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**Using Insert Caption, Mark Entry and Mark Citation in MS Word**

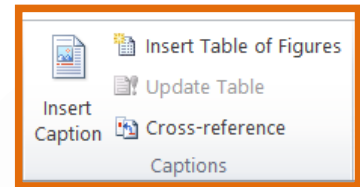
Microsoft Word

Reference Menu

Module 44 - Using Insert Caption, Mark Entry and Mark Citation in MS Word

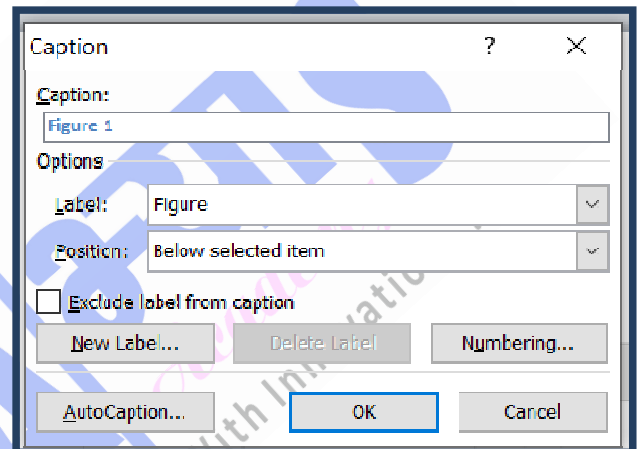
Insert Caption

Insert Caption in MS Word is a feature used to add labels and numbers to images, tables, or equations. It helps in organizing and referring to these items easily in the document.



Why we use Caption?

We use captions in Word to give titles and numbers to pictures, tables, or charts so that readers can easily understand and refer to them. Captions also help in creating a **Table of Figures** automatically.



Insert Table of Figures

Insert Table of Figures in MS Word is a feature that automatically creates a list of all figures (or other captioned items) in your document. Here's how to use it step-by-step:

- Prepare Your Document:
- Make sure all figures (images, tables, etc.) have captions applied using the Insert Caption feature.
- Position the Cursor:
- Click where you want the Table of Figures to appear, usually at the beginning or the end of the document.
- Open the Table of Figures Dialog:
- Go to the References tab on the Ribbon.
- Click on Insert Table of Figures.
- Customize the Table (Optional):

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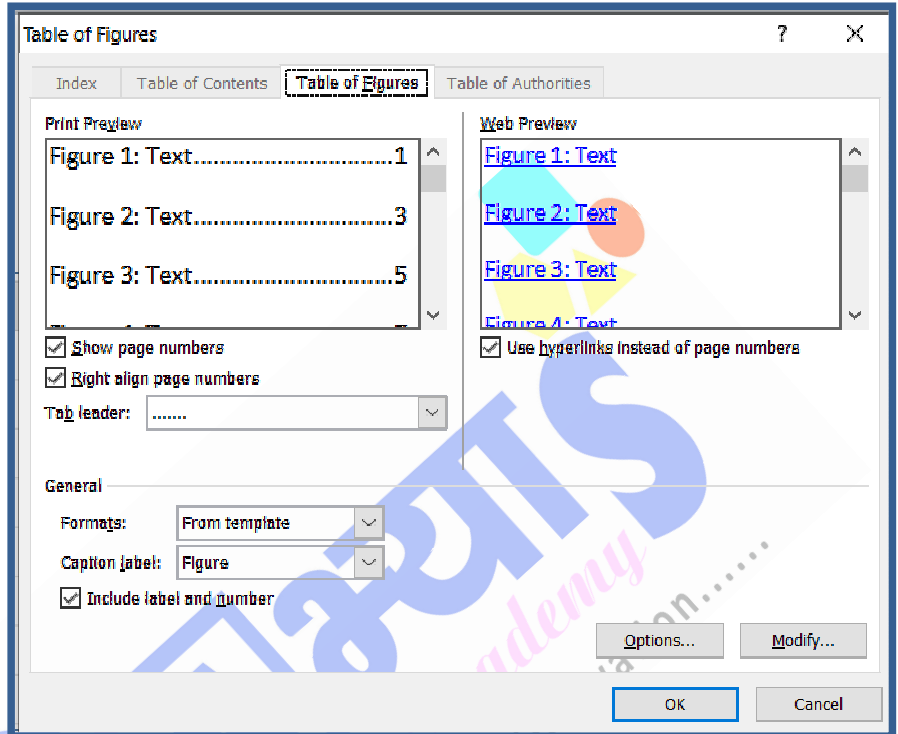
**Using Insert Caption, Mark Entry and Mark Citation in MS Word**

- In the dialog box, choose the caption label (e.g., “Figure”) if you have multiple types.
- Adjust formatting options such as style, leader characters (dots between the figure title and page numbers), and the overall appearance.

- Insert the Table:
- Click OK to insert the automatically generated Table of Figures.

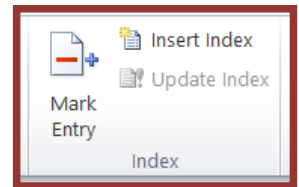
- The table lists each caption along with its corresponding page number.
- Update As Needed:

If you add more figures or make changes, right-click on the Table of Figures and select Update Field to refresh the list.



**Mark Entry**

Mark Entry in MS Word is a feature used to highlight specific words or phrases that you want to include in an Index. It helps in creating a list of important terms along with the page numbers where they appear. You can mark a single word or all its occurrences in the document. This is useful for books, reports, or long documents with many key terms.



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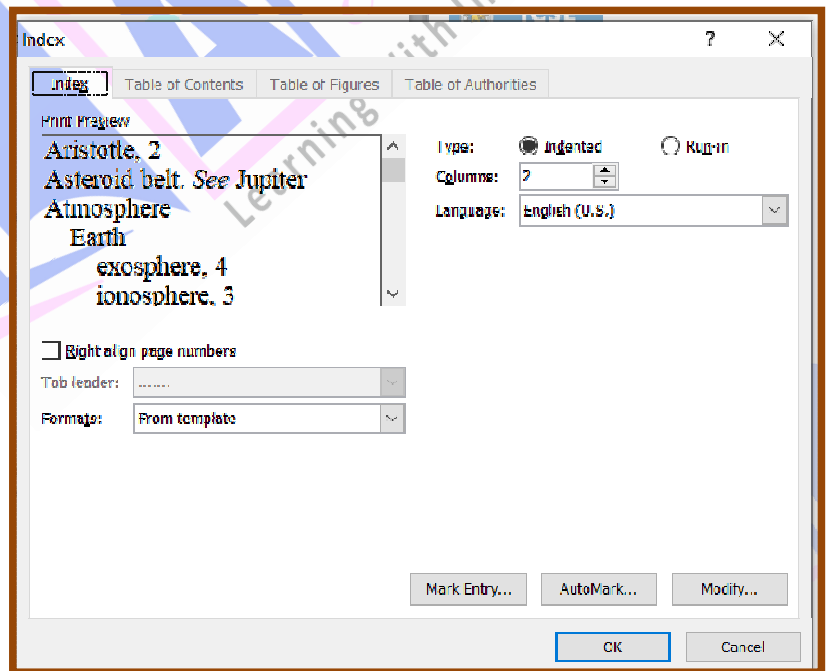
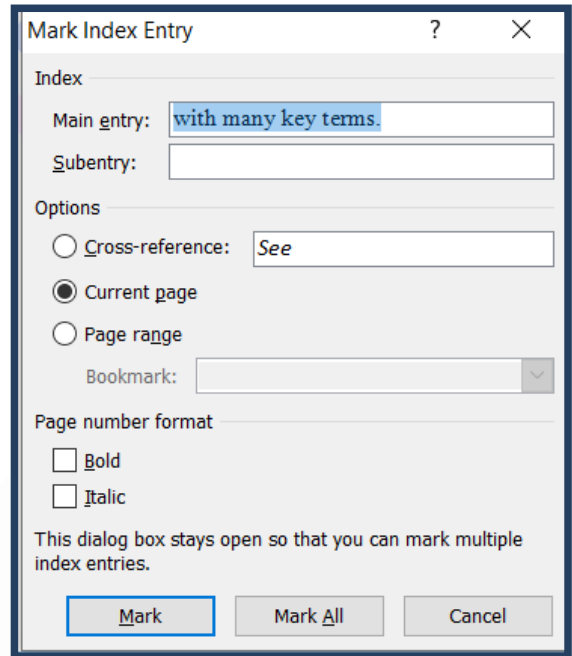
**Why we use Mark Entry?**

We use Mark Entry in MS Word to select important words or phrases that we want to include in an Index at the end of a document. It helps readers quickly find the page numbers of key topics. This is especially useful in books, manuals, or reports for easy navigation.

Adjust the index entry's settings and choose an index entry option:

- **Cross-reference:** Adds a reference to another index entry, instead of listing the current page number.
- **Current page:** Lists the current page number for the selected index entry. This is the default option.
- **Page range:** Lists the range of pages that are included in the bookmark that you click in the Bookmark list. Before using this option, you'll need to create a bookmark of the selected range.

**Insert Index** is a feature in Microsoft Word that creates a list of important words or topics (called an Index) at the end of your document, along with the page numbers where those words appear.



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**Using Insert Caption, Mark Entry and Mark Citation in MS Word**

**Edit or format an index entry and update the index**

- If you mark more entries after creating your index, you'll need to update the index to see them.
- If you don't see the XE fields, go to Home > Show/Hide .
- Find the XE field for the entry that you want to change, for example, { XE "Callisto" \t "See Moons" }.
- To edit or format an index entry, change the text inside the quotation marks.
- To update the index, click the index, and then press F9. Or go to References > Update Index.
- If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.



**Delete an index entry and update the index**

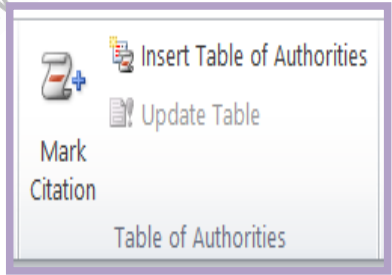
- Select the entire index entry field, including the braces ({}), and then press DELETE.
- If you don't see the XE fields, go to Home > Show/Hide .

To update the index, click the index, and then press F9. Or go to References > Update Index.



**Mark Citation**

In Microsoft Word, "Mark Citation" is a feature used when you're working with legal documents or creating a Table of Authorities (TOA). A Table of Authorities is a list of legal references (cases, statutes, regulations, etc.) that you cite in a legal document, similar to a bibliography but specific to legal writing.



**Mark Citation does:**

- It tags or marks legal citations (like case names or statute references) in your document.
- These marks are then used to generate a Table of Authorities, which lists the citations with page numbers, organized by category (Cases, Statutes, etc.).

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**Table Of Authorities**

A Table of Authorities (often abbreviated as TOA) is a legal document feature that lists all the legal citations (like court cases, statutes, constitutions, regulations, etc.) referenced in a legal brief or memorandum.

Think of it like a legal bibliography, but instead of listing books or articles, it lists cases, laws, and legal sources – and tells you what page each one appears on in the document.

