

- 2) If the Fields dialog is not open, choose **Insert > Cross-reference** or press *Ctrl+F2*. On the *Cross-references* tab (Figure 396), in the *Type* list, click the type of item you are referencing (for example, Headings or Figure).
- 3) Click the required item in the *Selection* list, which shows both automatically created entries (for example, Headings) and user-defined references (for example, bookmarks).
- 4) In the *Insert reference to* list, choose the type of reference required. The choices vary with the item being referenced (see “Available formats” below).

For headings, usually you will choose *Reference* (to insert the full text of the heading) or *Page* (to insert the number of the page the heading is on).

For figures, usually you will choose *Numbering* (to insert only the figure number), *Category and Number* (to insert the word “Figure” and its number), *Reference* (to insert the word “Figure” with its number and the full text of the caption), or *Page*.

- 5) Click **Insert**.

For a full list of the reference formats available and their use, consult the Help.

## Available formats

For all types of reference, you can select from the following formats:

- **Page:** the page number of the target.
- **Chapter:** the number of the chapter where the referenced target is located.
- **Reference:** the full text set as reference.
- **Above/Below:** the word *above* or *below* depending on the position of the field relative to the referenced target.
- **As Page Style:** similar to Page, the page number where the reference is, but using the formatting specified in the page style. This is very useful when putting a reference to a page in the front matter where roman numerals are usually employed.

For headings or numbered paragraphs, three additional options are available:

- **Number:** Inserts the number of the heading or numbered paragraph, including superior levels depending on the context.<sup>2</sup>
- **Number (no context):** inserts only the number of the heading or of the numbered paragraph. For example, if referencing a numbered item 2.4, it inserts 4.
- **Number (full context):** inserts the full number including higher hierarchical levels. For example, if referencing a numbered item 2.4, the full numbering (2.4) is inserted.

For objects inserted with captions such as a table or a figure, you can choose:

- **Category and Number:** inserts both the category and number of the referenced object (for example, Figure 6). This is the most used formatting for figures and tables.
- **Caption Text:** inserts the full caption of the referenced object. For example, Figure 6: This is an example figure.
- **Numbering:** inserts the sequential number of the referenced object, without the category (for example, if referencing Table 2, the field will contain only the number 2).

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<sup>2</sup> For example, when you are in a chapter 1, subchapter 2, subpart 5, this may be numbered as 1.2.5. When you insert here a reference to text in the previous subpart “1.2.4” and you apply the “Number” format, then the reference will be shown as “4”. If in this example the numbering is set to show more sublevels, the same reference will be shown as “2.4” or “1.2.4”, depending on the setting. If you use the “Number (full context)” format, you will always see “1.2.4”, no matter how the numbered paragraph is formatted.