

## Cross-referencing between subdocuments

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The methods described earlier in this chapter are all that most writers will need when using master documents. However, you might want to include automatically updated cross-references between subdocuments. This section describes how to do this.

The process to create cross-references between subdocuments is time consuming, but it works.

### Caution

The method described does not work well if the subdocuments will be used standalone as well as within a master document. As shown in Figure 384 on page 362, the cross-reference will show as an error in a standalone document, but it will show correctly in the master document.

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## Preparing items as targets for cross-referencing

Before you can insert a cross-reference to anything that is not automatically shown on the *Cross-references* tab of the Fields dialog, such as a heading, you must prepare that heading as an item to be referenced. To do this, you can either use bookmarks or set references.

### Using bookmarks

Bookmarks are listed in the Navigator and can be accessed directly from there.

To insert a bookmark:

- 1) Select the text you want to bookmark. Click **Insert > Bookmark**.
- 2) On the Insert Bookmark dialog, the larger box lists any previously defined bookmarks. Type a name for the new bookmark in the top box. Click **Insert**.

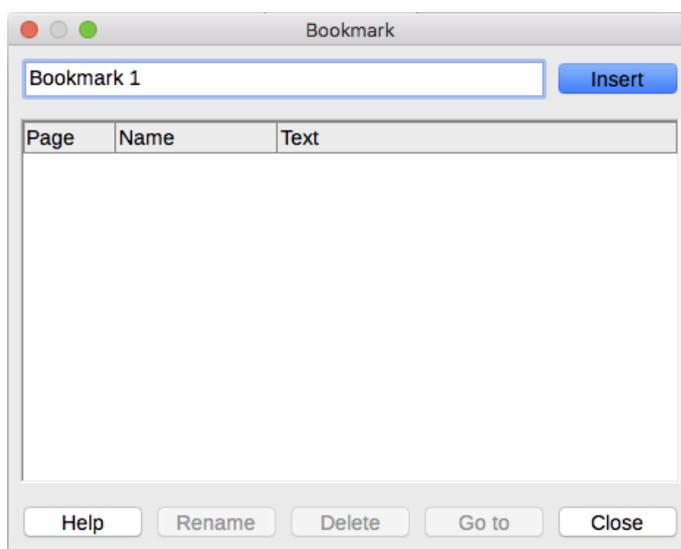


Figure 380: Inserting a bookmark

### Setting references

When you set references, be sure to select the entire text you want to use as the reference, such as a heading or figure number. Keep a list of your names for the reference fields, and be sure each name is unique. One way to keep track of this information is to save it in a separate file.

The field names are case-sensitive. You can check the field name by holding the cursor over the referenced item. In our example (Figure 381), the heading has the field name *word count*.