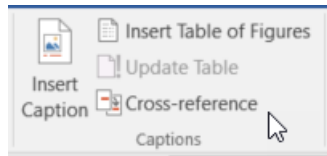


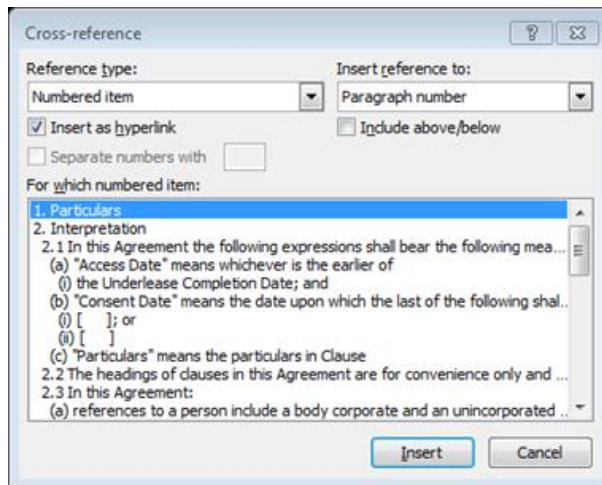
## Application: Word – Insert Cross references

When working with large Word documents you may need to refer to other clauses, footnotes, endnotes or headings. Using cross references to do that means that you can easily update them if the reference changes.

1. Place your cursor where you want to insert the reference, go to the **References** tab, and select **Cross-reference** from the **Captions** group.



2. From the **Reference type:** drop-down, select whether you want to refer to a numbered item, bookmark, footer etc.
3. From the **Insert reference to:** drop-down, select whether you want to display the page number, paragraph number, etc., where the item can be found.



4. In the panel under **For which numbered item:**, select the item you want to reference and click **Insert**.

**Tip:** Under the **Insert reference to:** drop-down you can choose **Paragraph Number (no context)** or **Paragraph Number (full context)**. The difference is, no context would just refer to **(a)** but full context would refer to the full location of the item, e.g., **2.1 (a)**.

- To update all the cross references in your document either press **Ctrl+A** to select the entire document and then press **F9** to update all the fields.

**Tip:** From the **File** ribbon go to **Options > Advanced** and mark **Field Shading** to **Always** so that it is easy to see which numbers are already cross-referenced.

