


Use Sources as Citations in Mandala Tools

You can use Sources citations in other Mandala tools. This lets you quickly create bibliographies and citations in any WYSIWYG editor.


A **WYSIWYG** editor, or "what you see is what you get" editor, lets you add styling to your text without special code or markup. The Mandala WYSIWYG editor also lets you embed assets from other Mandala tools using the  icon in the toolbar. WYSIWYG editors have a large area for adding text and a toolbar. For example, "Description" fields usually use WYSIWYG editors.

Make sure to [add a source](#) before starting the steps below.

- [Add a Citation to an Asset](#)
- [Add a Citation to a Collection Description](#)


Add a Citation to an Asset

This guide assumes you already have a media asset in one of Mandala's tools.

1. Edit your asset
 - Learn more about editing in [Audio-Video](#), [Texts](#), [Images](#), and [Visuals](#)
2. Find a WYSIWYG ("what you see is what you get") editor
 - WYSIWYG editors have a large area for adding text and a toolbar.
 - "Description" fields usually use WYSIWYG editors.
3. Place your cursor where you want to insert the citation
4. Click on the  Mandala icon in the toolbar
 - The "Add Mandala Resource" window will open
5. Switch the "Type" to **Sources**
 - You can find the "Type" drop-down field in the top right corner
 - A list of sources will appear
6. To use a citation you created, enter your computing id in the "Show only from user" field
 - A list of your sources will appear
7. Use the other fields as needed to find the source you want
8. Click on the source you want to add
 - The source will turn green
 - You'll see an excerpt of the source to the right
9. Click **Add item**
 - The window will close
 - You'll see a citation in the editor
10. Repeat this process to add more citations
11. **Save** the Mandala asset when you're done

Add a Citation to a Collection Description

This guide assumes you already have a collection or subcollection in one of Mandala's tools.

1. Edit your collection
 - Learn more about editing collections in [Audio-Video](#), [Texts](#), [Images](#), and [Visuals](#)
2. Find the "Description" field
3. Place your cursor where you want to insert the citation
4. Click on the  Mandala icon in the toolbar
 - The "Add Mandala Resource" window will open
5. Switch the "Type" to **Sources**
 - Find the "Type" drop-down field in the top right corner
 - A list of sources will appear
6. To use a citation you created, enter your computing id in the "Show only from user" field
 - A list of your sources will appear
7. Use the other fields as needed to find the source you want
8. Click on the source you want to add
 - The source will turn green
 - You'll see an excerpt of the source to the right
9. Click **Add item**
 - The window will close
 - You'll see a citation in the editor
10. Repeat this process to add more citations
11. **Save** the Mandala collection when you're done