

18. Repeat steps **8** to **10** to insert the file **chapter3.docx**.
19. Scroll up and click in the heading for **Chapter 3**.
20. Double-click on the footer for **Chapter 3** to put it into edit mode and click **Link to Previous** in the **Navigation** group.
21. Change the text at the left margin to **Chapter 3 Oestrous cycle stage**.
22. Double-click in the body of the document to close the footer.
23. Press **Ctrl** and **End** to move to the end of the document and examine the caption for the figure at the bottom of the page.

The caption numbering is incorrect – the chapter number has not updated automatically.

24. Click on the **Home** tab, and in the **Editing** group, click **Select**, then choose **Select All** to select the entire document.

*Although you can update fields individually, selecting the entire document ensures that **all** references will be updated.*

25. Press **F9**.

The caption now displays the chapter number as well as the figure number.