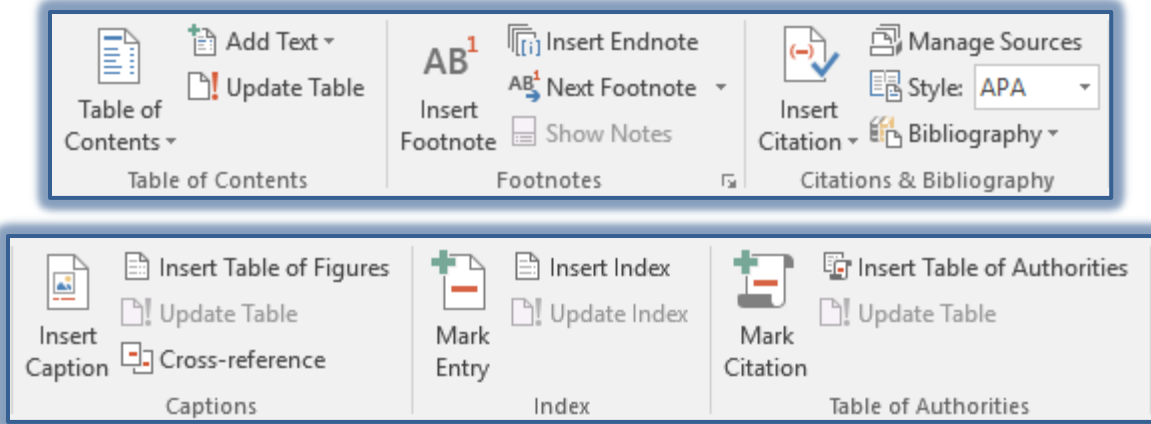# REFERENCES TAB

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
Table of Contents Group	
Table of Contents	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. Click the Custom Table of Contents link to display additional options for creating a Table of Contents.
Add Text	Click this button to include the current heading in the table of contents.
Update Table	This button is used to update the page numbers or the entire table of contents.
Footnotes Group	
Insert Footnote	To create a footnote within a document, click this button. A footnote will appear at the end of the page.
Insert Endnote	This button is used to insert an endnote into the document. Endnotes usually appear at the end of the document.
Next Footnote	Click this button to move through the footnote in the document. Click the arrow to move to the previous footnote or endnote.
Show Notes	This button is used to scroll through a document to find the location for the footnotes and endnotes.
Footnote & Endnote Dialog Box Launcher	To launch the Footnote and Endnote dialog box, click this button. It is located in the lower right corner of the Footnotes Group.
Citations and Bibliography Group	
Insert Citation	To cite a book, journal article, or other 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.

Group/Button	Description
Manage Sources	Click this button to view a list of all the citations in the document.
Style	This button is used to select the style for the citation. Several styles are listed such as APA, MLA, and Turabian.
Bibliography	To add a bibliography (list of all the sources) into a document, click this button.
Captions Group	
Insert Caption	Click this button to insert a caption for a picture or other image, a shape, or a table. The Caption Dialog Box will display where several options for creating the caption are provided.
Insert Table of Figures	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.
Update Table	Click this button to update the table of figures so that all the figures are included in the list.
Cross-reference	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.
Index Group	
Mark Entry	Use this button to mark an entry for the selected text so that it will appear in the index for the document.
Insert Index	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.
Update Index	To update the index so that the page numbers for each entry are accurate, click this button.
Table of Authorities Group	
Mark Citation	Click this button to add the selected text as an entry in the table of authorities.
Insert Table of Authorities	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.
Update Table	This button is used to update the table of authorities so that the entries and page numbers are all included.