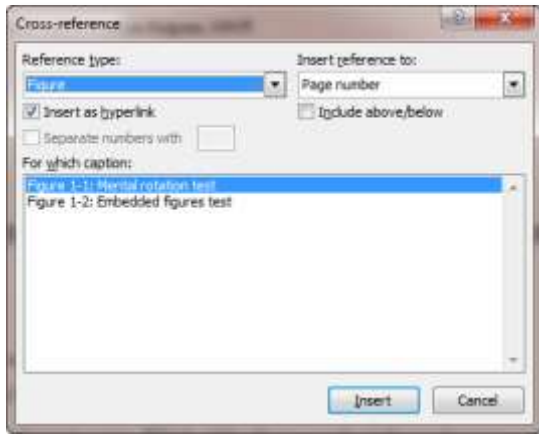


## Task 4.8 Creating cross-references

You can create a cross-reference to a range of item types, including numbered lists, headings, bookmarks, footnotes, endnotes, equations, figures and tables, by using the **Cross-reference** dialog box.



Note that reference type items must have been created using one of Word's functions, such as styles, numbering or captions, not simply have been formatted manually or typed in.

### Try this...

1. On page **6**, locate the heading ***Spatial ability tests*** and click after the end of the first sentence in the paragraph that follows.
2. Press the spacebar, type **See** then press the spacebar again.
3. Click on the **References** tab and in the **Captions** group, click on **Cross-reference** to display the **Cross-reference** dialog box.
4. At **Reference type**, select **Figure**, and in **For which caption**, click on **Figure 1-2: Embedded figures test**.
5. At **Insert reference to**, select **Only label and number**.
6. Ensure **Insert as hyperlink** is selected and click **[Insert]**. Leave the dialog box open.

*The figure label (Figure 1-2) appears in the text. This is a field, and will display highlighted in grey when you click on it.*

7. In the text, click after the figure number, press the spacebar and type **on page**, then press the spacebar again.
8. Ensure **Reference type** is **Figure**, and that **For which caption** is **Figure 1-2: Embedded figures test**.
9. In **Insert reference to**, select **Page number** and click **[Insert]**.
10. Click **[Close]** to finish.
11. Enter a full stop to complete the sentence, and press the spacebar.
12. Hold down **Ctrl** and click on either the figure label or the page number to jump to the location of the figure.