

# Word 2010 - Creating a Cross-Reference

Cross-references are commonly used in indexes and within long documents to direct the reader's attention to another part of the document, such as an image or related table. Cross-references can appear anywhere within the document and often take the form of: (See Table A). A cross-reference created in Word can be automatically updated if you later make changes to the document. You can create a cross-reference to any of the following objects:

- Numbered item (created using Word's regular or outline numbering)
- Heading (formatted using Styles)
- Bookmarked text
- Footnote
- Endnote
- Figure / Table / Equation (marked using Captions)

## How cross-referencing works

When a cross-reference is created, a field is inserted into your document identifying the item you are referencing (e.g. a table, chart, heading). In the example (See Table A), you would type the brackets and the word See before inserting Table A as a field, as explained below. Fields are usually updated when a document is opened or printed. In addition, you can manually update a field by pressing the F9 key.

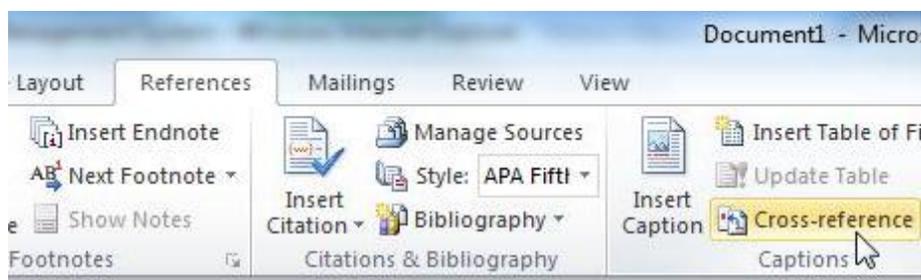
To update fields:

1. To update a single field, place your cursor within the field and press F9
2. To update all fields in a document, select all text using CTRL + A, then press F9

## Creating a cross-reference

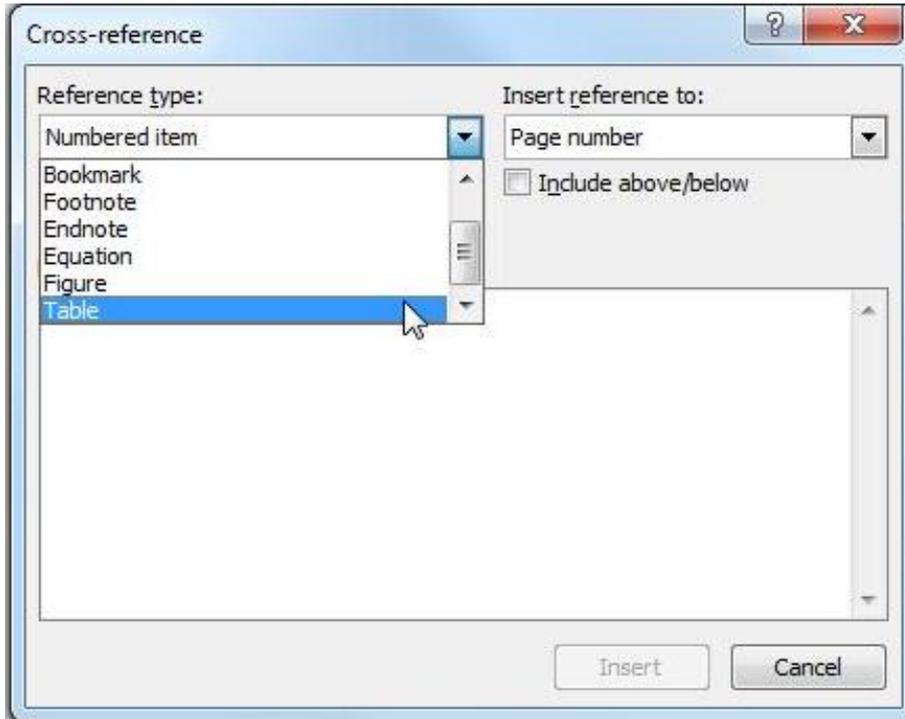
To create a cross-reference:

1. Add any introductory text and brackets required.
2. Place your cursor where the cross-reference should be inserted
3. Click **References | Cross-reference**. A **Cross-reference** dialog box will appear.

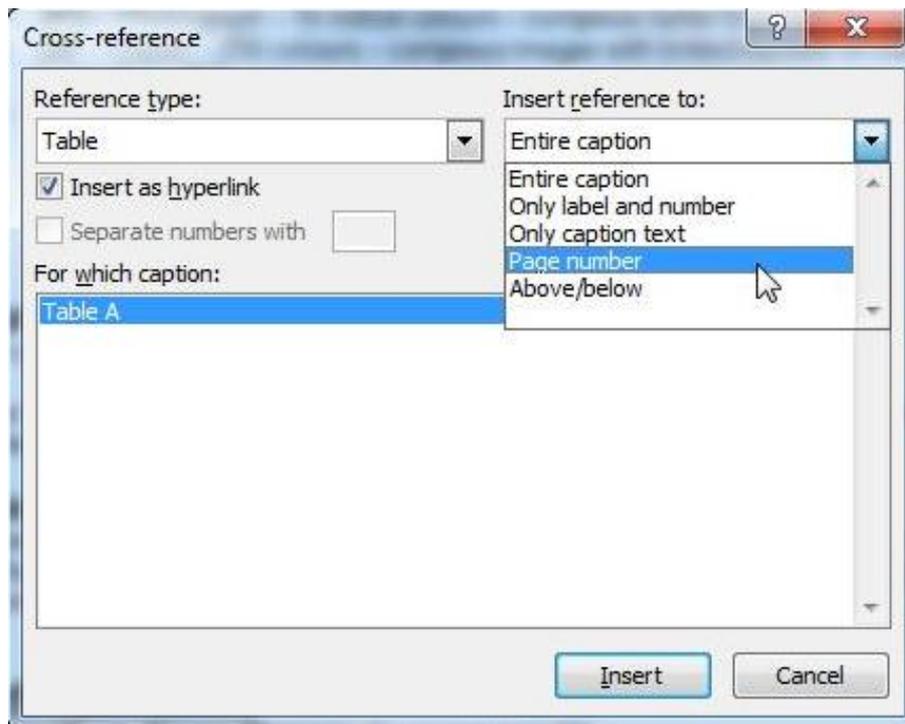


(See)

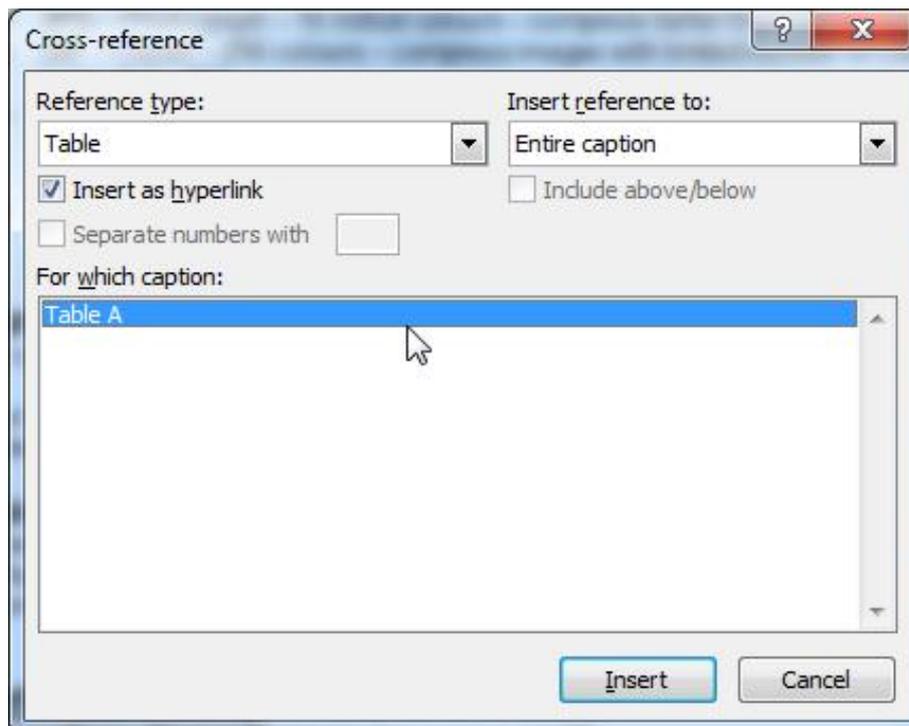
4. Click the **Reference type**: drop down and select the type of object you want to provide a cross-reference to



5. Click the **Insert reference to:** drop down and select the information to be displayed in the cross-reference field



6. Available headings, captions or footnotes will appear. Select the item you wish to reference



7. Click **Insert**

**Note:** In the example below, we selected the following options:

Reference type: Table

Insert reference to: Entire Caption (highlighted in grey)

#### The Learners

Writing Business Plans is congruent with the learner profile of the learners for whom the program is designed: their professional experience includes writing business plans and dealing with authentic materials: they are competent using Windows-based applications both at work and in the training context (see **Table 1: Rate of Growth 1950-1990, selected countries**).

*The grey area indicates the field that will update if changes are made to the document.*

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#### To update fields:

1. To update a single field, place your cursor within the field and press **F9**
2. To update all fields in a document, select all text using **CTRL + A**, then press **F9**

For more details on creating cross-references, see [Microsoft online help](#)