

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.

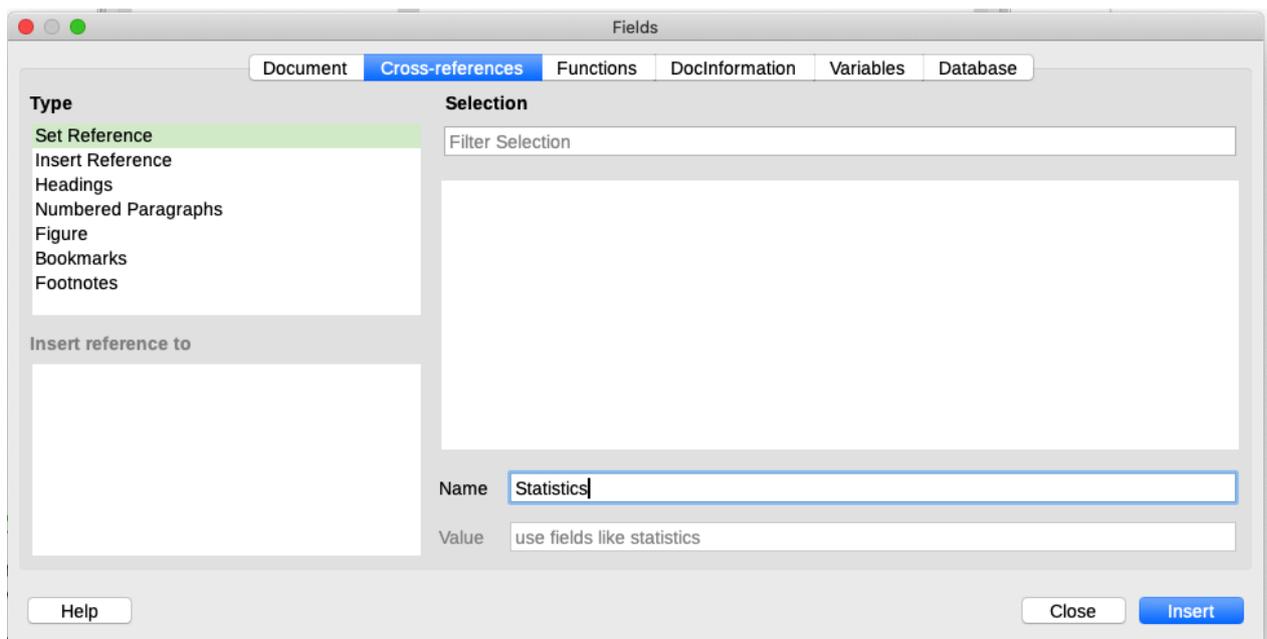


Figure 397: Setting text to be used as a target for a cross-reference