Cross-Reference

- In this tutorial, you will learn how to cross-reference within your Microsoft Word 2010 document.
- The CROSS-REFERENCE button may be used to create a cross-reference. This is particularly useful when you have many tables and figures within your document and would like the reader to be able to more easily locate information.

Locating the Cross-Reference Button

To locate the CROSS-REFERENCE button, click the REFERENCES tab. The CROSS-REFERENCE button can be found on the CAPTIONS group.

Clicking the CROSS-REFERENCES button will open the UPDATE TABLE OF FIGURES dialog box, which includes options such as Update page numbers only and Update entire table.
Create a Cross-Reference

**Step 1:** Open your Microsoft Word document and position the cursor in the area in which you would like to add a Cross-reference. In this example, we will assume you would like create a Cross-reference on the last page of the document.

![Cursor on last page]

**Step 2:** Click the REFERENCES tab to display the groups and buttons on the tab. Then locate the CROSS-REFERENCE button in the CAPTIONS group.

![Cross-reference button]

**Step 3:** Click the CROSS-REFERENCE button to open the Cross-reference dialog box. Then click the REFERENCE TYPE list arrow.
Step 4: Select the **REFERENCE TYPE** on the list. In this case, select **FIGURE** on the Reference type list.

Step 5: Locate the **FOR WHICH CAPTION** section and select the desired option. In this case, select the first caption option on the list.
Step 6: Click the INSERT button to insert the selected reference into the document.

Step 7: Repeat the steps above to insert additional references into the document. Then click the CLOSE button to close the dialog box.
Finish: By following the steps above, you can insert a Cross-Reference into your document.