

Microsoft Word - Inserting Cross References



Inserting Cross References.

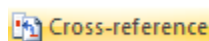
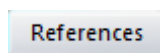
Cross-references directs you to related information located elsewhere within the document.

For example you may be working on a product sales list and you may wish to cross reference a product's specification sheet held in another chapter of the document.

A cross-reference can refer to: *figures, section headings, paragraphs, illustrations.*

It is only possible to cross-reference items within the same document, to cross-reference over multiple documents you will have to create Master documents / Subdocuments.

1. **Select** the text that starts the cross-reference.
2. **Click** the **Reference** tab.
3. **Click** on the **Cross-reference** button.
4. **Select** the type of item that you wish to cross-reference.



5. **Select** the type of data that you require to reference.
6. **Select** the item.
7. To include data regarding the relative position of the referenced item, select the **Include above/below** check box.
8. **Enable** you to move to the referenced item.
9. Click **Insert**.

