

## Preparing items as targets for cross-referencing

Occasionally you might want to insert a cross-reference to something that is not automatically shown on the *Cross-references* tab: an illustration without a caption or an item in a bullet list, for example. Before you can insert a cross-reference to such an item, you must prepare the item as a target to be referenced. To do this, you can either use bookmarks or set references.

After a target has been defined, you can cross-reference to it as described on page 371.

### Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there. In HTML documents, bookmarks are converted to anchors that you can jump to using a hyperlink.

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

### Setting references

- 1) Choose **Insert > Cross-reference** or press *Ctrl+F2*.
- 2) On the *Cross-references* tab of the Fields dialog (Figure 397), select **Set Reference** in the *Type* list. The *Selection* list shows any references that have been defined. This dialog can remain open while you set several items as references.
- 3) Click in the document and highlight the text of the first item to set as a target for a cross-reference. Click on the Fields dialog. The text of the item will appear in the *Value* box in the lower right. In the *Name* box, type some text by which you can identify this item.
- 4) Click **Insert**. The text you typed in the Name box now appears in the *Selection* list.



### Tip

See Chapter 16, Master Documents, for how to create cross-references to other subdocuments in a master document.

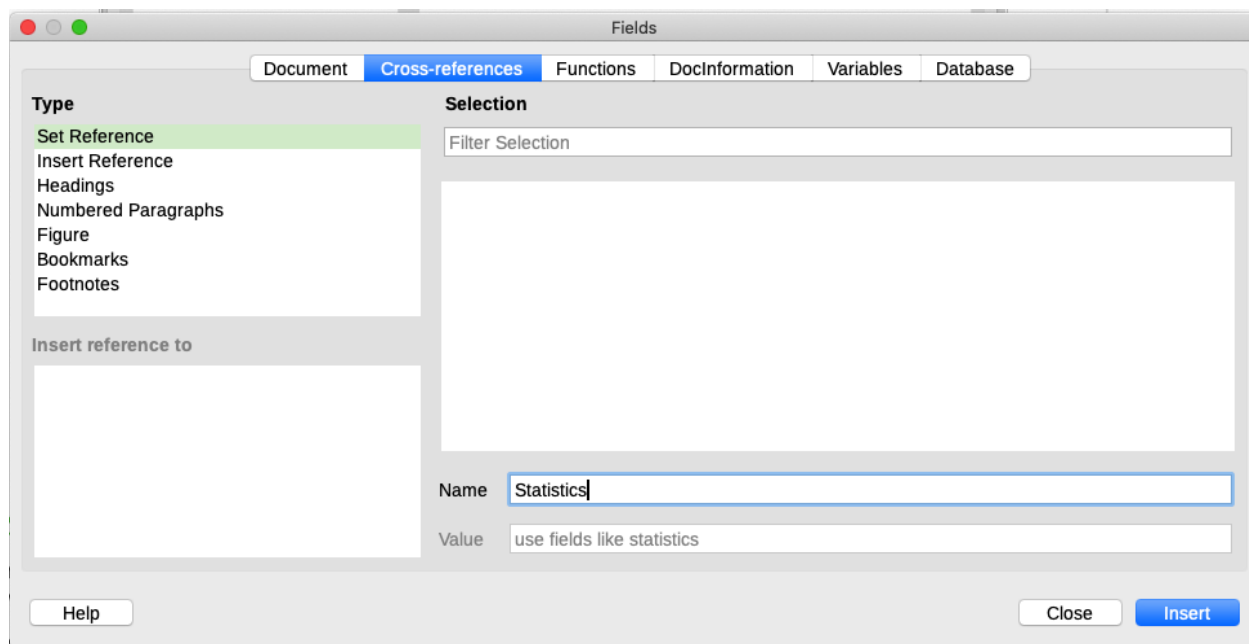


Figure 397: Setting text to be used as a target for a cross-reference