1. On the References ribbon, make sure APA is the “Style” selected.

2. Under “Insert Citation,” select “Add New Source.”

3. Choose the “Type of Source” you need.

4. For individual authors, use the “Edit” wizard under “Author.”

5. Check “Show All Bibliography Fields,” and fill in form as needed for your source.

4. For group authors, check “Corporate Author” to add the name.
6. To add the citations in the text, select it under “Insert Citation.”

7. Click the citation, and “Edit” to add the page number.

8. Before making the bibliography, “Manage Sources” on the “References” ribbon. Make sure everything you want is in the “Current List.”

9. Click “Bibliography” on the “References” ribbon, and choose an option.

10. To update the bibliography, click it, and choose “Update Citations and Bibliography.”