

Figure 381: Finding the field name for a heading

Open the subdocument in which you want to set references.

- 1) Click **Insert > Cross-reference**.
- 2) On the *Cross-references* tab of the Fields dialog (Figure 382), click **Set Reference** in the *Type* list. The *Selection* list now shows any references that have been defined. You can leave this tab open while you set many headings as references.
- 3) Click in the document and highlight the text of the first heading to be used as a target for a cross-reference. Click on the Fields dialog. The text of the heading will appear in the *Value* box in the lower right of the dialog. In the *Name* box, type some text by which you can identify this heading.
- 4) Click **Insert**. The text you typed in the *Name* box now appears in the *Selection* list.
- 5) Repeat steps 3 and 4 as often as required, keeping a note of your references as needed.
- 6) Repeat for other subdocuments if wanted. Click **Close** to save and exit the dialog.

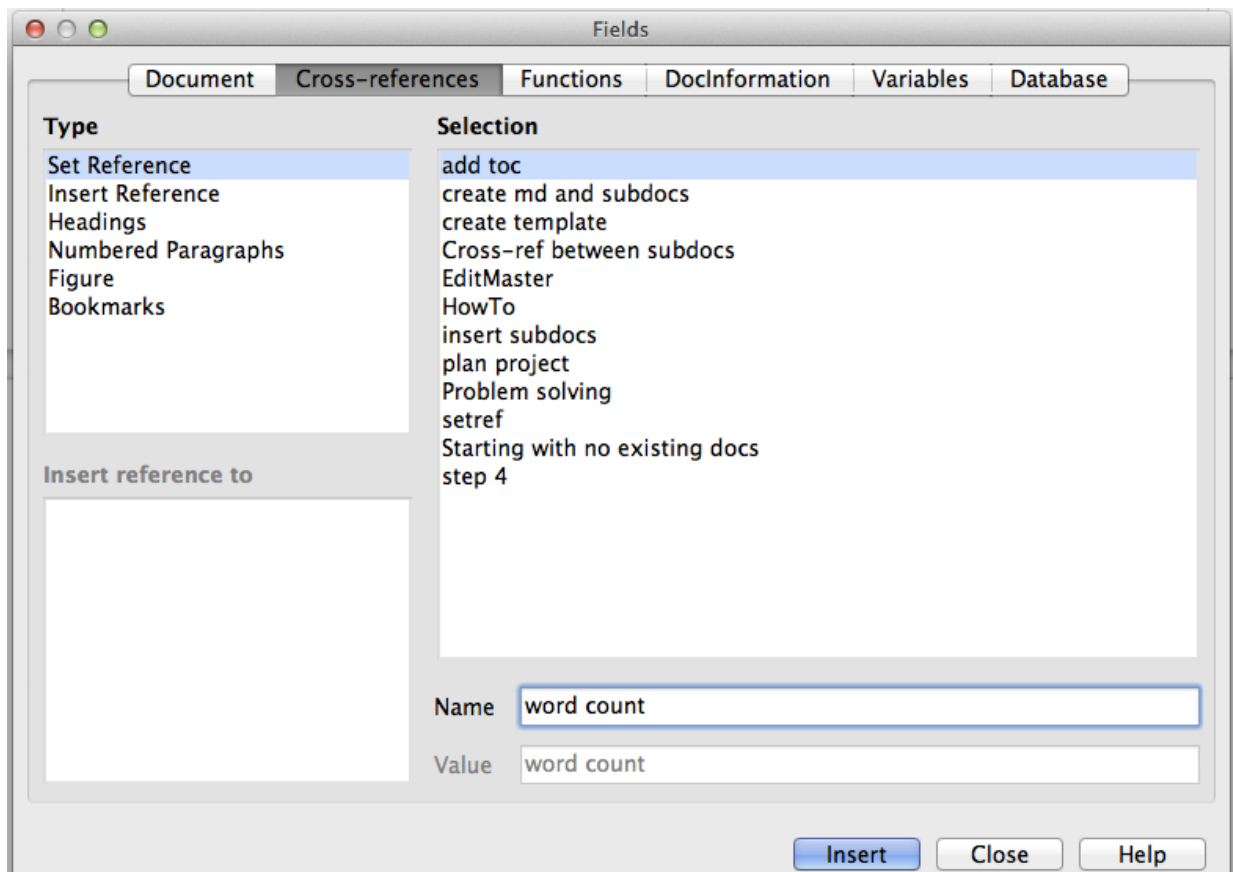


Figure 382: Setting text to be used as a target for a cross-reference

## Inserting the cross-references

- 1) Open the master document. In the Navigator, select a subdocument, right-click and choose **Edit** in the context menu. The subdocument opens for editing.
- 2) In the subdocument, place the cursor where you want the cross-reference to appear. Click **Insert > Cross Reference**.