Word 2007 and Word 2010 - Creating a Cross-Reference

You may want to have a piece of text in one part of the document refer to a piece of text in another part of that document. You can use a **cross-reference** to do this. For example, say you are creating a minutes document from the **Minutes** template, (see : http://www.brookes.ac.uk/about/identify/word/meeting) and in the 'Present' section you want to add a cross reference for a particular member who was only present for one item of business e.g.

Alex Friend (for item 5.3.1. only)

The text '5.3.1' can be inserted as a cross reference. Just like any other annotation such as footnotes or endnotes, cross-references are automatically updated if you make changes to the document. You don't have to manually update the changed references.

Creating a cross-reference

To create a cross-reference:

1. With the cursor at the point where you want the reference to appear, type any text that should precede the reference, eg. 'See minute…'

2. Click the **References ribbon tab, Cross-reference.** A **Cross-reference** dialog box appears.

3. By default, the **Reference type:** dropdown box should show **Numbered Item**. The **Insert reference to:** dropdown should be set to **Paragraph number.** This will be the most common type of reference used in minutes documents. In the section **For which numbered item:** select the paragraph number you want the reference to refer to.
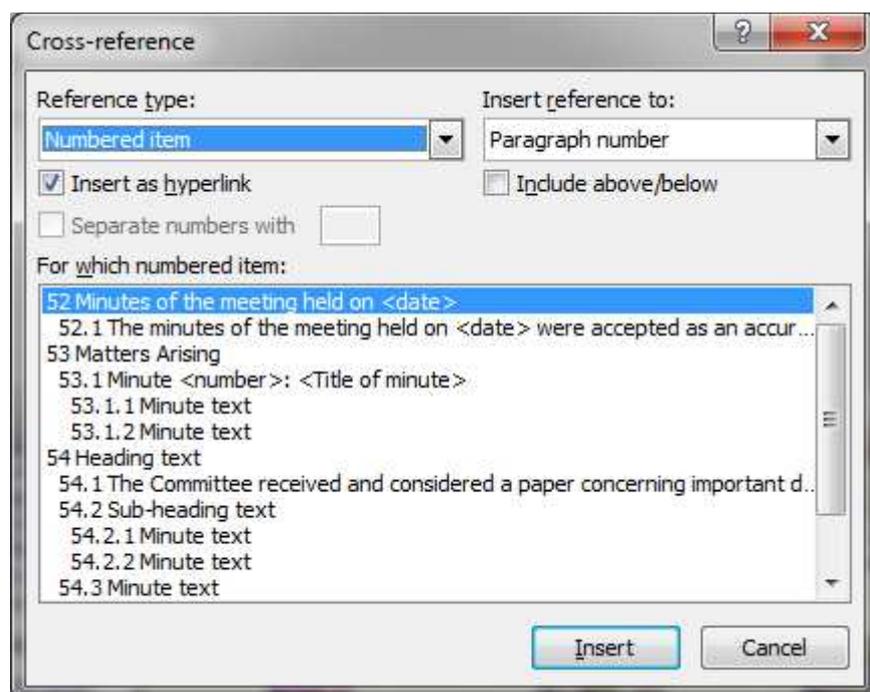
4. Click **Insert.**

Updating references

When a cross-reference is created, a ***field*** is inserted into your document identifying the item you are referencing. If you click on the reference, notice that the entire number or text that comprises the reference is highlighted in grey. If you change the order of paragraphs then the references will need to be updated to reflect any change in paragraph numbers. Fields are usually updated when a document is opened or printed but you can manually update by rightclicking the field and then clicking **Update Field**. To update all fields in a document, press **Ctrl-A** to select the whole document, then rightclick anywhere in the document and click **Update Field** in the menu list.

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