How to…
Cross Reference in Word

A cross reference to another text or part of a text in word allows you to make clear links between information and to signpost readers to relevant areas of text. This is particularly useful in large documents.

1) Open the word document you want to add cross reference. Go to the ‘view’ tab and click to show the ‘navigation pane’. This will then show on the left hand side of the screen and show the headings within the word document.

2) Find the text that you want to add a cross-reference to and highlight the text.

Section Two: PASS in Relation to University of Suffolk Objectives

University of Suffolk: Our Vision

The University of Suffolk is an innovative, self-critical and student-centred academic community. Our vision over the next five years is to develop a broader base, be of higher academic standing, with a larger student population drawing from the region, nationally and internationally. The University will be underpinned by an embedded scholarly base, with nationally and internationally recognised research in targeted areas. Our role as a community impact university will be having a clear, measurable and positive impact on the economic, cultural and educational lives of the communities we serve.

(University of Suffolk, 2018b)

3) With the text selected go to the ‘references’ tab and select ‘cross-reference’.
4) This will open the 'cross-reference' pop-up box. It is from here that you can add the cross reference.
5) The first choice you need to make is the ‘reference type’, click on the drop down menu to explore your options.

6) In this instance we will select the ‘headings’ option. Once you make this choice the bottom box will become populated with options, these are all of the headings that exist in the document ordered in numerical order and indented to show which type of heading they are; 1, 2, 3.
7) To make the cross reference interactive, ensure that the ‘insert as hyperlink’ box is ticked. This will allow the reader to click the link and be automatically directed to the cross reference.

8) To make the cross reference select the heading that you want to connect the highlighted text to. You may find it useful to use the navigation bar to search the document and to check you have selected the correct heading.
9) Once you are sure that you have selected the correct heading check the type of information that you will be inserting by viewing the ‘insert reference to’ drop down menu.

10) Here I have inserted ‘heading text’; the text now appears in the document. This will work as a hyperlink, as we have ticked the ‘insert as hyperlink’ box.

11) However, if the document is going to be viewed as a paper version you may want to also add page numbers. To do this go back to the ‘insert reference to’ drop down menu and select ‘page number’. Ensure that the ‘include above/below’ box is ticked to add the prefix of ‘on page’. Without ticking this box only the number will appear.
12) You can add anything else from the 'insert reference to' drop down menu as you feel fit in the same way. Once you have finished click 'close'.

13) To increase readability of the added cross reference you may wish to put the information into parentheses.

Section Two: PASS in Relation to University of Suffolk Objectives

University of Suffolk: Our Vision (Background and Introduction, on page 3)

“The University of Suffolk is a cohesive, self-critical and student-centred academic community. Our vision over the next five years is to develop a broader base, be of higher academic standing, with a larger student population drawing from the region, nationally and internationally. The University will be underpinned by an embedded scholarly base, with nationally and internationally recognised research in targeted areas. Our role as a community impact university will be having a clear, measurable and positive impact on the economic, cultural and educational lives of the communities we serve.”

(University of Suffolk, 2018b)

14) To check that the hyperlink has worked hoover over the text and notice that instructions appear, which will allow you to follow the link to the cross reference.
15) If you move any of your cross-references, right click on the inserted information; heading, page number, and select ‘update field. Word will not automatically update this information for you!