**Inserting a Cross-Reference to Text**

Word allows you to insert the text of cross-references in the following manner:

1. Select the text you want to be cross-referenced.
2. Assign this text a bookmark name.
3. Position the insertion point where you want the cross-reference to appear.
4. Press **Ctrl+F9** to insert field brackets. Make sure the insertion point stays between the brackets.
5. Type **ref** followed by the name of the bookmark used in step 2.
6. Press **F9** to update the field information. Word replaces the field with the text to which the bookmark was assigned.