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# REFERENCE MENU

**Table of Contents** → Automatically creates a list of headings in your document with page numbers.

**Add Text** → Adds selected text to the Table of Contents as a heading level.

**Update Table** → Refreshes the Table of Contents to show new changes or page numbers.

**Insert Footnote** → Adds a note at the bottom of the page for extra information or reference.

**Insert Endnote** → Adds a note at the end of the document instead of the page.

**Next Footnote** → Moves the cursor to the next footnote in the document.

**Show Notes** → Displays all footnotes or endnotes in one place for editing.

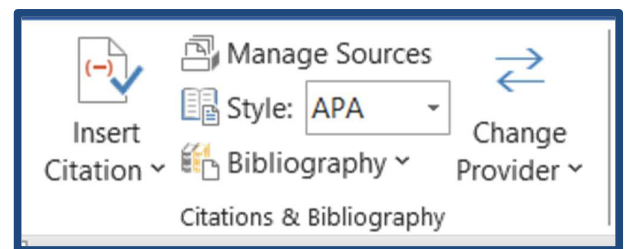
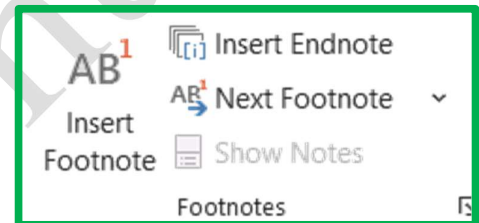
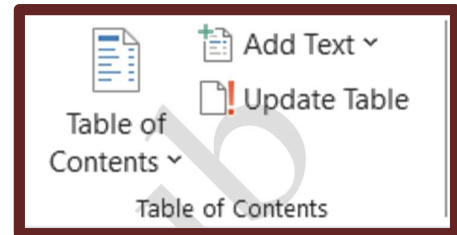
**Insert Citation** → Adds a reference (source) to your document.

**Manage Sources** → Opens a list to add, edit, or delete all your sources.

**Style (APA)** → Selects the citation format style (like APA, MLA, Chicago).

**Bibliography** → Automatically creates a list of all references used in the document.

**Change Provider** → Changes the source database/service for citations.



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**Insert Caption** → Adds a label (like Figure, Table) below or above an image or object.

**Insert Table of Figures** → Creates a list of all captions (figures/tables) in the document.

**Update Table** → Refreshes the Table of Figures to show latest changes.

**Cross-reference** → Links to a caption, figure, table, or heading within the document.

**Mark Entry** → Marks selected text to be included in the Index.

**Insert Index** → Creates an Index (list of marked topics with page numbers) in the document.

**Update Index** → Refreshes the Index to show latest page numbers and entries.

**Mark Citation** → Marks a legal reference (case, statute, etc.) for the Table of Authorities.

**Insert Table of Authorities** → Creates a list of all marked legal citations in the document.

**Update Table** → Refreshes the Table of Authorities to include latest changes and page numbers.

