag the intersection to a new location on the ruler.

8. **Click the VIEW tab**, then click the **Multiple Pages button** in the Zoom group

   The first three pages of the document appear in the document window.

9. **Scroll down to view all five pages of the report**, press **[Ctrl][Home]**, click the **100% button** in the Zoom group, then save your changes
Changing orientation, margin settings, and paper size

By default, the documents you create in Word use an 8 1/2” x 11” paper size in portrait orientation with the default margin settings. You can change the orientation, margin settings, and paper size to common settings using the Orientation, Margins, and Size buttons in the Page Setup group on the PAGE LAYOUT tab. You can also adjust these settings and others in the Page Setup dialog box. For example, to change the layout of multiple pages, use the Multiple pages list arrow on the Margins tab to create pages that use mirror margins, that include two pages per sheet of paper, or that are formatted using a book fold. Mirror margins are used in a document with facing pages, such as a magazine, where the margins on the left page of the document are a mirror image of the margins on the right page. Documents with mirror margins have inside and outside margins, rather than right and left margins. Another type of margin is a gutter margin, which is used in documents that are bound, such as books. A gutter adds extra space to the left, top, or inside margin to allow for the binding. Add a gutter to a document by adjusting the setting in the Gutter position text box on the Margins tab. To change the size of the paper used, use the Paper size list arrow on the Paper tab to select a standard paper size, or enter custom measurements in the Width and Height text boxes.
Create Sections and Columns

Dividing a document into sections allows you to format each section of the document with different page layout settings. A section is a portion of a document that is separated from the rest of the document by section breaks. Section breaks are formatting marks that you insert in a document to show the end of a section. Once you have divided a document into sections, you can format each section with different column, margin, page orientation, header and footer, and other page layout settings. By default, a document is formatted as a single section, but you can divide a document into as many sections as you like. **CASE** You insert a section break to divide the document into two sections, and then format the text in the second section in two columns. First, you customize the status bar to display section information.

1. Right-click the status bar, click Section on the Customize Status Bar menu that opens (if it is not already checked), then click the document to close the menu
   The status bar indicates the insertion point is located in section 1 of the document.
2. Click the HOME tab, then click the Show/Hide ¶ button in the Paragraph group
   Turning on formatting marks allows you to see the section breaks you insert in a document.
3. Place the insertion point before the heading General Considerations, click the PAGE LAYOUT tab, then click the Breaks button in the Page Setup group
   The Breaks menu opens. You use this menu to insert different types of section breaks. See **TABLE D-1**.
4. Click Continuous
   Word inserts a continuous section break, shown as a dotted double line, above the heading. When you insert a section break at the beginning of a paragraph, Word inserts the break at the end of the previous paragraph. The section break stores the formatting information for the previous section. The document now has two sections. Notice that the status bar indicates the insertion point is in section 2.
5. Click the Columns button in the Page Setup group
   The columns menu opens. You use this menu to format text using preset column formats or to create custom columns.
6. Click More Columns to open the Columns dialog box
7. Select Two in the Presets section, click the Spacing down arrow twice until .3" appears as shown in **FIGURE D-3**, then click OK
   Section 2 is formatted in two columns of equal width with .3" of spacing between, as shown in **FIGURE D-4**. Formatting text in columns is another way to increase the amount of text that fits on a page.
8. Click the VIEW tab, click the Multiple Pages button in the Zoom group, scroll down to examine all four pages of the document, press [Ctrl][Home], then save the document
   The text in section 2—all the text below the continuous section break—is formatted in two columns. Text in columns flows automatically from the bottom of one column to the top of the next column.

**TABLE D-1**: Types of section breaks

<table>
<thead>
<tr>
<th>section</th>
<th>function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next page</td>
<td>Begins a new section and moves the text following the break to the top of the next page</td>
</tr>
<tr>
<td>Continuous</td>
<td>Begins a new section on the same page</td>
</tr>
<tr>
<td>Even page</td>
<td>Begins a new section and moves the text following the break to the top of the next even-numbered page</td>
</tr>
<tr>
<td>Odd page</td>
<td>Begins a new section and moves the text following the break to the top of the next odd-numbered page</td>
</tr>
</tbody>
</table>

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Changing page layout settings for a section

Dividing a document into sections allows you to vary the layout of a document. In addition to applying different column settings to sections, you can apply different margins, page orientation, paper size, vertical alignment, header and footer, page numbering, footnotes, endnotes, and other page layout settings. For example, if you are formatting a report that includes a table with many columns, you might want to change the table’s page orientation to landscape so that it is easier to read. To do this, you would insert a section break before and after the table to create a section that contains only the table, and then you would change the page orientation of the section that contains the table to landscape. If the table does not fill the page, you could also change the vertical alignment of the table so that it is centered vertically on the page. To do this, use the Vertical alignment list arrow on the Layout tab of the Page Setup dialog box.

To check or change the page layout settings for an individual section, place the insertion point in the section, then open the Page Setup dialog box. Select any options you want to change, click the Apply to list arrow, click This section, then click OK. When you select This section in the Apply to list box, the settings are applied to the current section only. When you select This point forward, the settings are applied to the current section and all sections that follow it. If you select Whole document in the Apply to list box, the settings are applied to all the sections in the document. Use the Apply to list arrow in the Columns dialog box or the Footnote and Endnote dialog box to change those settings for a section.
Insert Page Breaks

As you type text in a document, Word inserts an automatic page break (also called a soft page break) when you reach the bottom of a page, allowing you to continue typing on the next page. You can also force text onto the next page of a document by using the Breaks command to insert a manual page break (also called a hard page break). Another way to control the flow of text is to apply pagination settings using the Line and Page breaks tab in the Paragraph dialog box. **CASE**: You insert manual page breaks where you know you want to begin each new page of the report.

1. Click the 100% button, scroll to the bottom of page 1, place the insertion point before the heading Malaria: A Serious..., click the PAGE LAYOUT tab, then click the Breaks button in the Page Setup group.
   The Breaks menu opens. You also use this menu to insert page, column, and text-wrapping breaks. **TABLE D-2** describes these types of breaks.

2. Click Page
   Word inserts a manual page break before “Malaria: A Serious Health Risk for Travelers” and moves all the text following the page break to the beginning of the next page, as shown in **FIGURE D-5**.

3. Scroll down, place the insertion point before the heading Preventive Options... on page 2, press and hold [Ctrl], then press [Enter]
   Pressing [Ctrl][Enter] is a fast way to insert a manual page break. The heading is forced to the top of the third page.

4. Scroll to the bottom of page 3, place the insertion point before the heading Insurance for Travelers on page 3, then press [Ctrl][Enter]
   The heading is forced to the top of the fourth page.

5. Scroll up, click to the left of the page break on page 2 with the selection pointer to select the page break, then press [Delete]
   The manual page break is deleted and the text from pages 2 and 3 flows together. You can also use the selection pointer to click to the left of a section or a column break to select it.

6. Place the insertion point before the heading Medical Kit... on page 2, then press [Ctrl][Enter]
   The heading is forced to the top of the third page.

7. Click the VIEW tab, click the Multiple Pages button in the Zoom group, scroll to view all four pages of the document, then save your changes.
   Pages 1, 2, and 3 are shown in **FIGURE D-6**.

**Controlling automatic pagination**

Another way to control the flow of text between pages (or between columns) is to apply pagination settings to specify where Word positions automatic page breaks. To apply automatic pagination settings, simply select the paragraphs(s) or line(s) you want to control, click the launcher in the Paragraph group on the HOME or PAGE LAYOUT tab, click the Line and Page breaks tab in the Paragraph dialog box, and then select one or more of the following settings in the Pagination section before clicking OK.

- **Keep with next**: Apply to any paragraph you want to appear together with the next paragraph in order to prevent the page or column from breaking between the paragraphs.
- **Keep lines together**: Apply to selected paragraph or lines to prevent a page or column from breaking in the middle of a paragraph or between certain lines.
- **Page break before**: Apply to add an automatic page break before a specific paragraph.
- **Widow/Orphan control**: Turned on by default; ensures at least two lines of a paragraph appear at the top and bottom of every page or column by preventing a page or column from beginning with only the last line of a paragraph (a **widow**), or ending with only the first line of a new paragraph (an **orphan**).
FIGURE D-5: Manual page break in document

FIGURE D-6: Pages 1, 2, and 3

TABLE D-2: Types of breaks

<table>
<thead>
<tr>
<th>break</th>
<th>function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
<td>Forces the text following the break to begin at the top of the next page</td>
</tr>
<tr>
<td>Column</td>
<td>Forces the text following the break to begin at the top of the next column</td>
</tr>
<tr>
<td>Text Wrapping</td>
<td>Forces the text following the break to begin at the beginning of the next line</td>
</tr>
</tbody>
</table>
Insert Page Numbers

If you want to number the pages of a multiple-page document, you can insert a page number field to add a page number to each page. A field is a code that serves as a placeholder for data that changes in a document, such as a page number or the current date. When you use the Page Number button on the INSERT tab to add page numbers to a document, you insert the page number field at the top, bottom, or side of any page, and Word automatically numbers all the pages in the document for you. You insert a page number field so that page numbers will appear centered between the margins at the bottom of each page in the document.

**STEPS**

1. **Press [Ctrl][Home]**, click the 100% button in the Zoom group on the VIEW tab, click the Insert tab, then click the Page Number button in the Header & Footer group

   The Page Number menu opens. You use this menu to select the position for the page numbers. If you choose to add a page number field to the top, bottom, or side of a document, a page number will appear on every page in the document. If you choose to insert it in the document at the location of the insertion point, the field will appear on that page only.

2. **Point to Bottom of Page**

   A gallery of formatting and alignment options for page numbers to be inserted at the bottom of a page opens, as shown in FIGURE D-7.

3. **Scroll down the document to view the options, scroll to the top of the gallery, then click Plain Number 2 in the Simple section**

   A page number field containing the number 1 is centered in the Footer area at the bottom of page 1 of the document, as shown in FIGURE D-8. The document text is gray, or dimmed, because the Footer area is open. Text that is inserted in a Footer area appears at the bottom of every page in a document.

4. **Double-click the document text**

   Double-clicking the document text closes the Footer area. The page number is now dimmed because it is located in the Footer area, which is no longer the active area. When the document is printed, the page numbers appear as normal text. You will learn more about working with the Footer area in the next lesson.

5. **Scroll down the document to see the page number at the bottom of each page**

   Word numbered each page of the report automatically, and each page number is centered at the bottom of the page. If you want to change the numbering format or start page numbering with a different number, you can simply click the Page Number button, click Format Page Numbers, and then choose from the options in the Page Number Format dialog box.

6. **Press [Ctrl][Home]**, click the VIEW tab, click the Page Width button in the Zoom group, then save the document

**Moving around in a long document**

Rather than scrolling to move to a different place in a long document, you can use the Navigation pane to move the insertion point to the top of a specific page. To open the Navigation pane, click the Find button in the Editing group on the HOME tab, and then click Pages to display a thumbnail of each page in the document in the Navigation pane. Use the scroll box in the Navigation pane to scroll through the thumbnails. Click a thumbnail in the Navigation pane to move the insertion point to the top of that page in the document window.
Inserting Quick Parts

The Word Quick Parts feature makes it easy to insert reusable pieces of content into a document quickly. The Quick Parts items you can insert include fields, such as for the current date or the total number of pages in a document; document property information, such as the author and title of a document; and building blocks, which are customized content that you create, format, and save for future use.

To insert a Quick Part into a document at the location of the insertion point, click the Quick Parts button in the Text group on the INSERT tab (or, if headers and footers are open, click the Quick Parts button in the Insert group on the HEADER & FOOTER TOOLS DESIGN tab), and then select the type of Quick Part you want to insert. To insert a field into a document, click Field on the Quick Parts menu that opens, click the name of the field you want to insert in the Field dialog box, and then click OK. Field information is updated automatically each time the document is opened or saved.

To insert a document property, point to Document Property on the Quick Parts menu, and then click the property you want to insert. The property is added to the document as a content control and contains the document property information you entered in the Document Properties panel. If you did not assign a document property, the content control contains a placeholder, which you can replace with your own text. Once you replace the placeholder text—or edit the document property information that appears in the content control—this text replaces the document property information in the Document Properties panel.

To insert a building block, click Building Blocks Organizer on the Quick Parts menu, select the building block you want, and then click Insert. You will learn more about working with building blocks in later lessons.
Add Headers and Footers

A header is text or graphics that appears at the top of every page of a document. A footer is text or graphics that appears at the bottom of every page. In longer documents, headers and footers often contain the title of the publication or chapter, the name of the author, or a page number. You can add headers and footers to a document by double-clicking the top or bottom margin of a document to open the Header and Footer areas, and then inserting text and graphics into them. You can also use the Header or Footer command on the INSERT tab to insert predesigned headers and footers that you can modify with your information. When the header and footer areas are open, the document text is dimmed and cannot be edited. **CASE** You create a header that includes the name of the report.

1. Click the INSERT tab, then click the Header button in the Header & Footer group
   A gallery of built-in header designs opens.

2. Scroll down the gallery to view the header designs, scroll up the gallery, then click Blank
   The HEADER & FOOTER TOOLS DESIGN tab opens and is the active tab, as shown in **FIGURE D-9**. This tab is available whenever the Header and Footer areas are open.

3. Type Healthy Traveler: Travel and Health Information from Guest Specialty Travel in the content control in the Header area
   This text will appear at the top of every page in the document.

4. Select the header text, click the HOME tab, click the Font list arrow in the Font group, click Berlin Sans FB Demi, click the Font Color list arrow, click Orange, Accent 2, click the Center button in the Paragraph group, click the Bottom Border button, then click in the Header area to deselect the text
   The text is formatted in orange Berlin Sans FB Demi and centered in the Header area with a bottom border.

5. Click the HEADER & FOOTER TOOLS DESIGN tab, then click the Go to Footer button in the Navigation group
   The insertion point moves to the Footer area, where a page number field is centered in the Footer area.

6. Select the page number field in the footer, use the Mini toolbar to change the formatting to Berlin Sans FB Demi and Orange, Accent 2, then click in the Footer area to deselect the text and field
   The footer text is formatted in orange Berlin Sans FB Demi.

7. Click the Close Header and Footer button in the Close group, then scroll down until the bottom of page 1 and the top of page 2 appear in the document window
   The Header and Footer areas close, and the header and footer text is dimmed, as shown in **FIGURE D-10**.

8. Press [Ctrl][Home]
   The report already includes the name of the document at the top of the first page, making the header information redundant. You can modify headers and footers so that the header and footer text does not appear on the first page of a document.

9. Position the pointer over the header text at the top of page 1, then double-click
   The Header and Footer areas open. The Options group on the HEADER & FOOTER TOOLS DESIGN tab includes options for creating a different header and footer for the first page of a document, and for creating different headers and footers for odd- and even-numbered pages.

10. Click the Different First Page check box to select it, click the Close Header and Footer button, scroll to see the header and footer on pages 2, 3, and 4, then save the document
    The header and footer text is removed from the Header and Footer areas on the first page.
When you design a header that you want to use again in other documents, you can add it to the Header gallery by saving it as a building block. Building blocks are reusable pieces of formatted content or document parts, including headers and footers, page numbers, and text boxes, that are stored in galleries. Building blocks include predesigned content that comes with Word, as well as content that you create and save for future use. For example, you might create a custom header that contains your company name and logo and is formatted using the fonts, border, and colors you use in all company documents.

To add a custom header to the Header gallery, select all the text in the header, including the last paragraph mark, click the Header button, and then click Save Selection to Header Gallery. In the Create New Building Block dialog box that opens, type a unique name for the header in the Name text box, click the Gallery list arrow and select the appropriate gallery, verify that the Category is General, and then type a brief description of the new header design in the Description text box. This description appears in a ScreenTip when you point to the custom header in the gallery. When you are finished, click OK. The new header appears in the Header gallery under the General category.

To remove a custom header from the Header gallery, right-click it, click Organize and Delete, make sure the appropriate building block is selected in the Building Blocks Organizer that opens, click Delete, click Yes, and then click Close. You can follow the same process to add or remove a custom footer to the Footer gallery.
Insert a Table

Adding a table to a document is a useful way to illustrate information that is intended for quick reference and analysis. A **table** is a grid of columns and rows that you can fill with text and graphics. A **cell** is the box formed by the intersection of a column and a row. The lines that divide the columns and rows of a table and help you see the grid-like structure of the table are called **borders**. A simple way to insert a table into a document is to use the Insert Table command on the INSERT tab.

**CASE** You add a table to page 2 showing the preventive options for serious travel health diseases.

**STEPS**

1. Scroll until the heading **Preventive Options…** is at the top of your document window.
2. Select the heading **Preventive Options…** and the two paragraph marks below it, click the PAGE LAYOUT tab, click the **Columns button** in the Page Setup group, click **One**, then click the heading to deselect the text, then scroll down to see the bottom half of page 2. A continuous section break is inserted before the heading and after the second paragraph mark, creating a new section, section 3, as shown in **FIGURE D-11**. The document now includes four sections, with the heading Preventive Options… in Section 3. Section 3 is formatted as a single column.
3. Place the insertion point before the first paragraph mark below the heading, click the INSERT tab, click the **Table button** in the Tables group, then click Insert Table. The Insert Table dialog box opens. You use this dialog box to create a blank table.
4. Type **5** in the Number of columns text box, press [Tab], type **6** in the Number of rows text box, make sure the **Fixed column width option button** is selected, then click **OK**. A blank table with five columns and six rows is inserted in the document. The insertion point is in the upper-left cell of the table, and the TABLE TOOLS DESIGN tab becomes the active tab.
5. Click the HOME tab, click the **Show/Hide ¶ button** in the Paragraph group, type **Disease** in the first cell in the first row, press [Tab], type **Vaccine**, press [Tab], type **Prophylaxis Drug**, press [Tab], type **Eat and Drink Safely**, press [Tab], type **Avoid Insects**, then press [Tab]. Don’t be concerned if the text wraps to the next line in a cell as you type. Pressing [Tab] moves the insertion point to the next cell in the row or to the first cell in the next row.
6. Type **Malaria** in the last cell of the row, click the Check Mark list arrow, then click the Bullets button. The active bullet style, a check mark, is added to a cell when you click the Bullets button.
7. Type the text shown in **FIGURE D-12** in the table cells.
8. Click the **TABLE TOOLS LAYOUT tab**, click the **AutoFit button** in the Cell Size group, click **AutoFit Contents**, click the **AutoFit button** again, then click **AutoFit Window**. The width of the table columns is adjusted to fit the text and then the window.
9. Click the **Select button** in the Table group, click **Select Table**, click the **Align Center button** in the Alignment group, click **Disease** in the table, then click the **Select button**, click **Select Column**, click the **Align Center Left button**, then click in the table to deselect the column. The text in the table is centered in each cell, and then the text in the first column is left-aligned.
10. Click the **TABLE TOOLS DESIGN tab**, click the **More button** in the Table Styles group, scroll down, click the **List Table 3 – Accent 2 style**, then save your changes. The List Table 3 - Accent 2 table style is applied to the table, as shown in **FIGURE D-13**. A **table style** includes format settings for the text, borders, and shading in a table.
FIGURE D-11: New section

Insertion point is in Section 3

Section 3 is a single column

FIGURE D-12: Text in table

FIGURE D-13: Completed table

Your table may show nonprinting gridlines between columns
Add Footnotes and Endnotes

Footnotes and endnotes are used in documents to provide further information, explanatory text, or references for text in a document. A footnote or endnote is an explanatory note that consists of two linked parts: the note reference mark that appears next to text to indicate that additional information is offered in a footnote or endnote, and the corresponding footnote or endnote text. Word places footnotes at the end of each page and endnotes at the end of the document. You insert and manage footnotes and endnotes using the tools in the Footnotes group on the REFERENCES tab.

**CASE** You add several footnotes to the report.

1. Press [Ctrl][Home], place the insertion point at the end of the first body paragraph in the second column of text (after “resort.”), click the REFERENCES tab, then click the Insert Footnote button in the Footnotes group.
   A note reference mark, in this case a superscript 1, appears after “resort.”, and the insertion point moves below a separator line at the bottom of the page. A note reference mark can be a number, a symbol, a character, or a combination of characters.

2. Type Behavior is a critical factor. For example, going outdoors in a malaria-endemic area could result in becoming infected, place the insertion point at the end of the second column of text (after “health”), click the Insert Footnote button, then type It is best to consult a travel medicine specialist.
   The footnote text appears below the separator line at the bottom of page 1, as shown in FIGURE D-14.

3. Scroll down until the bottom half of page 3 appears in the document window, place the insertion point at the end of “Medications taken on a regular basis at home” in the second column, click the Insert Footnote button, then type All medications should be stored in carry-on luggage, in their original containers and labeled clearly.
   The footnote text for the third footnote appears at the bottom of the first column on page 3.

4. Place the insertion point at the end of “Sunscreen” in the bulleted list in the second column, click the Insert Footnote button, then type SPF 15 or greater.
   The footnote text for the fourth footnote appears at the bottom of page 3.

5. Place the insertion point after “Disposable gloves” in the first column, click the Insert Footnote button, type At least two pairs., place the insertion point after “Scissors, safety pins, and tweezers” in the first column, click the Insert Footnote button, then type Pack these items in checked luggage.
   Notice that when you inserted new footnotes between existing footnotes, Word automatically renumbered the footnotes and wrapped the footnote text to the next column. The new footnotes appear at the bottom of the first column on page 3, as shown in FIGURE D-15.

6. Press [Ctrl][Home], then click the Next Footnote button in the Footnotes group.
   The insertion point moves to the first reference mark in the document.

7. Click the Next Footnote button twice, press [Delete] to select the number 3 reference mark, then press [Delete] again.
   The third reference mark and associated footnote are deleted from the document and the footnotes are renumbered automatically. You must select a reference mark to delete a footnote; you can not simply delete the footnote text itself.

8. Press [Ctrl][Home], then save your changes.
You can change the location, formatting, and numbering options for footnotes and endnotes in a document using the Footnote and Endnote dialog box. To open the dialog box, click the launcher in the Footnotes group on the REFERENCES tab. Use the list arrows in the Location section of the dialog box to locate footnotes at the bottom of the page (the default) or directly below the text on a page, and to locate endnotes at the end of a document or at the end of a section. Use the Columns list arrow in the Footnote layout section to format footnote text in one or more columns, or to match section layout (the default). Use the options in the Format section of the dialog box to change the number format of the note reference marks, to use a symbol instead of a character, and to change the numbering of footnotes and endnotes. You can choose to apply the settings to a section or to the document as a whole. When you are finished, click Apply.

Customizing the layout and formatting of footnotes and endnotes

FIGURE D-14: Footnotes in the document

The medical profession and the travel industry are an important source of help and advice for travelers, however, it is the responsibility of the traveler to seek out information on travel-related risks, understand the factors involved, and take the necessary precautions.

**Travel-related Risks**
The following are key factors in determining the risks to which travelers may be exposed:

- destination and mode of transportation
- purpose, duration, and season of travel
- standards of accommodation and food hygiene
- behavior and health of the traveler

Behavior is a critical factor. For example, going outdoors in a malaria-endemic area could result in becoming infected.

2 Behavior is a critical factor. For example, going outdoors in a malaria-endemic area could result in becoming infected.

FIGURE D-15: Renumbered footnotes in the document

Notes are renumbered when a new note is added.

Contact card

Travelers should carry the name and contact details of their physician, together with information about medical conditions, treatments, and medications, including specific drug names and doses. The contact information should also include contact information for a member of the traveler’s home country or the embassy in the destination country.

5 All medications should be stored in carry-on luggage, in their original containers and labeled clearly.

6 SPF 15 or greater
Insert Citations

The Word References feature allows you to keep track of the reference sources you consult when writing research papers, reports, and other documents, and makes it easy to insert a citation in a document. A **citation** is a parenthetical reference in the document text that gives credit to the source for a quotation or other information used in a document. Citations usually include the name of the author and, for print sources, a page number. When you insert a citation you can use an existing source or create a new source. Each time you create a new source, the source information is saved on your computer so that it is available for use in any document. **CASE** The report already includes two citations. You add several more citations to the report.

**STEPS**

1. **Scroll down, place the insertion point after “people travel” but before the period at the end of the first paragraph in the first column of text, click the Style list arrow in the Citations & Bibliography group, then click MLA Seventh Edition**
   You will format the sources and citations in the report using the style recommended by the Modern Language Association (MLA).

2. **Click the Insert Citation button in the Citations & Bibliography group**
   A list of the sources already used in the document opens. You can choose to cite one of these sources, create a new source, or add a placeholder for a source. When you add a new citation to a document, the source is added to the list of master sources that is stored on the computer. The new source is also associated with the document.

3. **Click Add New Source, click the Type of Source list arrow in the Create Source dialog box, scroll down to view the available source types, click Report, then click the Corporate Author check box**
   You select the type of source and enter the source information in the Create Source dialog box. The fields available in the dialog box change, depending on the type of source selected.

4. **Enter the data shown in FIGURE D-16 in the Create Source dialog box, then click OK**
   The citation (World Tourism Organization) appears at the end of the paragraph. Because the source is a print publication, it needs to include a page number.

5. **Click the citation to select it, click the Citation Options list arrow on the right side of the citation, then click Edit Citation**
   The Edit Citation dialog box opens, as shown in FIGURE D-17.

6. **Type 19 in the Pages text box, then click OK**
   The page number 19 is added to the citation.

7. **Scroll down, place the insertion point at the end of the quotation (after ...consequences.), click the Insert Citation button, click Add New Source, enter the information shown in FIGURE D-18, then click OK**
   A citation for the Web publication that the quotation was taken from is added to the report. No page number is used in this citation because the source is a Web site.

8. **Scroll to the bottom of page 2, click under the table, type Source:, italicize Source:, click after Source:, click the Insert Citation button, then click Johnson, Margaret in the list of sources**
   The citation (Johnson) appears under the table.

9. **Click the citation, click the Citation Options list arrow, click Edit Citation, type 55 in the Pages text box, click OK, then save your changes**
   The page number 55 is added to the citation.
FIGURE D-16: Adding a Report source

FIGURE D-17: Edit Citation dialog box

FIGURE D-18: Adding a Web publication source
Manage Sources and Create a Bibliography

Many documents require a bibliography, a list of sources that you used in creating the document. The list of sources can include only the works cited in your document (a works cited list) or both the works cited and the works consulted (a bibliography). The Bibliography feature in Word allows you to generate a works cited list or a bibliography automatically based on the source information you provide for the document. The Source Manager dialog box helps you to organize your sources. **CASE** You add a bibliography to the report. The bibliography is inserted as a field and it can be formatted any way you choose.

1. **Press** [Ctrl][End] to move the insertion point to the end of the document, then click the Manage Sources button in the Citations & Bibliography group
   The Source Manager dialog box opens, as shown in **FIGURE D-19**. The Master List shows the two sources you added and any other sources available on your computer. The Current List shows the sources available in the current document. A check mark next to a source indicates the source is cited in the document. You use the tools in the Source Manager dialog box to add, edit, and delete sources from the lists, and to copy sources between the Master and Current Lists. The sources that appear in the Current List will appear in the bibliography.

2. **Click the Baker, Mary source in the Current List**
   A preview of the citation and bibliographical entry for the source in MLA style appears in the Preview box. You do not want this source to be included in your bibliography for the report.

3. **Click Delete**
   The source is removed from the Current List.

4. **Click Close**, click the Bibliography button in the Citations & Bibliography group, click References, then scroll up to see the heading References at the top of the field
   A Bibliography field labeled “References” is added at the location of the insertion point. The bibliography includes all the sources associated with the document, formatted in the MLA style for bibliographies. The text in the Bibliography field is formatted with the default styles.

5. **Select References**, apply the following formats: Berlin Sans FB Demi and the Blue, Accent 5 font color; drag down the list of sources to select the entire list and change the font size to 11; then click outside the bibliography field to deselect it
   The format of the bibliography text now matches the rest of the report.

6. **Press** [Ctrl][End], type your name, click the VIEW tab, click Multiple Pages, then scroll up and down to view each page in the report
   The completed report is shown in **FIGURE D-20**.

7. **Save your changes, submit your document, close the file, then exit Word**

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**Working with Web sources**

Publications found on the Web can be challenging to document. Many Web sites can be accessed under multiple domains, URLs change, and electronic publications are often updated frequently, making each visit to a Web site potentially unique. For these reasons, it’s best to rely on the author, title, and publication information for a Web publication when citing it as a source in a research document. If possible, you can include a URL as supplementary information only, along with the date the Web site was last updated and the date you accessed the site. Since Web sites are often removed, it’s also a good idea to download or print any Web source you use so that it can be verified later.
Your Master List will contain the two sources you added and either no additional sources or different additional sources.

List of sources associated with the document:

Sources with a check mark have a citation in the document.

FIGURE D-19: Source Manager dialog box

FIGURE D-20: Completed report

Healthy Traveler

Question: What are the Health Risks and Precautions for International Travel?

General Considerations

The number of people traveling internationally in recent years has increased. It is estimated that over 1 billion people travel outside their home countries each year. This increased travel has created a need for more robust health information and services to ensure the safety and well-being of travelers. The World Health Organization (WHO) is a key player in this area, providing guidance and resources to travelers and travel health providers. The WHO recommends that travelers assess their own health status and consult with a healthcare provider before travel, especially if they have existing medical conditions or are pregnant.

Health Risks and Precautions

1. Disease Risks:
   - Vector-borne diseases:
     - Malaria
     - Dengue
     - Zika
   - Waterborne diseases:
     - Typhoid
     - Hepatitis
   - Foodborne diseases:
     - Salmonella
     - E. coli

2. Vaccine-preventable diseases:
   - Yellow fever
   - Polio
   - Tetanus

3. Communicable diseases:
   - Measles
   - Rubella

4. Non-communicable diseases:
   - Cardiovascular disease
   - Diabetes
   - Cancer

5. Other health risks:
   - Altitude sickness
   - Heat stroke
   - Traveler’s diarrhea

Preparation and Planning

- Consult with a healthcare provider before travel.
- Review travel advisories from the WHO and the US Centers for Disease Control and Prevention (CDC).
- Vaccinations and medications:
  - Malaria prophylaxis
  - Hepatitis A and B vaccinations
  - Yellow fever vaccine
- Medications for travelers:
  - Antimalarial drugs
  - Prophylactic antibiotics
  - Antidiarrheal medications
- Personal hygiene:
  - Handwashing
  - Good food handling practices

Traveling Safely

- Practice good hygiene:
  - Wash hands frequently
  - Avoid close contact with sick people
- Use personal protective equipment:
  - Masks
  - Gloves
- Protect against bites:
  - Mosquito nets
  - Insect repellents
- Stay hydrated:
  - Drink plenty of fluids
- Be aware of cultural practices:
  - Follow local customs and etiquette

Threats to Travel

- Natural disasters:
  - Earthquakes
  - Floods
- Political instability:
  - Civil unrest
  - Hostage situations
- Economic instability:
  - Currency fluctuations
  - Food shortages

Travel Insurance

- Consider travel insurance that includes medical evacuation and repatriation benefits.
- Compare policies and ensure coverage for your specific travel plans.
- Familiarize yourself with the insurance company’s procedures for claims and assistance.

Healthy Traveler: Travel and Health Information from Your Specialty Travel

Medical Kit and Personal Preparedness

- Basic medications:
  - Tylenol
  - Aspirin
  - Antacids
- Basic supplies:
  - Bandages
  - Adhesive tape
  - Antiseptic wipes
- Personal hygiene items:
  - Toothbrush
  - Toothpaste
  - Washcloth

Medical Consultation Before Travel

- Travel clinics provide pre-travel medical advice and recommendations:
  - Evaluate personal health status
  - Identify potential travel-related health risks
  - Provide vaccinations and medications
  - Offer advice on cultural adaptation

Travel Health and Safety

- Be aware of local hazards:
  - Water quality
  - Food safety
  - Local customs
- Stay informed:
  - Local news
  - Travel alerts
  - Medical emergencies:
    - First aid kit
    - Emergency contacts

Travel and Health Information from Your Specialty Travel

Insurance for Travelers

- Travel insurance should cover:
  - Medical evacuation
  - Repatriation
  - Emergency medical treatment
  - Loss of baggage
  - Lost or stolen personal items

Healthy Traveler: Travel and Health Information from Your Specialty Travel

Medical Emergency Procedures

- Contact emergency services:
  - 911
  - Local emergency services
- Follow local guidelines:
  - Local hospitals
  - Local doctors
- Stay calm and clear:
  - Provide clear and accurate information
  - Follow the advice of local authorities

Travel and Health Information from Your Specialty Travel

Preparation and Planning

- Consult with a healthcare provider before travel:
  - Evaluate health status
  - Identify potential health risks
- Review travel advisories:
  - WHO
  - CDC
- Vaccinations and medications:
  - Malaria prophylaxis
  - Hepatitis A and B vaccinations
  - Yellow fever vaccine
- Medications for travelers:
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  - Prophylactic antibiotics
  - Antidiarrheal medications
- Personal hygiene:
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- Natural disasters:
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- Political instability:
  - Civil unrest
  - Hostage situations
- Economic instability:
  - Currency fluctuations
  - Food shortages

Travel Insurance

- Consider travel insurance that includes medical evacuation and repatriation benefits.
- Compare policies and ensure coverage for your specific travel plans.
- Familiarize yourself with the insurance company’s procedures for claims and assistance.

Conclusion

- Travel is an essential part of life, and with proper planning and preparation, it can be a safe and enjoyable experience.
- Remember to be prepared and to stay informed about local health and safety concerns.
- Travel with confidence and safety, and enjoy the adventure of exploring new places and cultures.