

References - Tips, Tricks, and Answers

References

Word includes a few tools for creating references in your documents, which are extremely useful for scholarly or technical works. You can insert footnotes, endnotes, cross-references, captions, and more. Explore the articles in each topic to learn how to use references in your Word documents effectively.

Tips, Tricks, and Answers

The following articles are available for the 'References' topic. Click the article's title (shown in **bold**) to see the associated article.

[Controlling the Format of Cross-References](#)

When you use fields to add cross-references to tables or figures, Word normally takes care of formatting the words used in the cross-reference. Here's a couple of ways that you can exercise tighter control over the way the cross-references appear.

[Referencing a Page Number In Another Document](#)

Page references are a common element of many documents. If you need to have a page reference to a page in a different document, then you may be at a loss as to how to create it. Here's how.

[Setting Defaults in the Cross-reference Dialog Box](#)

Some types of documents rely on cross-references quite a bit. Setting up the Cross-reference dialog box the first time in each Word session can be bothersome after a while. This tip explains how you can bypass the dialog-box altogether and simply input the fields on which cross-references are based.