

CROSS-REFERENCE

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Click on the blue, underlined text to go to its linked reference.



Wouldn't it be nice if you could create a document with a table of contents which automatically linked to key paragraphs even if you moved them at some later time?

That can be done easily in WP by using Cross-Reference. This article describes how to use it.

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OUTLINE DOCUMENT

Before you begin typing your document, outline the key points you want to make. Those key points become your “topic headers.”

While you can insert or add new items to the paper, it eases the development of the paper and the initial creation of the Table of Contents if you begin with an outline.

NOTES ON TABLE OF CONTENTS

1. The Table, above, is a text box (Insert > Text Box).
2. At the end of the odd-numbered items, I used the F7 key to create a “Hard Flush Right”.
3. At the end of the even-numbered items, I held the Alt key and touched F7 to get the “...” effect.
4. I modified the border by RIGHT-clicking on the border & selecting a different style.

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CREATE A CROSS-REFERENCE

A cross-reference refers a reader to other pages, figures, and notes. When page numbers, figure numbers, and endnote and footnote numbers change as you edit a document, the references are updated when you regenerate the document.

Cross-references are made up of two components:

- **Target** — the item or text *to which* you refer
- **Reference** — the item *from which* you refer

You can update cross-references after you make changes by regenerating the document. You can cross-reference a single target with more than one reference type (for example, "See page 23, figure 2") and cross-reference one or more targets with the same reference type (for example, "See pages 10, 24, 29").

Both the target and the reference *must* be marked before they can be generated as cross-references.

MENUBARS

Before you create cross-references, your MenuBars appear as they normally do (**Figure 1**). Your MenuBars will look different than mine.

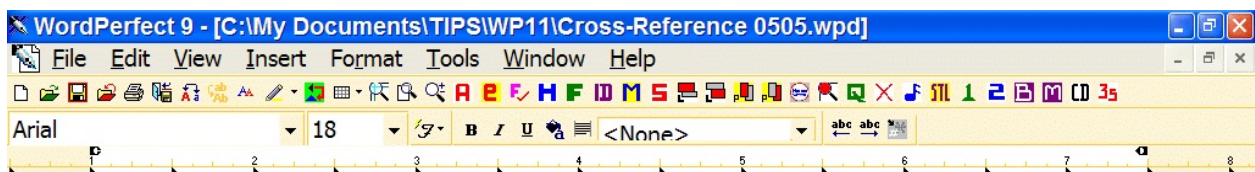


Figure 1

NOTE: In WordPerfect 11 and X3, you can RIGHT-click on a MenuBar, left-click on Settings, left-click on "Options" button, and increase the size of your buttons.

After you create your first cross-reference, your MenuBar adds the Cross-Reference MenuBar as a bottom row of buttons (Figure 2).

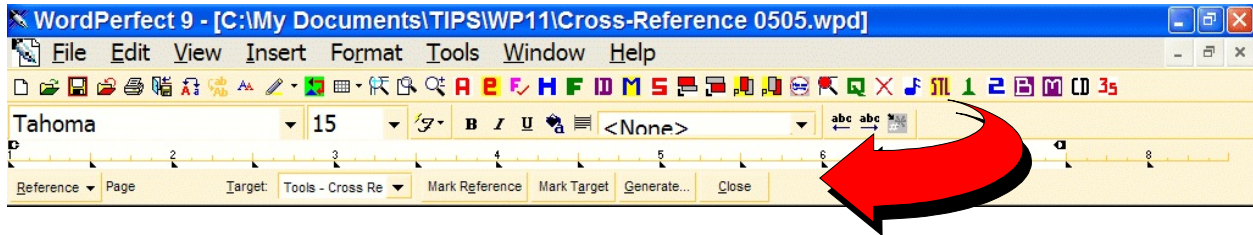


Figure 2

Creating cross-references involves two steps:

- ❶ Mark the reference and target with the same target name for information.
- ❷ When all the references and targets are marked, generate the cross-references.

MARK A REFERENCE

- ❶ Position the cursor where a reference will be.
- ❷ Select Tools > Reference > Cross Reference (Figure 3).
- ❸ Do one of these:
 - ✓ Type a name for a reference and click on “Mark Reference.”
 - ✓ IF a name already is listed in the “Target” pane; *but*, it is not the one you want, left-click, hold, and drag to cover the existing name and, then, type a new name and click on “Mark Reference.”
 - ✓ Select the desired target from the Target box, then click on “Mark Reference.”
- ❹ A question mark (?) appears where you have marked the reference.

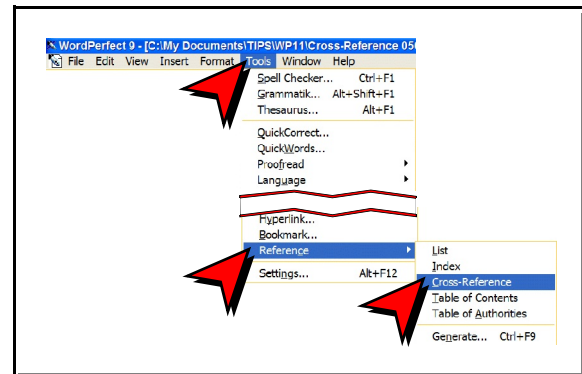


Figure 3

➤ To cross-reference a single target with more than one reference type: Mark a separate reference for each reference type, then mark only one reference for all the references.

➤ To cross-reference one or more targets with the same reference type: Mark the reference once, then mark each target separately using the same name.

⑥ When you generate, each target is separated by a comma and a space.

MARK A TARGET

You have to mark targets and references for a cross-reference. To mark a target for a cross-reference

1. Position the cursor where you want the cross-reference text, then type any introductory text, such as “See page “ or “See figure.”
2. Click Tools > Reference > Cross-Reference.
3. Choose a reference type from the Reference list to indicate the document item you are referencing. For example, if you are referencing a graphics box, specify Caption Number.
4. Type an identifying name for the cross-reference in the Target box, then click the Mark Target button.
5. Position the cursor immediately after the target item, then click “Mark Target.”

NOTE: You do not always need to click to the immediate right of the target. For example, if you are sending readers to a certain page, click within the text on the page that you want them to find, so that the reference will be correct if the text moves to a different page. If your target is a counter that displays and increments automatically, click before the counter when you mark it.

TIPS:

1. Once you have created target names, you can reuse them by selecting them from the Target list.
2. You can generate your cross-references again whenever you edit your document.

GENERATING CROSS-REFERENCE

After you have marked targets and references, you can generate the cross-reference. To generate a cross-reference:

1. Click the Generate button, after you have marked all the targets and references you want.
2. Enable one of these check boxes:
 - ✓ “Save Subdocuments” lets you save changes to subdocuments when the document is generated
 - ✓ “Build Hypertext Links” lets you hyperlink the entries with related sections in the document when the document is generated

NOTE: If you build hypertext links when you generate cross-references, you can click the reference number to jump to the target.
