

## ITS THE REFERENCE TAB, SILLY

Is it possible to show where the References tab appears in the ribbon? I am so frustrated that TOC and page numbers don't appear fixed in the tools ribbon on the top line. I can't fathom why this is so opaque in looking at the toolbox ribbon.

It is completely understandable to be frustrated—the **References** tab is often "hidden in plain sight." On a Mac, it is tucked between the **Layout** and **Mailings** tabs.

### Where to Find the References Tab

The **References** tab is the fifth or sixth tab from the left in your top ribbon. The standard order is:

Home > Insert > Draw > Design > Layout > **References** > Mailings > Review > View

If you do not see it there, it might be disabled in your settings.

### How to Reveal the "Hidden" References Tab

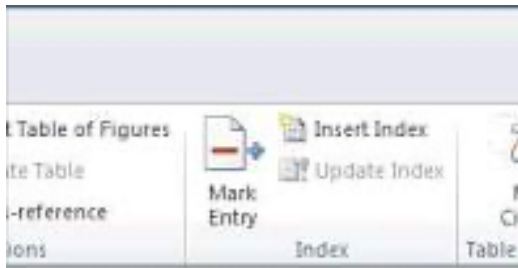
If it is missing, follow these steps on your iMac to bring it back:

1. Go to the top Apple menu bar and click **Word > Preferences**.
2. Select **Ribbon & Toolbar** (look for the icon that looks like a small gear or a grid).
3. On the right-hand list under **Main Tabs**, look for **References**.
4. If the box next to it is unchecked, **check it**.
5. Click **Save** or **OK**. It will now appear permanently on your top ribbon.

### Why It Isn't "Fixed"

Microsoft separates tools by "intent." Since **TOC** and **Page Numbers** are considered "final document references" rather than "active writing" tools like bolding or font changes, they are kept in this separate tab to keep the **Home** tab less cluttered.

Here is what the ribbon looks like when the tab is active:



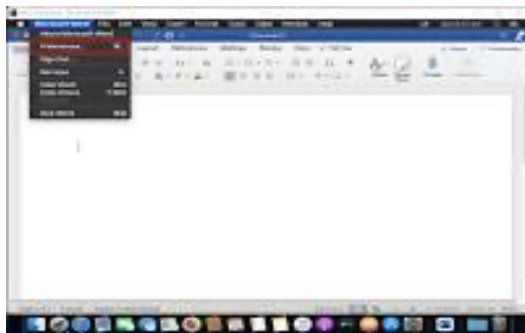
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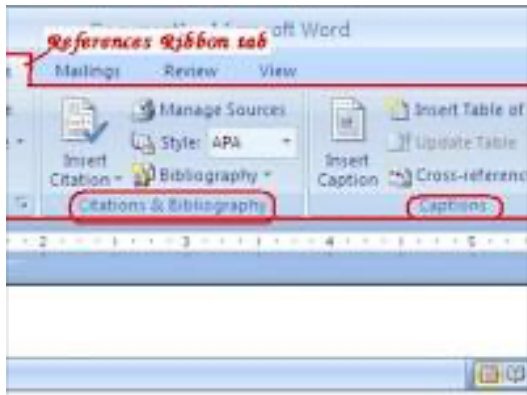
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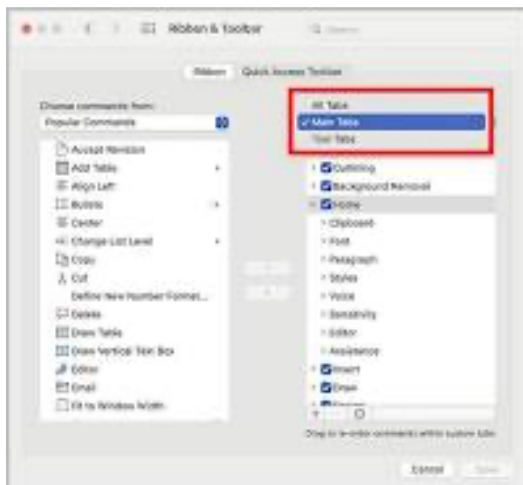
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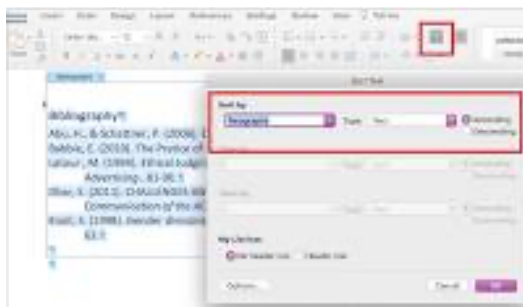
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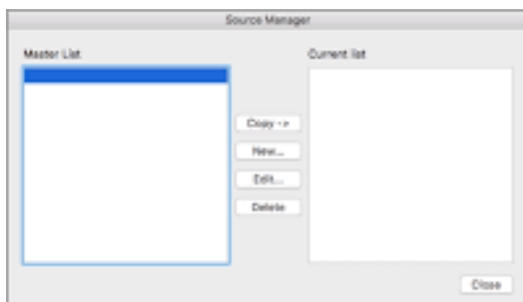
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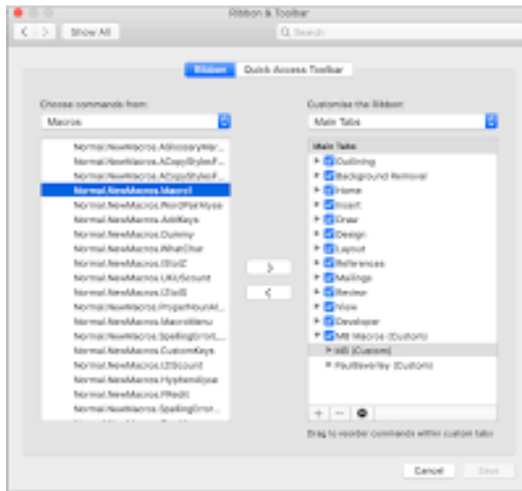
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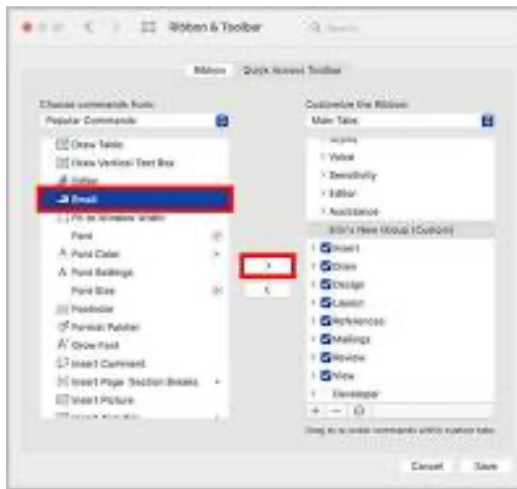
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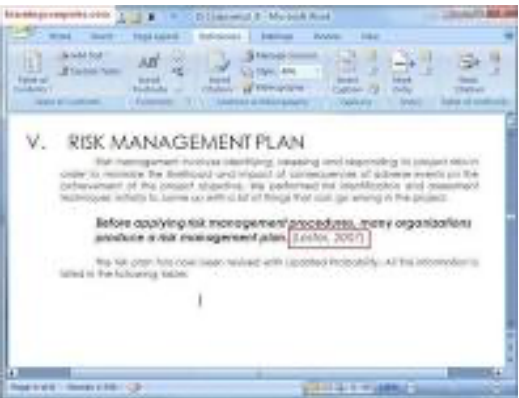
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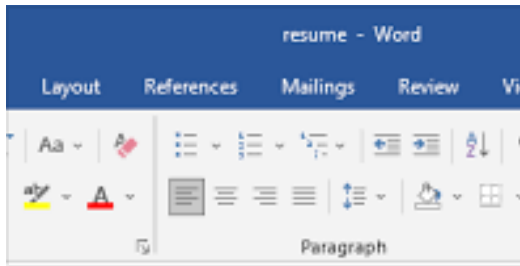
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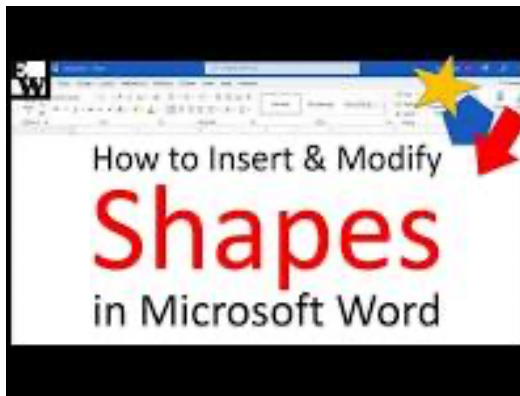
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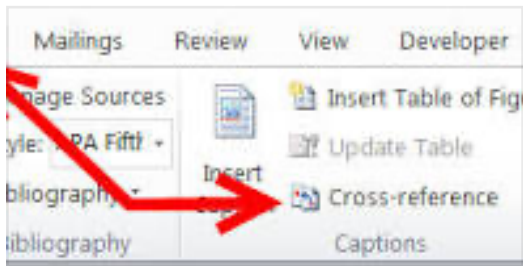
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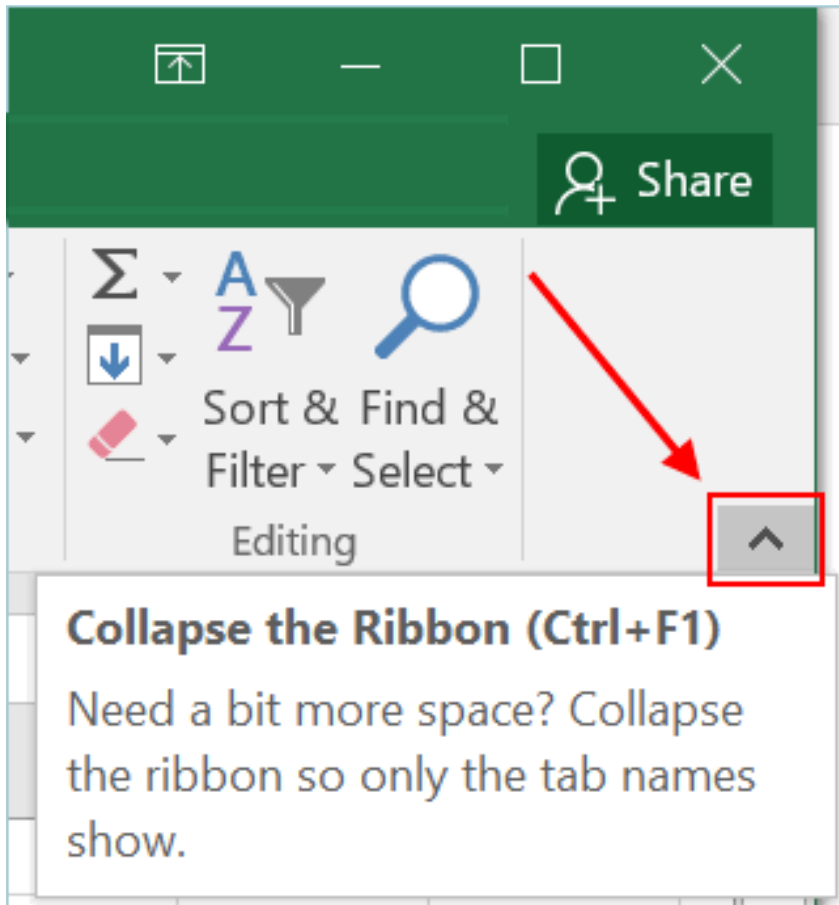
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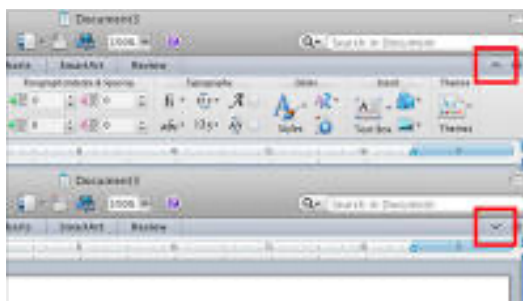
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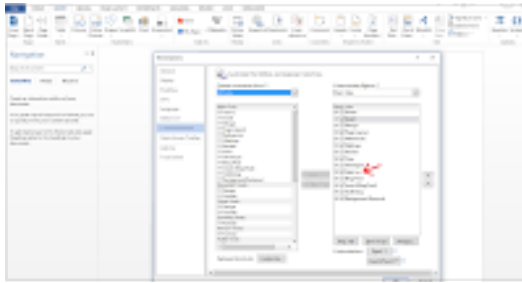
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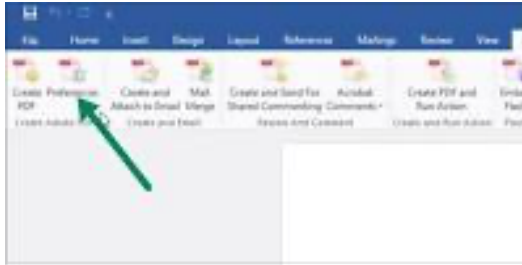
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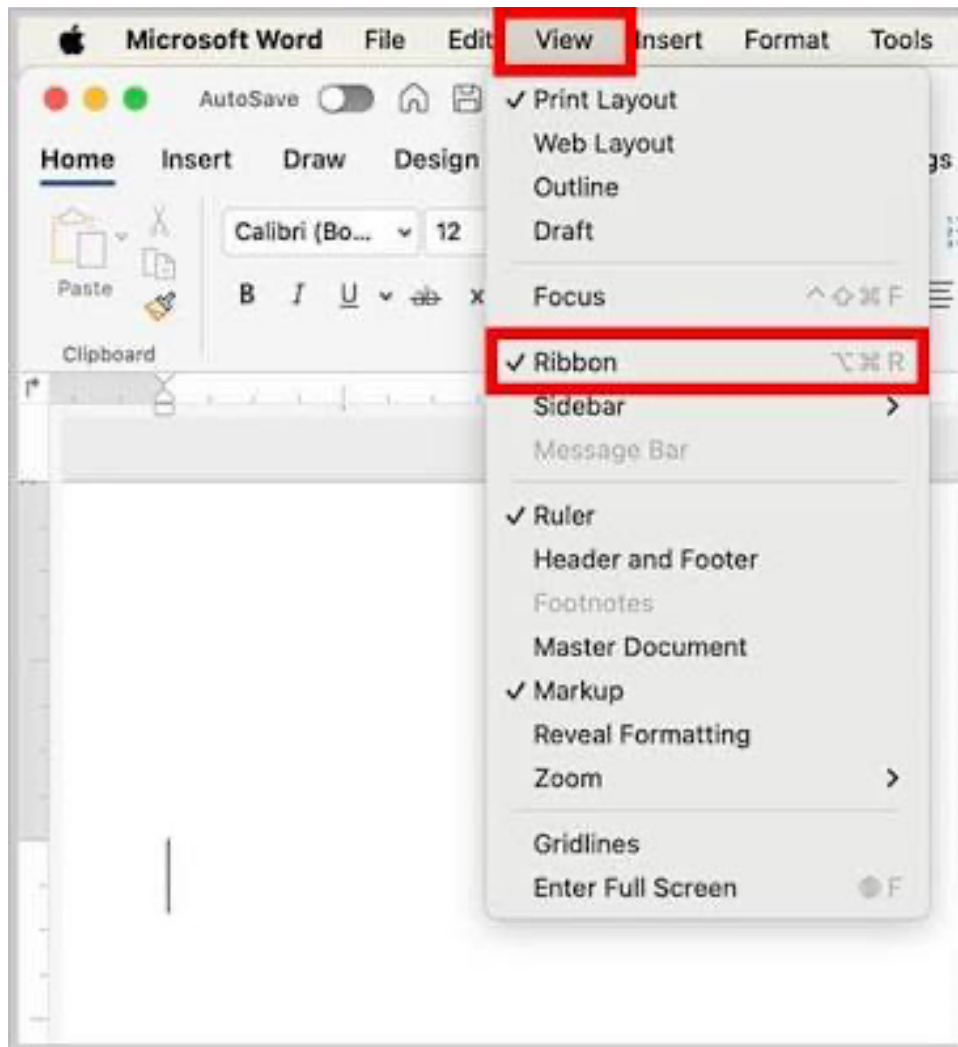
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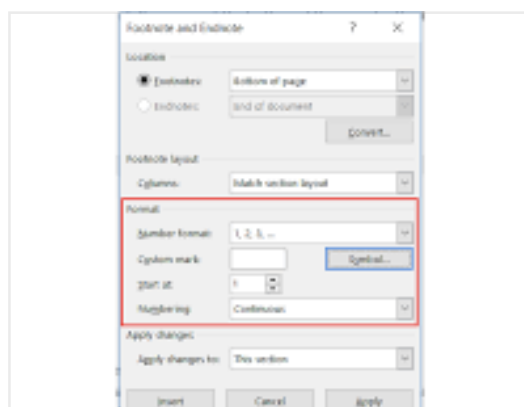
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The Simple Guide to the Microsoft Word References Tab  
MakeUseOf

**Pro Tip:** If your ribbon ever disappears entirely, look for the small **arrow (v)** or **three dots (...)** at the far right of your tab list and click it to "pin" the ribbon so it stays visible while you work.

Does your ribbon now show the **References** tab, or do we need to check if your Word version needs a specific update?