> ℹ️ **Tip**
>
> If a user-defined variable is not in use in the document, the **X** icon next to the *Value* box is active. You can delete the variable by clicking this icon. To remove a variable that is used in the current document, first delete from the document all fields using that variable, and then remove the variable from the list.

Using automatic cross-references

If you type in cross-references to other parts of the document, those references can easily get out of date if you reword a heading, add or remove figures, or reorganize topics. Replace any typed cross-references with automatic ones and, when you update fields, all the references will update automatically to show the current wording or page numbers.

The *Cross-references* tab of the Fields dialog (Figure 396) lists some items, such as headings, numbered paragraphs, and bookmarks. If figure captions, table captions, user-defined number range variables, and some other items have been defined in a document, that type also appears in the list.
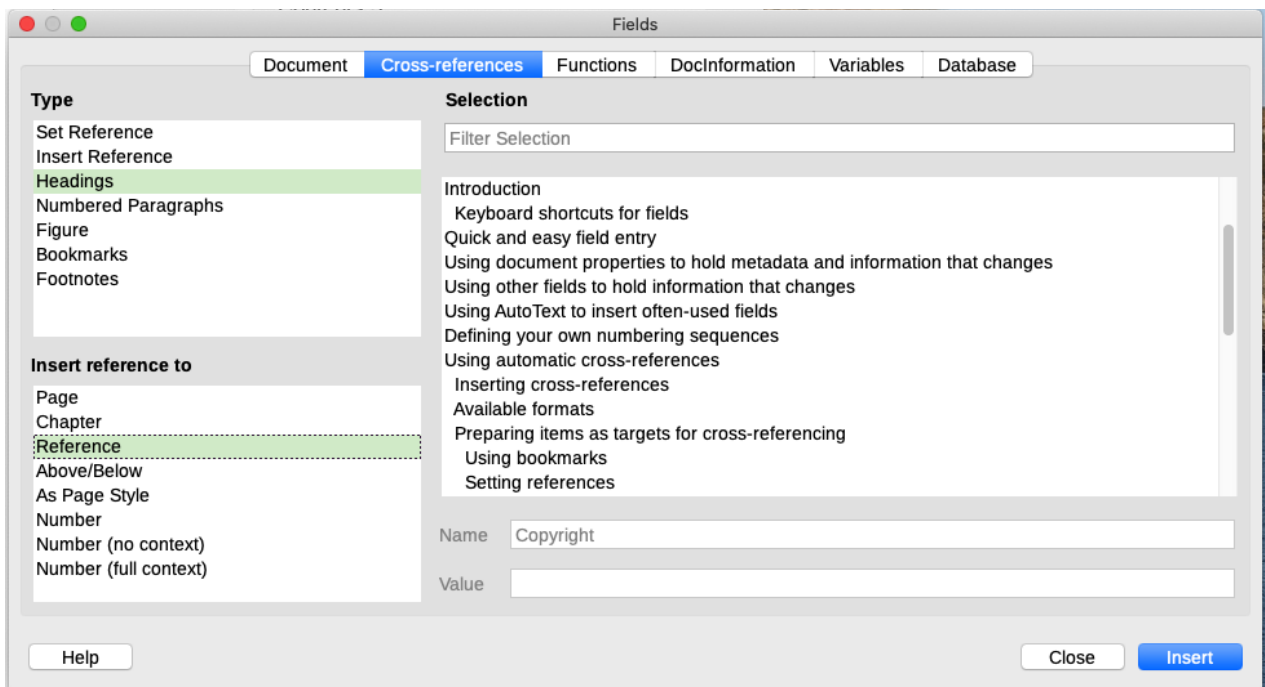

Figure 396: The Cross-references tab of the Fields dialog

> ℹ️ **Tip**
>
> Some people use Writer's Hyperlink feature for cross-references. However, the visible text of the hyperlink does not change if you change the text of the item to which it links. For that reason, you are advised to use cross-references in most situations. The exception is when the document is to be saved as HTML; cross-references do not become hyperlinks in an HTML document, so you need to use hyperlinks in the Writer document.

Inserting cross-references

To insert a cross-reference to a heading, figure, or other item shown on the *Cross-references* tab:

1) Place the cursor where you want the cross-reference to appear in the document.