

# MULTIMEDIA TRAINING KIT

## USING THE OPENOFFICE.ORG WRITER BIBLIOGRAPHY DATABASE TOOL HANDOUT

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### *About this document*

These materials are part of the Multimedia Training Kit (MMTK). The MMTK provides an integrated set of multimedia training materials and resources to support community media, community multimedia centres, telecentres, and other initiatives using information and communications technologies (ICTs) to empower communities and support development work.

### *Copyright information*

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### *Introduction*

In this unit you will learn to use the bibliography database function of OpenOffice.org Writer. It is a powerful tool which has application for a range of long and complex documents, including project reports, extended articles, academic essays, etc. Once you are familiar with and comfortable using the bibliography database, you will find it becomes increasingly useful as you add to it, making it a more important resource with each new document you work on. Throughout this unit we will be working with two files – the database and your long document. We will be moving between them – adding to the database, and inserting citations into the document.

We will approach the task by breaking it down into the following sections:

- Creating a bibliographic database
- Adding records to the database
- Making bibliographic references in your documents
- Formatting the database references
- Generating the bibliography

## Creating a bibliographic database

Choose **Tools > Bibliography Database**

The bibliography database that comes with OOO Writer already contains a number of records, each one concerning a StarOffice publication.

The screen is arranged in two parts:

- The top section shows a list of all records as rows in a table.
- The bottom section shows the entry fields for a single record.

Delete the existing records, by highlighting and deleting them:

To highlight several records at once:

- Highlight the first record (row), by clicking on its flag button to the left of the record.
- Whilst holding down the shift key, highlight the last record.

All records between the first and last should now be highlighted. Use the delete key to remove them.

## Adding records to the database

Begin by entering a *unique identifier* in the **Short Name entry field** in the bottom section of the screen.

Continue adding content to other relevant entry fields. Ignore the ones that you do not need. You can either use your mouse to click from one field to the next, or the **tab key** on your keyboard.

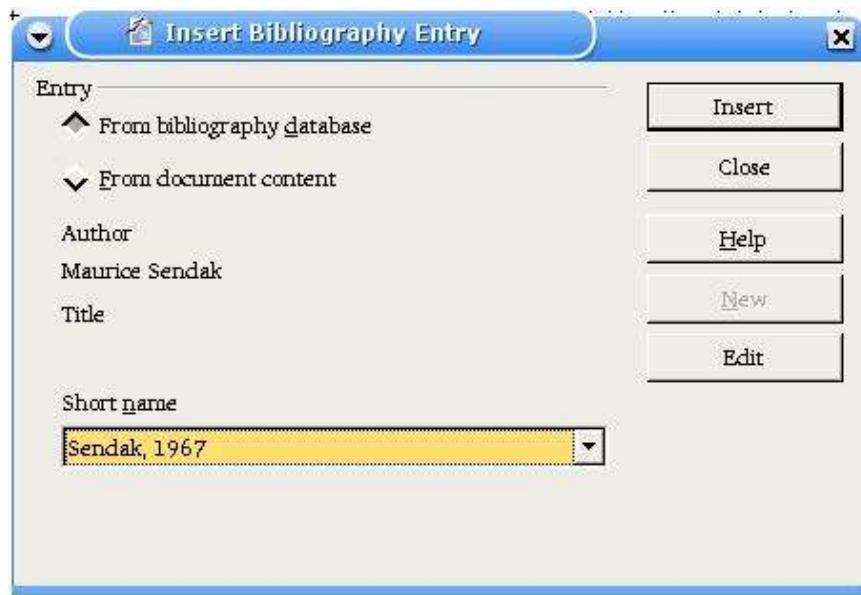
When you have completed the record, click in the next empty record in the table at the top. Notice how your completed record has now been added to the table.

## Making bibliographic references in your documents

With your document open in OOO Writer, position the cursor at the point where you would like to make a bibliographic reference (citation).

Choose **Insert > Indexes and Tables > Bibliographic Entry**

The following dialogue box will appear:



- Choose where the entry will come from.

It is wise to *always* choose to make your entry **From bibliography database**, rather than the **document content**. This ensures that you grow and develop your database, making all records you add, available for future use.

- Choose the correct **Short name** from the drop-down list

The author's name and publication title will appear in the dialogue box so that you can see if that is indeed the correct reference.

- Click **insert**.

The reference will be added at the point where the cursor is positioned in your document.

## Formatting the references from the database in your document

You can choose the format of the references or citations that appear in your document. They can be adapted to conform with your house style, or any other requirements there may be from your publishing institution.

- Choose **Insert > Indexes and Tables > Indexes and Tables**.
- Choose the **Index/Table** tab of the dialogue box that appears.
- Select **Bibliography** from the **Type** drop-down menu.

To number the references in your document tick the **Number Entries** tick box.

To have the **short name** used for the reference, uncheck **Number Entries** tick box.

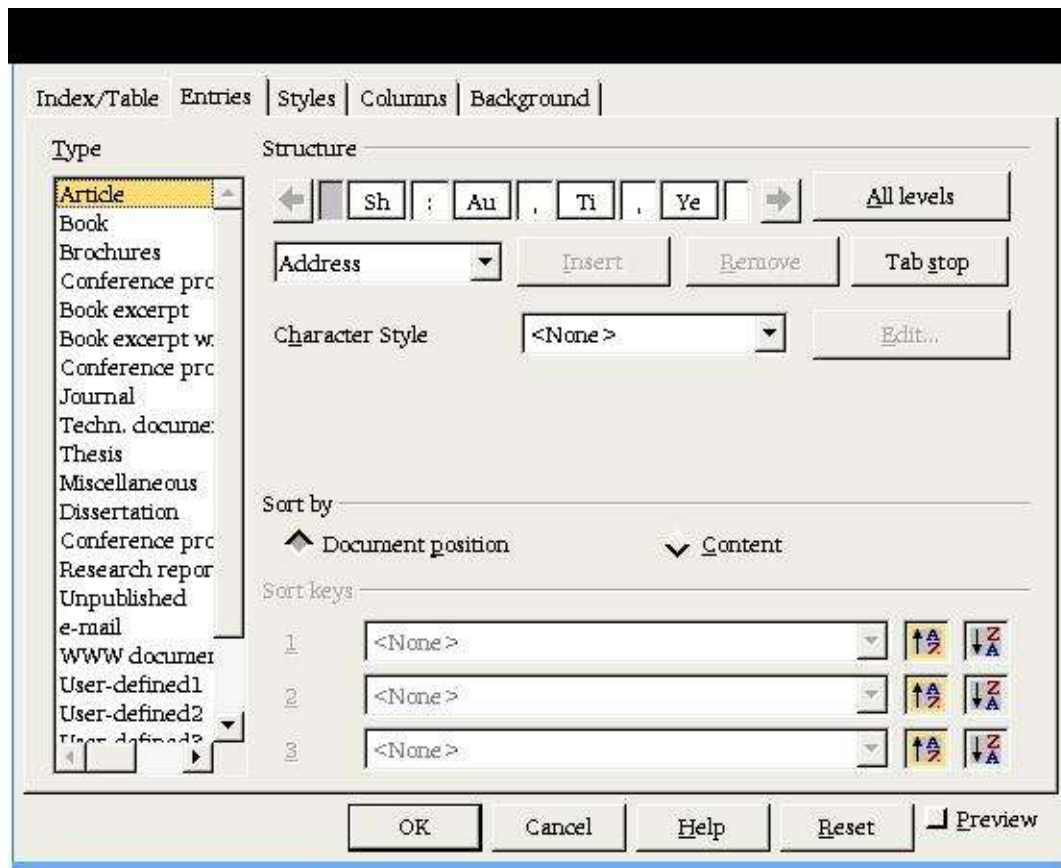
Alter the brackets used in the reference by choosing your preferred brackets from the brackets drop-down menu.

If you use the record's **short name** as the reference in your document, you will need to apply a rule for creating short names that works well for references.

## Formatting the entries from the database in a generated bibliography

- Choose **Insert > Indexes and Tables > Indexes and Tables**.
- Make sure that **Bibliography** is selected in the Index/Tables tab in the **Type** drop-down menu
- Choose the **entries** tab of the dialogue box that appears.

This dialogue box gives you a range of options for controlling the appearance of the bibliography that the database can generate.



You will need to define formats for all the publication types you refer to.

- Choose the publication type from the left hand column.
- Choose the structure you want for the entry in the bibliography from the **structure** section of the dialogue box, from **Sh** (Short name), **Au** (Author), **Ti** (Title), **Ye** (Year). To stop any one of those fields appearing, simply click on the button and use your delete key.
- To alter the punctuation between the Short name and the Author, click on the button between **Sh** and **Au** and edit the punctuation.
- Add a tab stop by clicking between the appropriate fields, and choosing the **tab stop** button.
- Choose how you want the bibliography sorted using the **sort keys** at the bottom of the dialogue box. The first of these indicates the *primary* sort. Choose which field to sort by and whether you want it alphabetically ascending or descending. There are 2 more keys for creating a second and third level sort.

It can be helpful to refer to the requirements or conventions for bibliographic references and citations for the document you are working on, in deciding which formatting decisions to take.

## Generating the bibliography

- Position your cursor in the document at the point where you want the bibliography to appear.
- Choose **Insert > Indexes and Tables > Indexes and Tables**.
- Make sure that **Bibliography** is selected in the Index/Tables tab in the **Type** drop-down menu.
- Click the **OK** button.

Once generated, the formatting of the bibliography can be edited.

- Right click at any position inside the bibliography.
- Choose **Edit Index/Table** for the dialogue box which allows for formatting changes.
- Click the **OK** button to reformat the bibliography with the new formatting.

The bibliography can also be regenerated to accommodate new entries that are added to the database.

- Right click at any position inside the bibliography.
- Choose **Update Index/Table**.

The bibliography will be regenerated with the latest version of the records in the database.