

How to Cross-Reference Tables and Figures

Important Note: These steps only work with existing tables and figures that have titles or captions created with [Word's caption tool](#).

1. Place your cursor where you want to insert the cross-reference.



Figure 1. Cursor placed for cross-reference

2. Select the **References** tab in the ribbon.

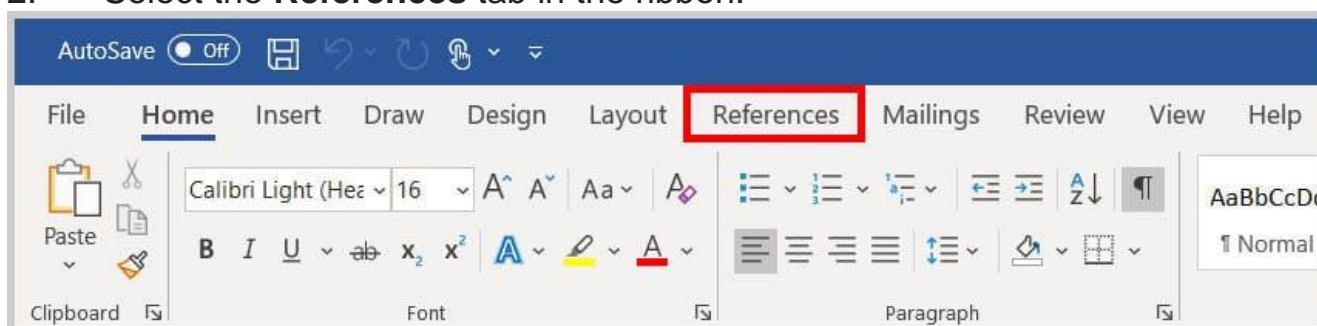


Figure 2. References tab

3. Select **Cross-reference** in the Captions group.

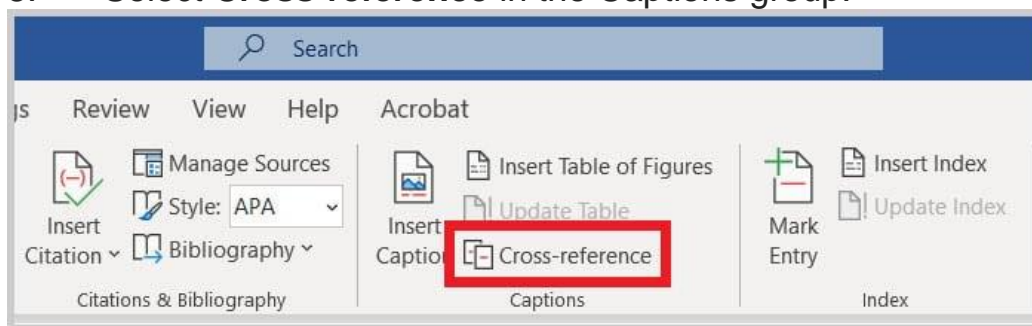


Figure 3. Cross-reference button

Pro Tip: The Cross-reference option is also available in the Insert tab.

4. Select **Figure** or **Table** from the *Reference type* menu in the Cross-reference dialog box.

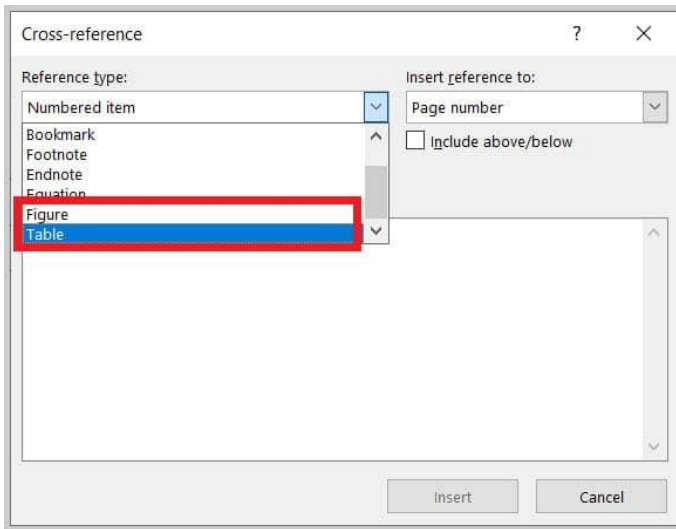


Figure 4. “Reference type” menu

5. Select an option from the *Insert reference to* menu:

- **Entire caption** (This option includes the figure caption or table title with the label and number.)
- **Only label and number** (e.g., Table 10)
- **Only caption text** (This option includes the figure caption or table title without the label and number.)
- **Page number**
- **Above/below** (This option inserts the word “above” or “below” with no additional text related to your table or figure.)

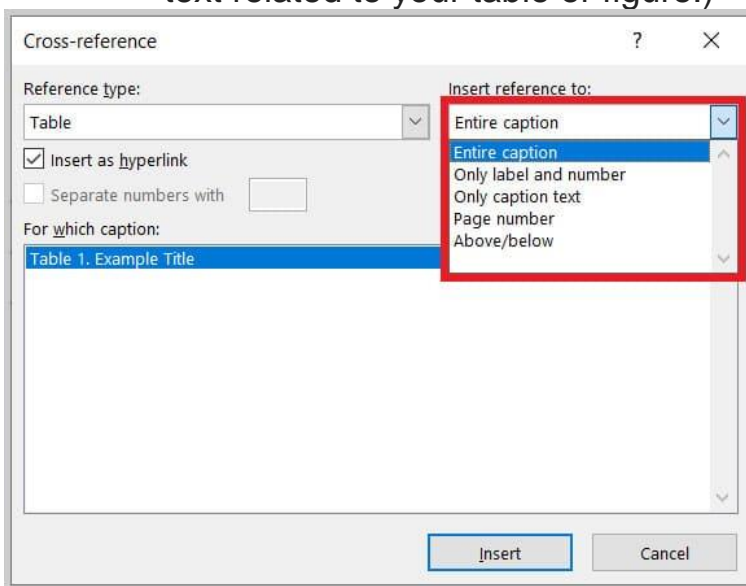


Figure 5. “Insert reference to” menu

6. Select **Insert as hyperlink** if you want to give your readers the ability to select the cross-reference and move to the table or figure.

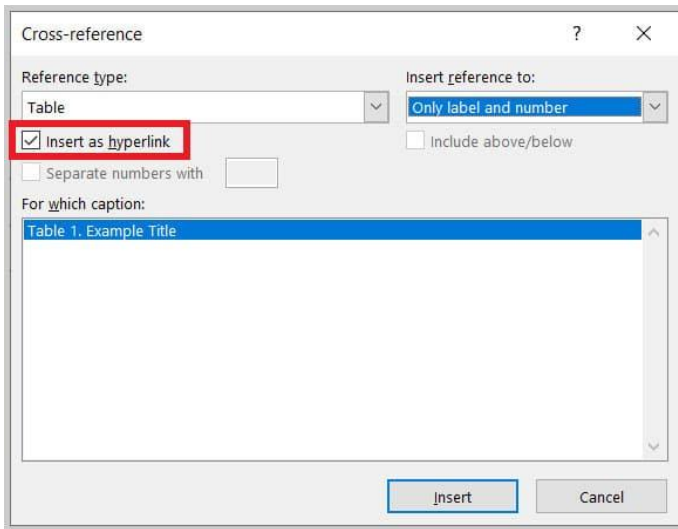


Figure 6. “Insert as hyperlink” option

7. Select the table or figure you want to cross-reference from the *For which caption* menu.

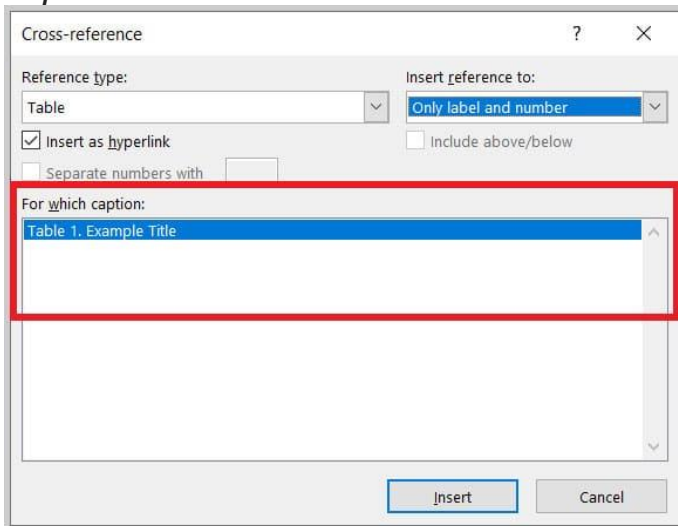


Figure 7. “For which caption” menu

8. Select the **Insert** button.

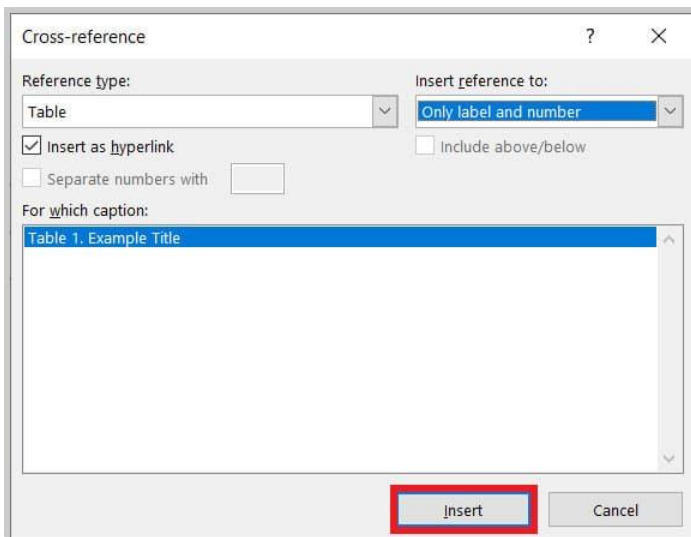


Figure 8. Insert button

Pro Tip: You can move your cursor and insert additional cross-references while the Cross-reference dialog box is open.

Your cross-reference will be inserted into your text immediately.

Please see Table 1

Figure 9. Cross-reference example

9. Select the **Close** button to close the Cross-reference dialog box.

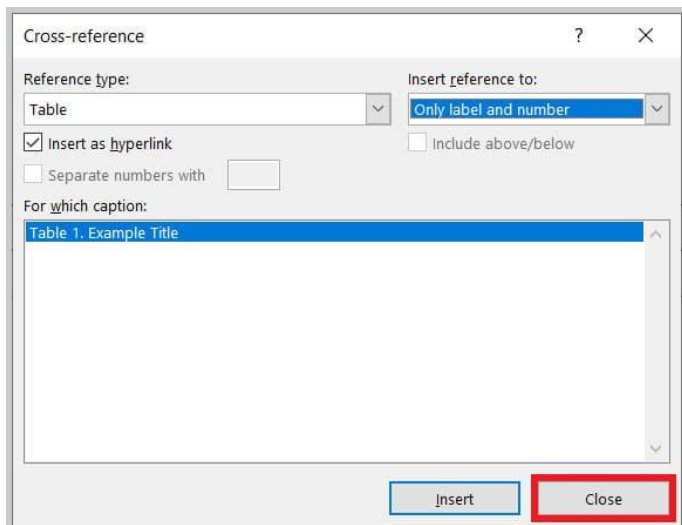


Figure 10. Close button

Cross-references don't update automatically as you add or delete tables or figures. So, in the next section, we'll look at how to update them simultaneously in just five steps.

How to Update Cross-References to Tables and Figures

If you need help updating table or figure numbers, please see [“How to Update Table and Figure Numbers in Microsoft Word.”](#)

1. Select one of the cross-references in your text.

Please see Table 1 for more information.

cross-reference

Figure 11. Selected

2. Select the **Home** tab in the ribbon.

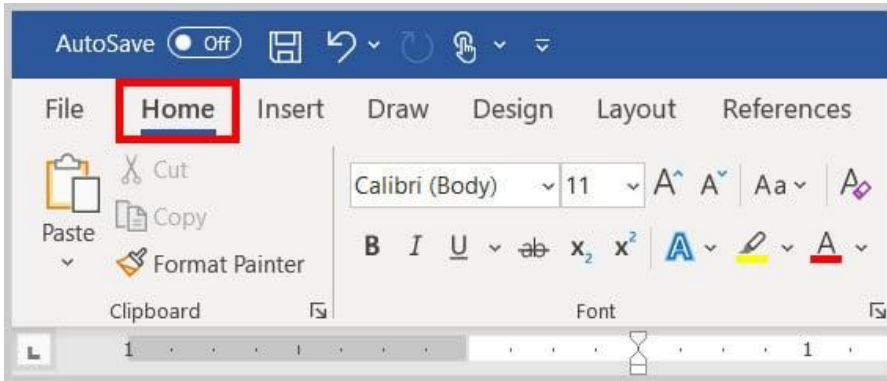


Figure 12. Home tab

3. Select **Select** in the Editing group.

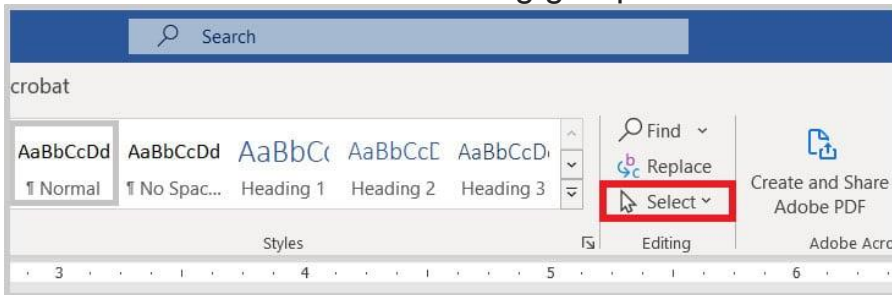


Figure 13. Select button

4. Select **Select Text with Similar Formatting** from the menu.

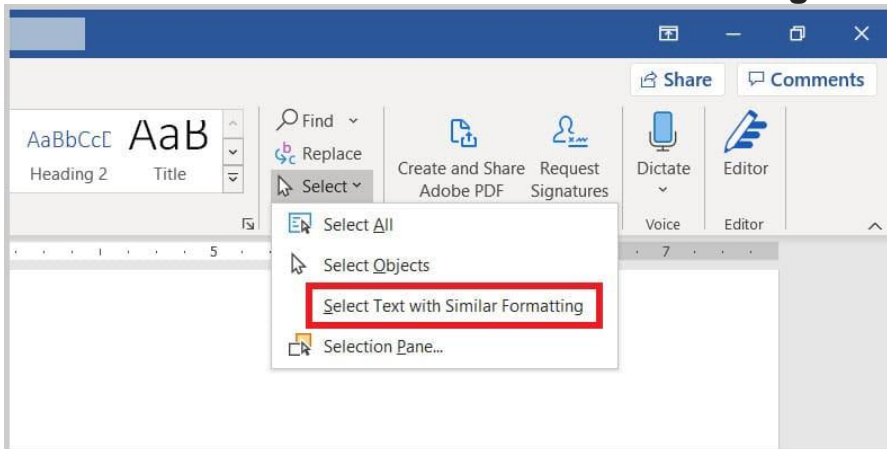


Figure 14. Select Text with Similar

Formatting option

All your cross-references should now be selected.

5. Right-click one of the cross-references and select **Update Field** from the shortcut menu.

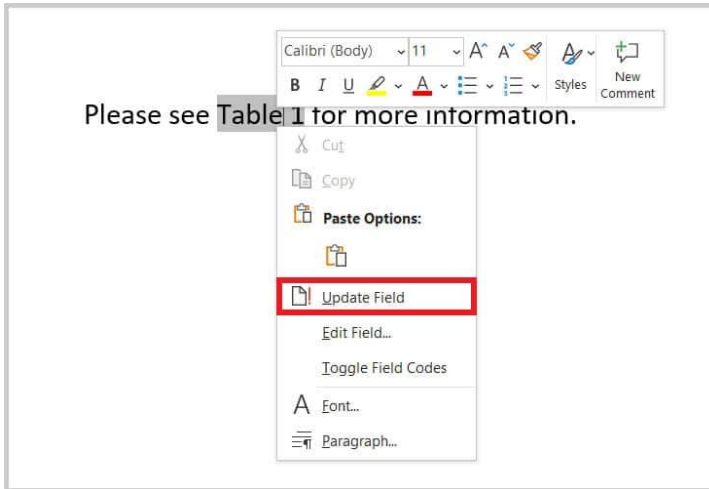


Figure 15. Update Field option

Your cross-references should update immediately.

Pro Tip: If you don't want to update all your cross-references, you can select an individual one, right-click, and then select Update Field from the shortcut menu, as shown in figure 15.