



References & Workflow

US 1 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 1938 book *U.S. One: Maine to Florida*, which was produced by the Federal Writers' Project.

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. **us1_pprw_us1p.docx** – Text from chapter of *U.S. One: Maine to Florida* [1].
2. Open the **us1_pprw_us1p.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 "US Route 1."

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.

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:
The highway from the mainland to Key West opened for traffic on March 29, 1938.



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- b. Where indicated near the end of the document, insert another footnote as follows:
The original Pigeon Key Viaduct was replaced by the shorter Seven Mile Bridge in 1982.
5. We must insert an endnote to clarify information about Fort Taylor.
 - a. Where indicated near the end of the document, insert an endnote as follows:
This site is presently maintained as Fort Zachary Taylor Historic State Park.

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 palm trees and bay with the text `Illustration 1: Biscayne Bay`. You may need to add `Illustration` as a new label.
 - ii. Add a caption below the photograph of the beach with the text `Illustration 2: Florida beach`.
 - iii. Add a caption below the state mileage chart with the text `Figure 1: US 1 mileage in each state along its route`. Center the text of this caption.
 - iv. Add a caption below the bridge length chart with the text `Figure 2: Length of bridges on US 1 in the Florida Keys`.
 - 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.
 - a. Where indicated in the introductory paragraphs, 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
 - ◇ **Title:** U.S. One: Maine to Florida
 - ◇ **Year:** 1938
 - ◇ **City:** New York, New York
 - ◇ **Publisher:** Modern Age Books
 - b. Where indicated in the introductory paragraphs, insert a citation for the source defined in the previous step.

Insert a bibliography

- c. At 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 the quote in the "Florida Keys" section.
 - c. Delete the third paragraph in the "Key West" section.
 - d. Add a new second paragraph of text to the introductory paragraphs: This book was one of many in the American Guide Series which provided information on various states, cities, and locales.
 - 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.



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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 **us1.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] *U.S. One: Maine to Florida*. New York, New York: Modern Age Books, 1938.