References & Workflow
Lewis Carroll Problem

Topics

- Insert a table of contents
- Insert endnotes and footnotes
- 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 from Lewis Carroll's 1871 book *Through the Looking Glass* with accompanying illustrations by John Tenniel.

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. **carroll_pprw_lcp.docx** – Text from *Through the Looking Glass* [1].

2. Open the **carroll_pprw_lcp.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 Looking-Glass House."

Insert a table of contents

    b. 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 full poem.

    a. Where indicated near the beginning of the "Jabberwocky" poem, insert a footnote as follows:
    ```
    According to Humpty Dumpty, brillig is the time dinner is to
    be boiled.
    ```

b. Where indicated near the end of the "Jabberwocky" poem, insert another footnote as follows:
    `The first use of the word "chortled" in the English language.`

5. We must insert an endnote to clarify the actual title of the book.

    a. Where indicated near the end of the introductory paragraphs, insert an endnote as follows:
        `Through the Looking-Glass, and What Alice Found There.`

Add captions

6. We wish to add descriptive captions to the figures.

    a. We must insert several captions.

        i.   Add a caption below the illustration of the kitten with the text `Illustration 1: Kitten playing with yarn`. You may need to add `Illustration` as a new label.

        ii. Add a caption below the illustration of the Jabberwock with the text `Illustration 2: The Jabberwock`.

        iii. Add a caption below the word frequencies chart with the text `Figure 1: Word frequencies`.

        iv. Add a caption below the letter frequencies chart with the text `Figure 2: Letter frequencies`. Center the text of this caption.

        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 the 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 citations and bibliographies

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:*** `Lewis Carroll`

            ◊ ***Title:*** `Through the Looking-Glass`

            ◊ ***Year:*** `1871`

            ◊ ***City:*** `London`

            ◊ ***Publisher:*** `Macmillan`

    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 each poem in the "The Jabberwock" section.

    c. Delete the second paragraph in the "The Kittens" section.

    d. Add a new second paragraph of text to the introductory paragraphs:
        `Charles Lutwidge Dodgson, better known as Lewis Carroll, was born on January 27, 1832, in Daresbury, England. He died at the age of 65 on January 14, 1898, in Guildford, England.`

    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.

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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 **carroll.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. Carroll, *Through the Looking-Glass, and What Alice Found There*. Macmillan, 1871.