



USING CROSS-REFERENCES IN MICROSOFT WORD

This tutorial is relevant to Word 2007 and newer.

A cross-reference is a tool in Microsoft Word that links parts of a document together. Most commonly, cross-references are used to reference tables and figures in the body of the document. The cross-reference control is found on the **References** tab in the **Captions** group (see Figure 1).

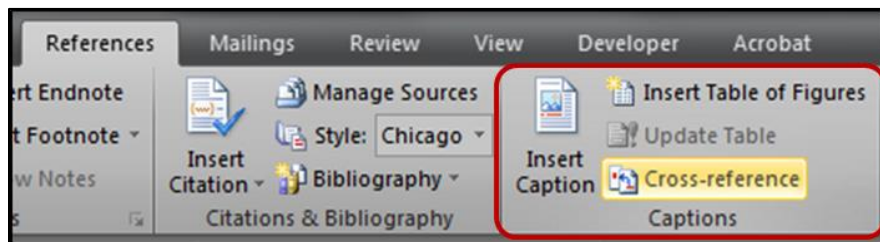


Figure 1: Cross-Reference control on the References tab



CREATING A CROSS-REFERENCE

Before creating a cross-reference, you will need an object to reference. In this example, we will caption an image

1. Place an image in the body of your document.
2. Right-click the image and select **Insert Caption** to open the **Caption** dialog (Figure 2).

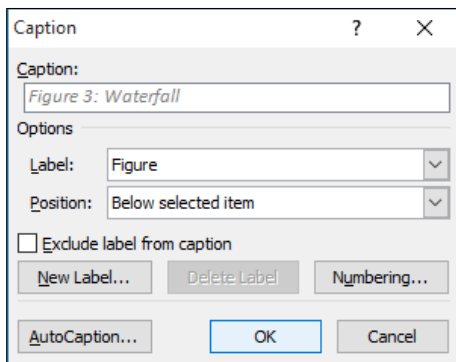


Figure 2: Caption dialog

3. The Caption dialog gives a few options for labeling and placement. It also auto-numbers the caption.
4. Write a caption and click **OK**. The caption now appears below the image, as you can see below in Figure 3.



Figure 3: Keypad



5. To reference the image in your text, put your cursor where you would like to insert the reference to the image.
6. Click on the **References** tab and click **Cross-reference** to open the Cross-reference dialog (Figure 4 [Error! Reference source not found.](#)).

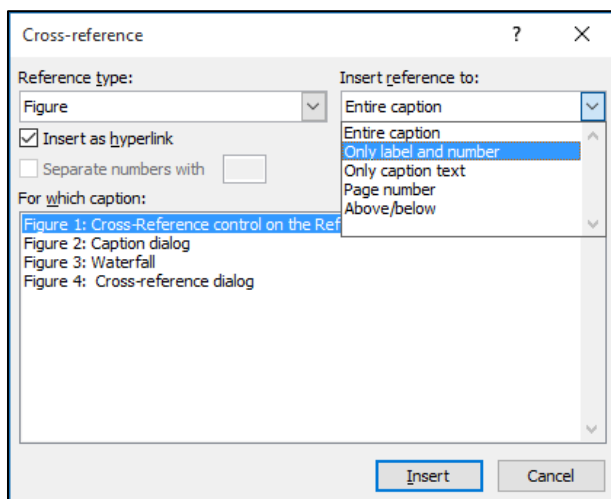


Figure 4: Cross-reference dialog

7. Cross-references are inserted into the text as hyperlinks by default. If you do not want your cross-reference to appear as a hyperlink, unmark the **Insert as hyperlink** checkbox on the **Cross-reference** dialog. The cross-reference will still link to the item in the document, but it will no longer have hyperlink formatting.
8. Using the **Reference type** dropdown, choose the type of reference you are linking to. Tables, figures, equations, paragraphs, footnotes, and endnotes are among the reference types available.
9. Choose which text to include from the caption using the **Insert reference to** dropdown.
10. Choose the caption to link to in the **For which caption** list.
11. Click **Insert** to insert the reference.

UPDATING A CROSS-REFERENCE

If you need to insert a new figure into the body of the document, or if you need to move a referenced figure to another location, you will need to update your references. You can update either a single reference or the entire document.

To update a single reference, right-click on the reference and select **Update Field** from the context menu. To update all references in the document, **Select all** (Ctrl+A), right-click, and select **Update Field** from the context menu.