

Inserting an internal cross-reference



pp. 193–195

In this exercise, you'll add the following sentence to the styles.fm file:

For information about importing paragraph formats, see "Importing paragraph styles."

The reference to the "Importing paragraph styles" heading will be a cross-reference.



insref

To insert the cross-reference, complete the following steps:

- 1 At the end of styles.fm, type the following text:

For information about importing paragraph formats, see

NOTE: You can leave this line formatted as is with the bullet paragraph tag or apply the body paragraph tag.

- 2 Type a space at the end of the phrase and position your cursor after the space.
- 3 Select **Special > Cross-Reference**. The Cross-Reference dialog box is displayed (Figure 15).

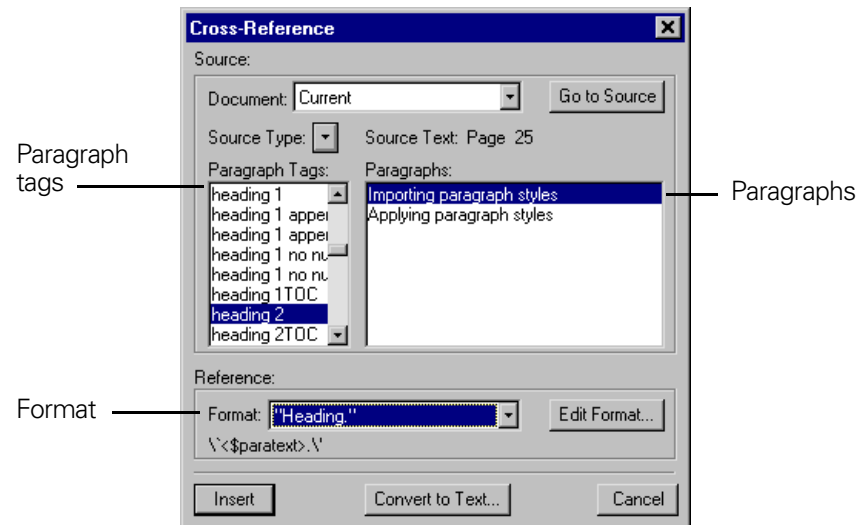


Figure 15: Cross-Reference dialog box

- 4 From the Paragraph Tags list, select **heading 2**. The paragraphs that are assigned the heading 2 format are displayed in the Paragraphs list.
- 5 From the Paragraphs list, select **Importing paragraph styles**.

- 6** From the Format drop-down list, select **“Heading.”** Be sure to select the format that includes a period before the closing quotation mark.
- 7** Select the **Insert** button. The Cross-Reference dialog box closes, and the cross-reference is inserted into the text.
- 8** Save the file.

