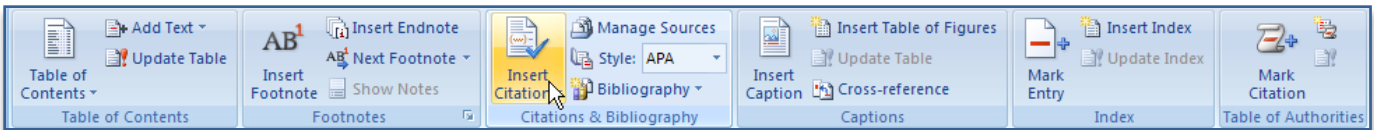


## REFERENCES TAB

This tab is used to insert reference elements, such as a table of contents, into a document. The table below provides a description of the groups and buttons on the ribbon for this tab.



Group/Button	Description
<b>Table of Contents Group</b>	
<b>Table of Contents</b>	To add a table of contents to a document, click this button. A gallery of three different types of tables will display. The automatic tables use the Heading 1 to 3 styles to create the table.
<b>Add Text</b>	Click this button to add a selected paragraph to the table of contents.
<b>Update Table</b>	This button is used to apply the correct page numbers to the table of contents.
<b>Footnotes Group</b>	
<b>Insert Footnote</b>	To create a footnote within a document, click this button. A footnote will appear at the end of the page.
<b>Insert Endnote</b>	This button is used to insert an endnote into the document. The endnote will appear at the end of the document.
<b>Next Footnote</b>	Click this button to move through the footnote in the document. Click the arrow to move to the previous footnote or endnote.
<b>Show Notes</b>	This button is used to scroll through a document to find the location for the footnotes and endnotes.
<b>Dialog Box Launcher</b>	To launch the Footnote and Endnote dialog box, click this button. It is located in the lower right corner of the Footnotes Group.
<b>Citations and Bibliography Group</b>	
<b>Insert Citation</b>	To cite a book, journal, or other journal article as a source for information used in a document, click this button. The citation can be created from selected text or can be typed into the document. The citation will be formatted according to the style selected.
<b>Manage Sources</b>	Click this button to view a list of all the citations in the document.
<b>Style</b>	This button is used to select the style for the citation. Several styles are listed such as APA, MLA, and Turabian.
<b>Bibliography</b>	To add a bibliography (list of all the sources) into a document, click this button.

Group/Button	Description
<b>Captions Group</b>	
<b>Insert Caption</b>	Click this button to insert a caption for a picture or other image. The Caption Dialog Box will display where several options for creating the caption are provided.
<b>Insert Table of Figures</b>	To insert a table (list) of all the figures in the document, click this button. The Table of Figures Dialog Box will display. This is where the criteria for the table can be specified.
<b>Update Table</b>	Click this button to update the table of figures so that all the figures are included in the list.
<b>Cross-reference</b>	This button is used to insert a cross-reference to headings, a figure, or a table within a document. By default, cross-references are inserted as hyperlinks.
<b>Index Group</b>	
<b>Mark Entry</b>	Use this button to mark an entry for the selected text so that it will appear in the index for the document.
<b>Insert Index</b>	This button is used to insert the index into the document. The index is a list of keywords within a document. The page numbers are inserted along with the keywords.
<b>Update Index</b>	To update the index so that the page numbers for each entry are accurate, click this button.
<b>Table of Authorities Group</b>	
<b>Mark Citation</b>	Click this button to add the selected text as an entry in the table of authorities.
<b>Insert Table of Authorities</b>	To insert the table of authorities into a document, click this button. A table of authorities lists the cases, statutes, and other authorities cited in the document.
<b>Update Table of Authorities</b>	This button is used to update the table of authorities so that the entries and page numbers are all included.