

Cross-referencing between subdocuments

The methods described earlier in this chapter are all that most writers will need when using master documents. However, you might want to include automatically updated cross-references between subdocuments. This section describes how to do this.

The process to create cross-references between subdocuments is time consuming, but it works.

Caution

The method described does not work well if the subdocuments will be used standalone as well as within a master document. As shown in Figure 384 on page 362, the cross-reference will show as an error in a standalone document, but it will show correctly in the master document.

Preparing items as targets for cross-referencing

Before you can insert a cross-reference to anything that is not automatically shown on the *Cross-references* tab of the Fields dialog, such as a heading, you must prepare that heading as an item to be referenced. To do this, you can either use bookmarks or set references.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there.

To insert a bookmark:

- 1) Select the text you want to bookmark. Click **Insert > Bookmark**.
- 2) On the Insert Bookmark dialog, the larger box lists any previously defined bookmarks. Type a name for the new bookmark in the top box. Click **Insert**.

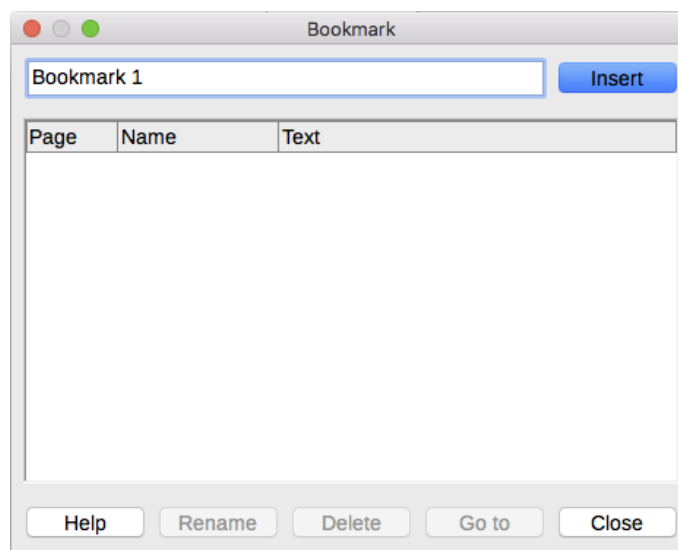


Figure 380: Inserting a bookmark

Setting references

When you set references, be sure to select the entire text you want to use as the reference, such as a heading or figure number. Keep a list of your names for the reference fields, and be sure each name is unique. One way to keep track of this information is to save it in a separate file.

The field names are case-sensitive. You can check the field name by holding the cursor over the referenced item. In our example (Figure 381), the heading has the field name *word count*.