KB CommEntary

Reference Reverence

Happy summer! In our never-ending quest to make documents easier to use, we thought it was time to broach the subject of cross-references within a document. Cross-references are a wonderful thing; they work like links on a web page. Isn't it helpful to click the link and see what all the excitement is about? This issue of *KB CommEntary* will pique your interest in the use of cross-references in a Microsoft Word document.

What's Up at KB COMM?

At KB COMM, we provide mission-critical communication and learning services to clients in a variety of industries. Thanks to our established and new clients for keeping us busy. Recent and ongoing projects include:

- Writing technical documentation for an engineering services company
- Writing and editing numerous information products for a healthcare diagnostics manufacturer, including communications to employees from the CEO and executive leadership team, customer presentations and letters, product marketing brochures and data sheets, and training materials
- Formatting and revising periodically reviewed manufacturing standard operating procedures and work instructions for a pharmaceutical company
- Writing manufacturing reports for a pharmaceutical company
- Drafting CMC modules for electronic submission to health authorities on behalf of a pharmaceutical company
- Reviewing and editing for consistency and accuracy response documents and associated modules for electronic submission to health authorities on behalf of pharmaceutical companies

KB COMM LLC is a certified Women's Business Enterprise. We are officially qualified to participate in corporations' woman- and minority-owned vendor programs.

Please keep us in mind for your communication or training projects.

Tips and Tales

References, Please

Did you know that when you use some of Word's built-in heading styles and codes, you can link those styles and codes to somewhere else in your document? Let's say your document has several section headings, such as *Executive Summary, Introduction, Important Stuff,* and *Conclusions.* You want to refer to the *Important Stuff* section in the *Conclusions* section, so you type "see Important Stuff."

Now let's say your manager tells you to rename *Important Stuff* to *Critical Information.* You have to change the text in the *Conclusions* section. Not a big deal in this example, but what if you referred to it several times? You would have to make sure you catch every instance. If, however, you used one of Word's heading styles for "Important Stuff" and inserted cross-references in *Conclusions*, you can just change the section title to "Critical Information" and refresh the document. All cross-references will automatically update to the new wording.

In addition to Word's heading styles, you can also use References/Cross-References with footnotes and endnotes, table and figure captions, numbered items, and bookmarks. All will automatically update when you refresh the document.

We find this feature especially handy for tables and figures. Let's say your document has 13 tables, which you manually numbered, and you need to add a new table between Tables 3 and 4. You will have the unenviable task of renumbering Tables 4 through 14 and fixing any text that referred to the table numbers. But if you inserted table captions when you created your tables, the table numbers in the captions and any cross-references to them will automatically update each time you refresh the document.

It's easy! It's fun! Here's how:

1. Put your cursor above your table and click References > Insert Caption.
2. Select Table from the Label drop-down list.
3. Click OK.

You can move the table caption if it needs to be part of the table (rather than above it).

Now for the fancy part. To link text in your document to the table, click where you want the link and select Insert > Cross-Reference. Select *Table* from the *Reference Type* dropdown list and select the way you want the reference to display from the *Insert Reference To* dropdown list.

If you've added or updated cross-references, captions, or bookmarks, you can refresh Word to automatically update and renumber everything. To do this, press Control+A (to select the entire document) and then press the F9 key.

That's it! Let Word do some of the work so you can go outside and play. Remember your sunscreen!

And please remember, *when it has to be right*, KB COMM is here to help.

Sincerely,

Kathy

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KB COMM

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