Rough Draft

# Hotkey Shortcuts

– use these to save time

Ctl+Alt+C Insert cross-reference

Ctl+Alt+H Highlight selected material

Ctl+Alt+M Insert comment

Alt+7 Insert Endnote reference

# Using Styles

# Captioning Images

Click on references in the toolbar and click Insert Caption. If using a reference within a caption, note that MS Word will incorrectly number citations in text boxes starting with the number 1 regardless of position in the document. Workaround is to place text of a smaller font immediately beneath the figure caption and insert a reference as usual.

# Using cross-references

Using the List of Tables, List of Figures, and Table of Contents:

To refresh, hit Ctrl+A to select all. Then hit F9 to refresh all fields. Select Update Entire Table for each dialog box.

# Appendices

Basically, you use Style Headings 1-5 for the main document, and Heading 6 for the appendix. Rename Heading 6 "Appendix A", define new multilevel list numbering for heading 6 (<https://support.microsoft.com/en-us/help/290953/how-to-number-chapters,-appendixes,-and-pages-in-documents-that-contain-both-chapter-and-appendix-headings-in-word>) then insert figure in appendix as new label Fig\_Apx and cross reference (<http://shaunakelly.com/word/numbering/numberingappendixes.html>)