

Automatic Page Cross-References

Page cross-references can direct readers to related sections of your document, greatly improving the document's usability and minimizing the work involved when updates to your document cause page numbers to change. The reference is inserted as a field referring to existing document divisions (e.g., headings) or to bookmarks, you have created. The page cross-reference field can then be updated each time you edit your document.

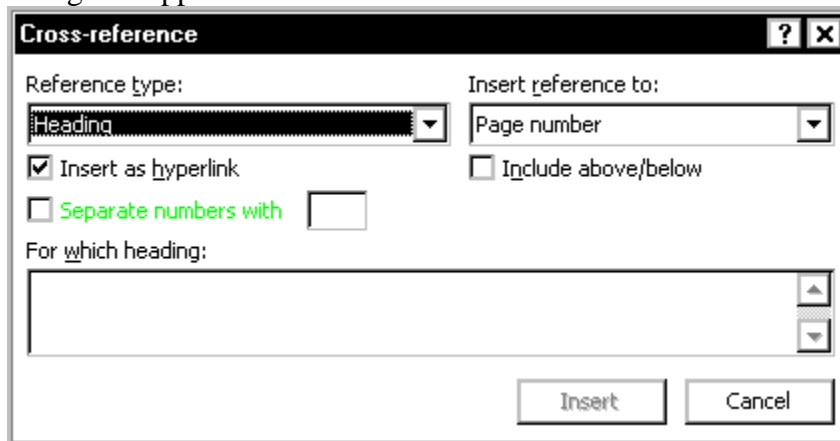
Adding Page Cross-References: Existing Document Divisions

Automated page cross-references can be based on existing document divisions. These instructions show you how to insert a page cross-reference to a section heading.

Section headings can be created by applying styles. For more information about using styles, refer to Applying Your Own Style.

1. Place your insertion point where the page cross-reference should appear
2. From the *Ribbon*, select the **Insert** command tab

3. From the *Links* group, click **CROSS-REFERENCE**  the *Cross-reference* dialog box appears.



4. From the *Reference type* pull-down list, select **Heading**

5. From the *Insert reference to* pull-down list, select **Page number**
HINT: To have Word insert the text "on page..." before the page number, select **Include above/below**
6. From the *For which heading* scroll list, select the heading you want to reference
7. Click **INSERT**
8. Click **CLOSE** the page number appears in your document.


To delete a page cross-reference:

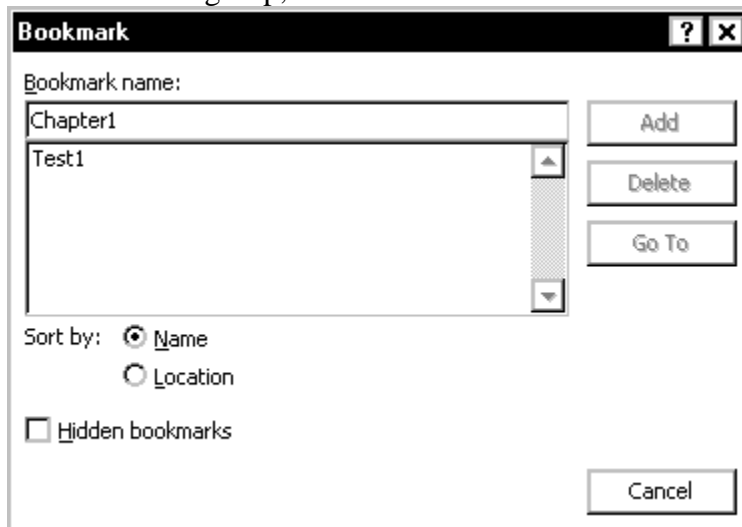
1. Place your insertion point after the page number you want to delete
2. Press [**Backspace**] the page number (field) is selected.
3. Press [**Delete**] the page cross-reference is deleted.

Adding Page Cross-References: Bookmarks

You may want to insert a cross-reference to material that is not part of a defined section (heading, footnote, etc.) in your document. In this case, you must create a bookmark for the material you want to reference.


Creating the Bookmark

1. Select the word or phrase identifying the desired section
2. From the *Ribbon*, select the **Insert** command tab
3. From the *Links* group, click **BOOKMARK**  the *Bookmark* dialog box appears.



4. In the *Bookmark name* text box, type a name for the bookmark
NOTE: Bookmark names should be short and descriptive; they should not contain spaces.
5. Click **ADD** the bookmark is created and can now be cross-referenced.

To delete a bookmark:

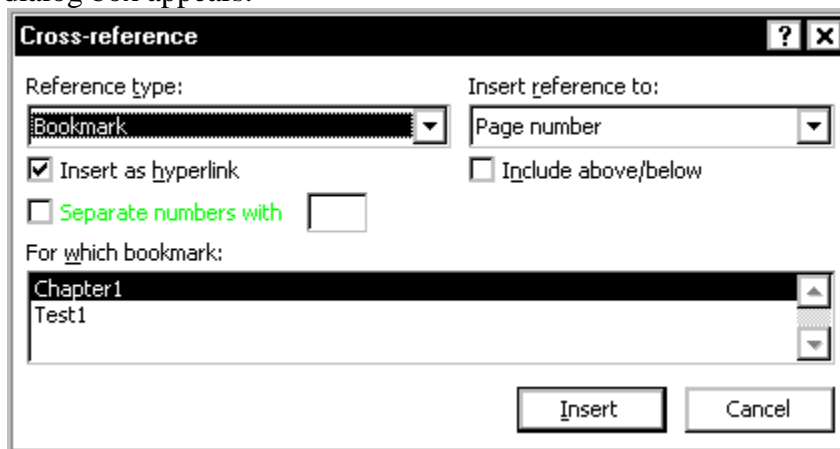
1. From the *Ribbon*, select the **Insert** command tab
2. From the *Links* group, click **BOOKMARK**  the *Bookmark* dialog box appears.
3. From the *Bookmark name* scroll list, select the bookmark you want to delete
4. Click **DELETE**
5. Click **CLOSE** the bookmark is deleted.

Adding the Page Cross-Reference

Once you have created a bookmark, you are ready to insert the page cross-reference to it.

1. Place your insertion point where the page cross-reference should appear
2. From the *Ribbon*, select the **Insert** command tab

3. From the *Links* group, click **CROSS-REFERENCE**  the *Cross-reference* dialog box appears.



4. From the *Reference type* pull-down list, select **Bookmark**
5. From the *Insert reference to* pull-down list, select **Page number**
HINT: To have Word insert the text "on page..." before the page number, select **Include above/below**
6. From the *For which bookmark* scroll list, select the bookmark you want to reference
7. Click **INSERT**
8. Click **CLOSE** the page number appears in your document.

To delete a page cross-reference:

1. Place your insertion point after the page number you want to delete
2. Press [**Backspace**] the page number is selected.
3. Press [**Delete**] the page cross-reference is deleted.

Updating Page Cross-References

Changes to your document may cause page numbers to change. Thus, you will have to update your page cross-references.


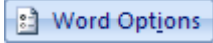
Updating Cross-References Manually

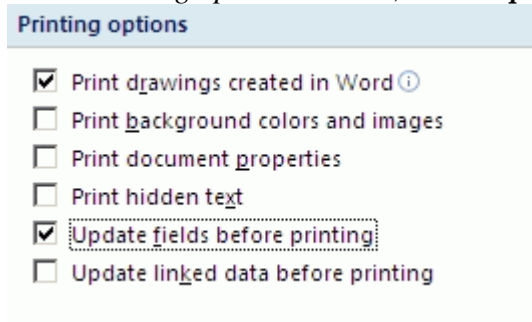
1. To update an individual cross-reference, select the page number cross-reference to update all cross-references in your document, from the *Home* tab, from the *Editing* group, **Select** » **Select All**.

NOTE: [Ctrl]+[A] will update all cross references as well.

2. Press [F9]

Updating Cross-References Automatically before Printing

1. From the OFFICE BUTTON , click **WORD OPTIONS**  the *Word Options* dialog box appears.
2. Select the *Display* tab
3. In the *Printing options* section, select **Update fields before printing**



Click **OK** each time you print, the fields in your document are updated.