Linking to another part of a document

Typed cross-references to other parts of a document can easily get out of date if you reorganize the order of topics, add or remove material, or reword a heading. Writer provides two ways to ensure that references are up to date:

Hyperlinks: a link to another document
Cross-references: a link to other parts of the same document

The two methods have the same result if you *Ctrl+click* the link when the document is open in Writer: you are taken directly to the cross-referenced item. However, they also have major differences:

• The text in a hyperlink does **not** automatically update if you change the text of the linked item (although you can change it manually), but changed text does automatically update in a cross-reference.

• When using a hyperlink, you do not have a choice of the content of the link (for example text or page number), but when using a cross-reference, you have several choices, including bookmarks.

• To hyperlink to an object such as a graphic, and have the hyperlink show useful text such as *Figure 6*, either give such an object a useful name instead of leaving it as the default name ("Graphics6") or use the Hyperlink dialog to modify the visible text. In contrast, cross-references to figures with captions automatically show useful text, and you have a choice of several variations of the name.

• If you save a Writer document to HTML, hyperlinks remain active but cross-references do not. (Both remain active when the document is exported to PDF.)

Using cross-references

To ensure that the text of cross-references update if you reword a heading, caption, or other linked item, use automatic cross-references. For details, see Chapter 17, Fields.

Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there with a single mouse click. In HTML documents, bookmarks are converted to anchors that you can jump to by hyperlink. You can also cross-reference to a bookmark. For more information, see Chapter 17, Fields.

Using hyperlinks

When you type text (such as website addresses or URL) that can be used as a hyperlink, and then press the spacebar or the *Enter* key, Writer automatically creates the hyperlink and applies formatting to the text (usually a color and underlining).

If this does not happen, you can enable this feature using **Tools > AutoCorrect > AutoCorrect Options**. On the Options tab, select the **URL Recognition** option.

If you do not want LibreOffice to convert a specific URL to a hyperlink, you can go to **Edit > Undo** on the Menu bar, or press *Ctrl+Z* immediately after the formatting has been applied, or place the cursor in the hyperlink, right-click, and select **Remove Hyperlink** in the context menu.

You can also insert hyperlinks to other parts of your document, to other documents or parts of documents, and to email addresses, using the Navigator and the Hyperlink dialog, and you can modify all hyperlinks using the Hyperlink dialog. For details, see Chapter 12, Creating HTML Files, in the *Getting Started Guide*.