

- 3) On the *Cross-references* tab of the Fields dialog (Figure 383), select **Insert Reference** in the *Type* list on the left. The *Selection* list on the right shows only the reference field names for the subdocument you are using, so ignore that list and check the list you created manually in “Preparing items as targets for cross-referencing” above. Select **Reference** in the *Insert reference to* list.
- 4) In the *Name* field in the lower right, type the name of the reference you set in the subdocument you are referring to. In our example, the name of the reference is *word count*.
- 5) Click **Insert**, type any text you want to appear between the reference and page number (such as “on page”), and then insert another reference with **Page** in the *Insert reference to* list. The cross-references will show an error as shown in Figure 384. When you hover the mouse pointer over one of these fields, you will see the field name.  
(You can turn on the display of field codes by clicking **View > Field Names**. The two error fields shown in Figure 384 now look like Figure 385.)
- 6) After you have inserted all the cross-references required in the subdocument, click **Close** to save it and return to the master document window.

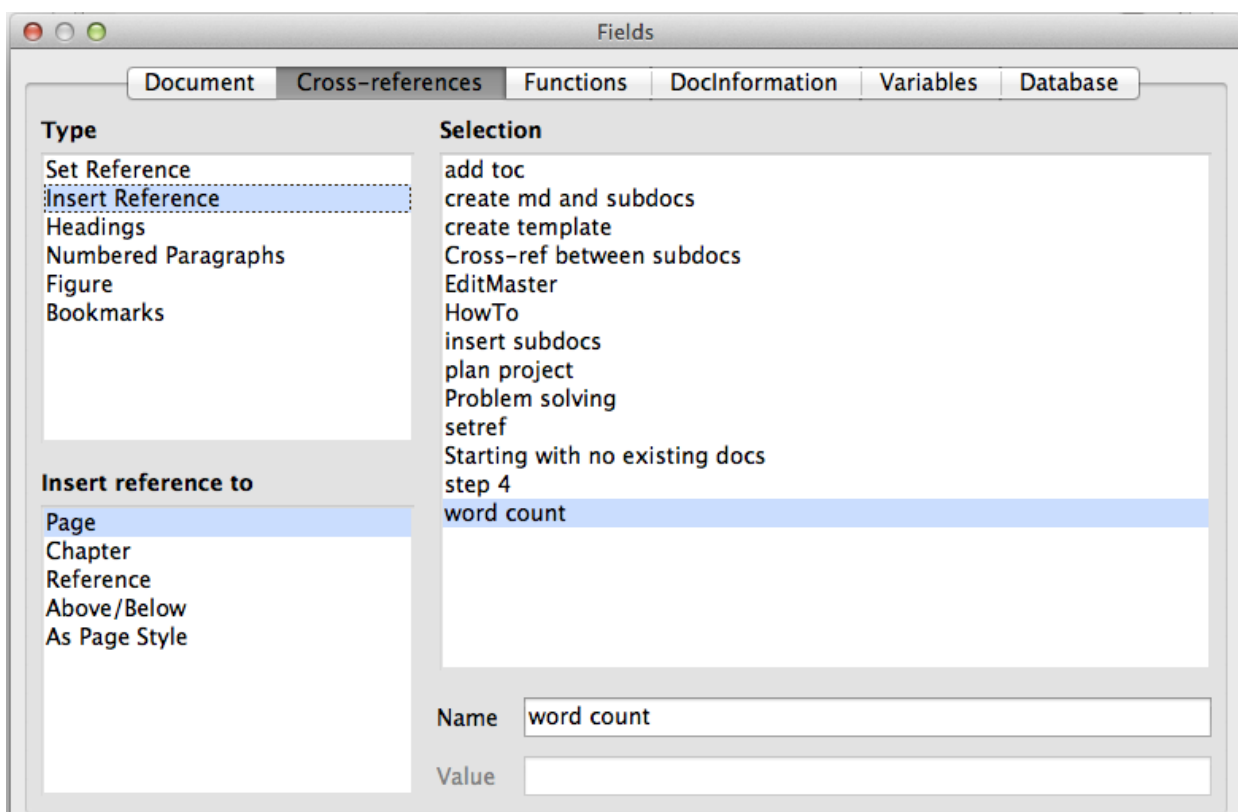


Figure 383: Fields dialog showing manual entry of field name

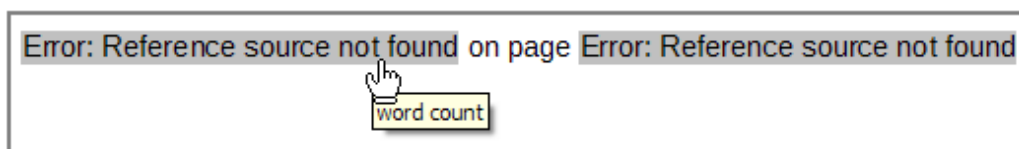


Figure 384: Viewing the field name

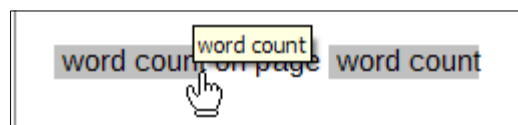


Figure 385: Displaying field codes