

# References

Click an item below to find help and guidance on how to work with Table of Contents, Table of Tables, Footnotes and Endnotes:

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# Table of Contents

A table of contents helps readers navigate long documents but is very time-consuming to create and update manually, particularly if you have added or removed content.

The good news is that you can use Word to add a table of contents which you can create and update in just a few clicks. Use this guide to find out how.

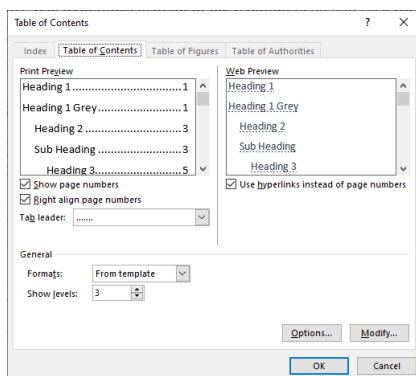
## Create a table of contents

Before creating a table of contents, you must first apply **Heading styles** (e.g. *Heading 1*, *Heading 2*, *Heading 3*) to the chapter headings within your document. This tells Word what to include in the table of contents.

1. To create a table of contents, first apply *Heading* styles to your document.
2. Click where you want to insert the table of contents.
3. Click the **References** tab, then click **Table of Contents**.
4. At the bottom of the list, click **Custom Table of Contents...**
5. Set up your table of contents:



- **Tab leader:** The dots, dashes or line that leads to the page number.
- **Format:** The font and layout of the table of contents (you can change this later).
- **Show levels:** The number of heading styles to include in the table of contents.
- **Use hyperlinks instead of page numbers:** Leave checkbox unselected until you're ready to finalise your document.
- Click **OK**.

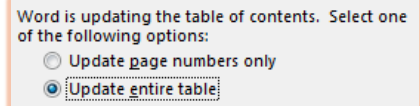


When you have completed your dissertation or thesis and are ready to submit and upload, save your file as a PDF. The PDF file uses Words hyperlinks to navigate within the PDF document quickly. Don't like the Table of Contents style? Click on the Table of Contents, open the **Styles Pane**. Scroll to find **TOC1**, right-click and select **Modify**. Make changes required. You will have to do this for all TOC levels used within the Table of Contents.

## Update the table of contents

Every time you make changes to your document, remember to update your table of contents to reflect the changes.

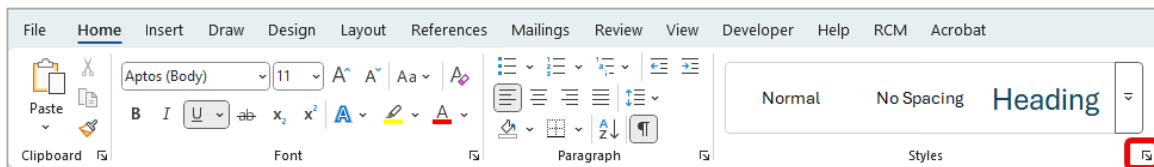
6. Right-click your table of contents and click **Update Field**.
  - Or click your table of contents and press the **F9** key.
7. Select **Update entire table** and click **OK**.



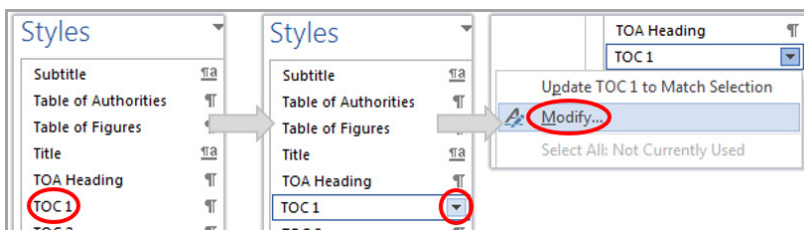
## Change the look of the table of contents

The format of your table of contents is controlled by styles called **TOC 1** to **TOC 9** – which relate to **Heading 1** to **Heading 9**, respectively.

8. Click the **Home** tab, then click the **launcher arrow** at the bottom right of the **Styles** group.



9. Scroll to find **TOC 1** in the **Styles** pane.
10. Right-click **TOC 1**, then click **Modify**.



11. Make your changes in the **Modify Styles** window, and click **OK**.
12. Repeat this for other heading levels you need (*TOC 2 = Heading 2, TOC 3 = Heading 3, etc.*).

## Remove the table of contents

Click the **References** tab, **Table of Contents**, and then **Remove Table of Contents**.

# Captions and Table of Figures

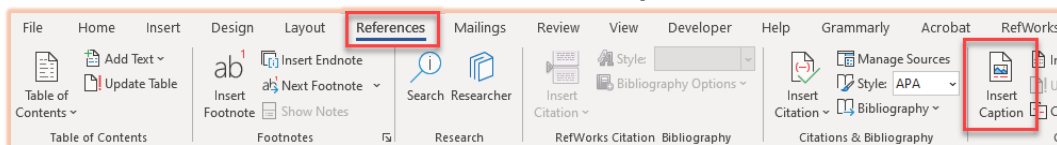
When you include pictures, tables, charts or equations in a Word document, it is good practice to add a caption to each object so you can refer to it as necessary. In a long document containing a large number of objects, you may also want to insert a table of figures, table of tables, and so on. This is usually near the start of your document, and lists each object along with the page number it appears on.

Instead of typing your captions and table of figures manually, save yourself time and follow the steps in this guide to use Word's automatic options.

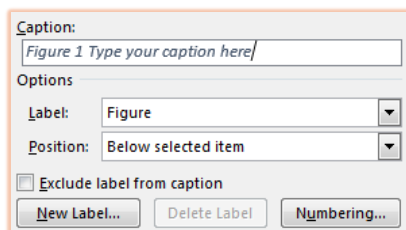
## Insert captions

13. First select the object you want to caption, e.g. a picture in your document.

14. Click the **References** tab, then click **Insert Caption**.



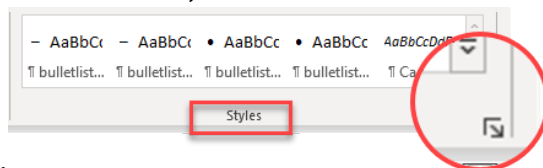
15. In the **Caption** dialog, type your caption, and select a label and position from the drop-down menus.



16. Click **OK** to insert your caption.

**Tip** – Don't like the default formatting? You can modify the **Caption** style.

Click the **Home** tab, then click the **launcher arrow** at the bottom right of the **Styles**



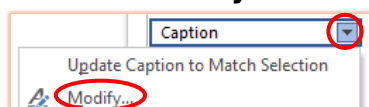
group.

– Scroll to find **Caption** in the **Styles** pane.



– Right-click **Caption**.

– Then click **Modify** to make your changes and click **OK**.



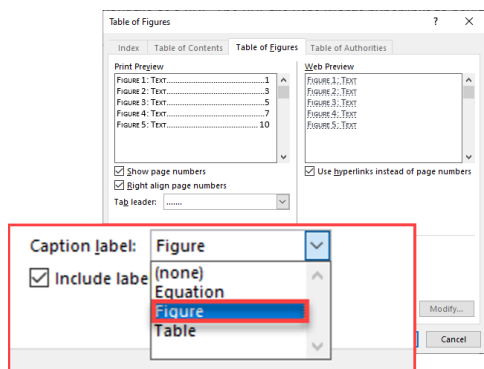
## Create a table of figures

Once you have inserted captions, you can use them to create a table of figures/tables/equations etc.

1. Click your cursor at the point in your document where you want to insert the table.
2. Click the **References** tab, then click **Insert Table of Figures**.
  - Use the **Caption label** drop-down menu to choose the type of table you want.

**Tip** - Leave the **Use hyperlinks instead of page numbers** checkbox *unselected* when you first create the Table of Figures/Tables/Equations. This will make it easier to modify the table if you change your mind about the formatting. Once finalised, re-insert the table with the hyperlinks checkbox selected.

- Change the **Tab leader** and **Formats** if you want.
- Click **OK** when done.



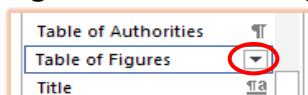
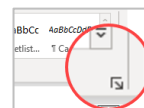
## Update the table of figures

Every time you add a new caption, or delete a caption, you will need to update the table of figures.

1. Right-click the table of figures and click **Update Field**.
2. Select **Update entire table** and click **OK**.

## Change the look of the table of figures

1. Click the **Home** tab, then click the **launcher arrow** at the bottom right of the **Styles** group.
2. Scroll to find **Table of Figures** in the **Styles** pane.
3. Right-click **Table of Figures**.



4. Then click **Modify** to make your changes and click **OK**.

## Footnotes or Endnotes

Both Footnotes and Endnotes in Word contain extra information such as a definition or supplementary text. Each is indicated by a superscripted number or letter in the document text.

The difference between a Footnote and an Endnote is where they are displayed in the document. A footnote appears at the bottom of the page, and an endnote appears at the end of a document. Both references are created similarly.

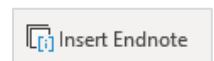
### Insert a Footnote or Endnote

- Click the mouse to the immediate right of the word or text that you want the Footnote or Endnote to reference



There's no need to type the note's number, it's done automatically. A superscripted number will be inserted into the text where your cursor is positioned when you Insert Footnote/Endnote.

- Click the **References** tab
- From the **Footnotes** group, choose either the **Insert Footnote** or **Insert Endnote**.
  - The cursor moves to the bottom of the page (Footnote) or to the end of the document (Endnote)
  - A superscript number is immediately to the left of your cursor ready for you to type the Footnote or Endnote text



Quickly insert a Footnote by pressing **Alt+Ctrl+F** and for an Endnote by pressing **Atl+Ctrl+D**

- **Double clicking** the superscripted footnote number in the footnote area will return you to the location of the footnote number in the main body of the document.



By hovering the mouse pointer over the superscripted number in the document text you can preview the contents of a Footnote or Endnote. Alternatively, double-clicking on the Footnote Number in the Footnote text area or Endnote Number takes you directly to the superscripted number inserted in your document

### Control numbering for footnotes within different sections

If you have already applied Footnotes to your document using the default settings, your Footnotes will be set for continuous numbering as you add each new section. However, you may want Footnotes to restart at 1 in each section.

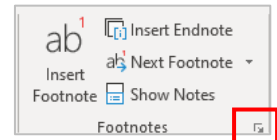


You may have other section breaks in a chapter, such as when you have added a landscape page, where you don't want numbering to restart at 1. Use the Go To... to check each section, see **Make your mind up – Continuous or Not?** below

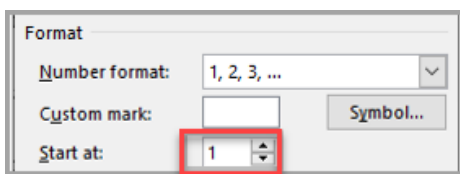


If you already have Footnotes or Endnotes inserted in your document it doesn't matter where your cursor is positioned to apply changes and the numbering will be updated to reflect what you have selected – start at 1 in the current section or continue numbering from previous section.

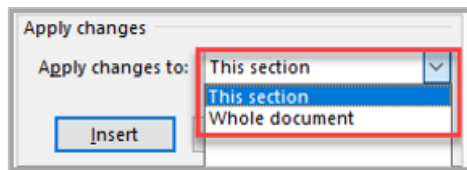
- Click the **References** tab
- From the **Footnotes** group select the Footnote & Endnote **Launcher**. It's the small box with arrow at bottom right side of Footnote command area



- The Footnote and Endnote window will open, click on **Start at:** enter 1



- In the Numbering: click **Restart each section**
- In the Apply changes to: click **This section**

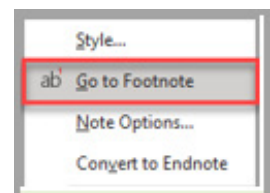


- Click **Apply**

## Continuous numbering or not?

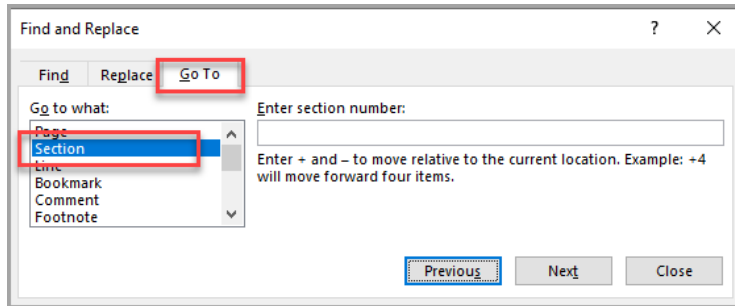
Use the **Go To...** to find your next section and decide if you wish to continue numbering or restart at 1.

- To use Go To:
  - Press **Ctrl + G**, or
  - From the Navigation pane, search box click on the drop-down arrow and select **Go To...**, or
  - **Right-click** on a Footnote Text or Endnote and select from the shortcut menu **Go To Footnote** or **Go To Endnote**



By right-clicking on the Status Bar you can select **Section** from the Customize Status Bar shortcut menu. Not only does this display which section number you are in, but you can also click on this to open the *Go To* option

- The Find and Replace window will appear with the Go To tab



- In the Go to what: section, click on **Section**
- Click on **Previous** or **Next**<sup>1</sup> to move through sections to check if you want your footnote numbering to restart or not
  - If not, in the Footnote and Endnote Launcher select **Continuous** from Numbering: to continue from your last section, such as a landscape page
- Click **Apply**
- Continue until you have completed all sections

## Delete a footnote or endnotes

- Click and drag over the footnote or endnote's superscripted number <sup>i2</sup>
- Once highlighted press the **Delete** key



The Footnote and Endnote numbers are updated automatically. Numbering is magically renumbered for you!



Do not delete the superscript number or text in the footnote at the bottom of the page as the superscript number will be left in the document text and the footnote will appear as a blank line. This also applies to Endnotes.

- Click and drag over the footnote or endnotes' superscripted number <sup>i</sup>

- Once highlighted press the **Delete** key

**Warning:** Do not delete superscript number with the endnote text left in the text

**Superscript number still visible in text when deleting from beneath Footnote Separator Bar at bottom of page**

**Footnote Separator**

The footnote text and number has been deleted but superscript number is still visible in the text

<sup>1</sup> Example of using Go To, Section - decide whether to make numbering continuous or not

<sup>2</sup> This is an example of a footnote. Never delete from this area

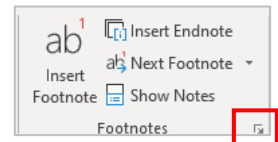
## Convert from Footnote to Endnote or vice versa

- Click the **References** tab

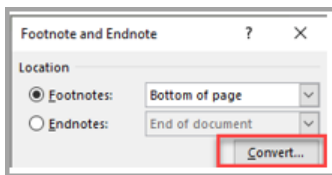


If you already have Footnotes or Endnotes inserted in your document, it doesn't matter where your cursor is positioned to apply the conversion.

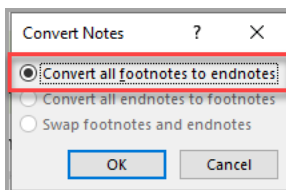
- From the **Footnotes** group select the Footnote & Endnote **Launcher**. It's the small box with arrow at bottom left side of Footnote command area



- To convert all Footnote to an Endnote, click on **Convert...**

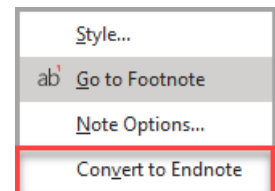


- Word already knows if it's a Footnote or an Endnote you have in your document and will select the correct radio button Convert all footnotes to endnotes or vice versa



Your Footnotes will be converted to Endnotes at the bottom of the document

- Alternatively, to convert an individual Footnote or Endnote right-click the Footnotes Text at the bottom of the page or on a Endnote text and select **Convert to Endnote**



Similarly, both methods would convert Endnotes to Footnotes

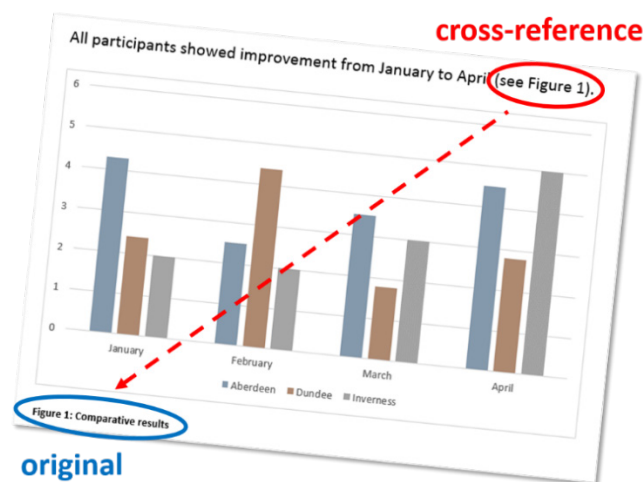


If you have Footnotes or Endnotes in your document and convert **all** will be converted to the other. However, if you have used both Footnotes and Endnotes you have the option to **Swap Footnotes and Endnotes** in the Convert Notes window.

## Bookmarks, hyperlinks and cross-references

You can use Word's linking tools to point or refer to text and other objects within your document.

- **Bookmarks** flag important parts of your document for future reference. You can create hyperlinks and cross-references within your document that point to bookmarked text.
- **Hyperlinks** are clickable paths to other files, web pages, email addresses, and locations within your document. They are useful if you are producing an electronic version of your document, such as a PDF.
- **Cross-references** refer to text that appears elsewhere in your document, for example a chart captioned "Figure 1" that you want to discuss in your body text. You can use cross-references to refer to numbered items, headings, captions, footnotes, endnotes, and bookmarks.



### Add a bookmark

5. Select the **text** or **object** that you want to bookmark.
6. Click the **Insert** tab, then click **Bookmark** (in the Links group)..
7. Type a name for your bookmark, without spaces.
8. Click **Add**.

### Go to a bookmark:

9. Click the **Insert** tab, then **Bookmark**
10. Click the name of the bookmark you want to go to.
11. Click **Go To**.

## Delete a bookmark

12. Click the **Insert** tab, then **Bookmark**.
13. Click the name of the bookmark you want to delete, then click **Delete**.

## Create a hyperlink

14. Select the **text** or **object** that you want to use as a hyperlink.
15. Click the **Insert** tab, then click **Link** (in the Links group).
16. Complete the details for your link destination and click **OK**.

## Edit or remove a hyperlink

17. Right-click the hyperlink you want to edit or remove.
18. Select **Edit Hyperlink...** or **Remove Hyperlink** from the shortcut menu.
  - If you are editing a hyperlink, make your changes and click **OK**.

## Create a cross-reference

1. Click the point in your document where you want to add a cross-reference.
2. Click the **Insert** tab, then **Cross-reference**.
  - **Reference type:** Select the type of item you want to refer to.
  - **Insert reference to:** Select the information you want to appear in your document.
  - **For which item:** Select the exact item you want to refer to.
  - **Insert as hyperlink:** Tick this box if you want your cross-reference to act as a hyperlink.
3. Click **Insert**.

## Update a cross-reference

It is a good idea to update your cross-references every time you make changes within your document. This is in case any referenced items have moved to a different page.

1. Press **Ctrl + A** on your keyboard to select the whole document.
2. Right-click anywhere in your document and click **Update Field**.

**Note:** If you see an **Error!** message in place of any of your cross-references, you may have deleted the original cross-referenced item. If so, delete the cross-reference and recreate it if needed.

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<sup>i</sup> This is an example of an endnote. Never delete from this area 🚫