



References & Workflow

McAlpine Locks & Dam Problem

Topics

- Insert a table of contents
- Insert footnotes and endnotes
- Add captions
- Use cross-references
- Manage and insert citations
- Insert a bibliography
- Enable tracking of changes
- Review tracked changes
- Compare document differences

Background Information

This project uses text and illustrations from the U.S. Army Corps of Engineers' history of the McAlpine Locks and Dam complex, *Triumph at the Falls: The Louisville and Portland Canal*.

Instructions

IMPORTANT: Complete the steps below in the order they are given. Completing the steps out of order may complicate the assignment or result in an incorrect result.

1. Download and extract the provided Data Files ZIP file. It contains the following file for use in this assignment:
 - a. **mcalpine_pprw_mldp.docx** – Text from chapter of *Triumph at the Falls: The Louisville and Portland Canal* [1].
2. Open the **mcalpine_pprw_mldp.docx** document in Microsoft Word.
3. We want to add a table of contents to show the organization of our document.
 - a. Insert a blank new page after the cover page and before the title "The McAlpine Project."

Insert a table of contents

- a. On the blank new page inserted in the previous step, insert a table of contents using either of the built-in *Automatic Table 2* or *Classic* styles.



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Insert footnotes and endnotes

4. We must insert some footnotes for the report.
 - a. Where indicated near the beginning of the document, insert a footnote as follows:

During the initial canalization of the Ohio River, completed in 1929, the locks and dams were numbered starting from #1 at Davis Island near Pittsburgh to #53 near Cairo, Illinois.
 - b. Where indicated near the end of the document, insert another footnote as follows:

The second 1200-foot lock was completed in 2009.
5. We must insert an endnote to clarify the lock sizes.
 - a. Where indicated near the beginning of the document, insert an endnote as follows:

The 600-foot and 1200-foot long locks were built to be 110-feet wide, the standard for the Ohio River canalization project.

Add captions

6. We wish to add descriptive captions to the figures.
 - a. We must insert several captions.
 - i. Add a caption below the photograph of the canal with the text `Illustration 1: Louisville and Portland Canal` . You may need to add `Illustration` as a new label.
 - ii. Add a caption below the photograph of the dam wall and river with the text `Illustration 2: Replacing Boule gates with concrete` .
 - iii. Add a caption below the canal width chart with the text `Figure 1: Canal widths` . Center the text of this caption.
 - iv. Add a caption below the lock length chart with the text `Figure 2: Lock chamber lengths` .
 - v. Add a caption above the table labeled `Table 1` with no other text. Center the text of this caption.
 - b. Modify the *Caption* formatting style to specify there should be no first line indent.

Use cross-references

7. We will add a cross-reference to one of our figures.



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- a. Where indicated near the beginning of the document, type (see). Insert a cross-reference to the label and number for Figure 1 before the closing parenthesis so the text reads (see Figure 1).

Manage and insert citations

8. We must cite the sources used in this document.
 - a. Define the following source as a reference for your report.
 - i. **Type:** Book
 - ◇ **Author:** Leland R. Johnson and Charles E. Parrish
 - ◇ **Title:** Triumph at the Falls: The Louisville and Portland Canal
 - ◇ **Year:** 2007
 - ◇ **City:** Louisville, Kentucky
 - ◇ **Publisher:** U.S. Army Corps of Engineers
 - b. Where indicated in the introductory paragraphs, insert a citation for the source defined in the previous step.

Insert a bibliography

- c. Near the end of the document, just before the endnote text, insert a *Bibliography*-style bibliography using MLA style.

Enable tracking of changes

9. We want to track changes to the document so it is easy for others to understand what was done.
 - a. Enable Track Changes for the document.
 - b. Set the tracking option to display *No Markup* so the final, edited version of the document is shown.

Review tracked changes

10. We wish to make a few additional changes to the document so we can review how changes are tracked.
 - a. Select the entire document and align the text as justified.
 - b. Bold the text of each of the quotes in the "McAlpine Construction" and "Environmental Impacts" sections.
 - c. Delete the second paragraph in the "Operational Hazards" section.



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- d. Add a new second paragraph of text to the introductory paragraphs:
Leland R. Johnson, who died in 2014, was a prolific author of histories of U.S. Army Corps of Engineers projects.
- e. In the Track Changes settings, set the tracking option to display *All Markup* so we can view all of the edits made to the document.
- f. Accept all changes to the document.
- g. Stop tracking changes.

Compare document differences

11. We wish to compare the differences between the current document and an earlier version.

Using the Compare tool, compare the original document **oldertext.docx** to the revised document **mcalpine.docx** (the file we are currently editing). Review the changes and close the comparison without saving any changes.

Grading Rubric

This assignment is worth 8 points. It will be graded by your instructor using this rubric:

Standard	Meets Requirements (8 points)	Does Not Meet Requirements (0 points)
Student made reasonable effort in correctly completing assignment.	Assignment is at least 70% complete and correct, or student contacted instructor for help on incorrect or incomplete items.	Assignment is less than 70% complete and correct, and student did not contact instructor for assistance on incorrect or incomplete items.

This rubric will be used for peer evaluation of this assignment:

Standard	Excellent	Satisfactory	Needs Improvement
Assignment is correct and complete.	Assignment is at least 90% complete and correct.	Assignment is 70%-89% complete and correct.	Assignment is less than 70% complete and correct.

References

- [1] L. R. Johnson and C. E. Parrish, *Triumph at the Falls: The Louisville and Portland Canal*. Louisville, Kentucky: U.S. Army Corps of Engineers, Louisville District, 2007.