

# Sample Autotext for Conditional Cross-References

(LabeledXrefsAutotext.dot)

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## Overview

The Sample Autotext Template (LabeledXrefsAutotext.dot) stores autotext used for structured cross-references in the Sample Document (LabeledXrefsSample.doc), and the autotext in the Sample Document relies on this template. (Only the autotext versions of the conditional cross-reference fields rely upon this template.)

The following autotext is stored in this template:

- Labels, punctuation, and delimiters for the conditional cross-reference fields
- Copies of all the prototype conditional cross-reference fields, as a convenient way to insert them. See the Sample Document for instructions.

Also, the boilerplate text in this template provides the content of the autotext entries (which was used to create the autotext), in case you want to use this text to change the autotext entries. (The boilerplate text in the template can be used as a saved “copy” of the default autotext entries in case the autotext entries in the template are changed from the Sample Document or other document.)

The naming convention for the autotext entries is as follows:

- **xr** Prefix: All the autotext entries use this prefix to identify them as Cross-Reference autotext.
- **xrLabel\_** Prefix: Identifies autotext entries for the cross-reference labels (e.g., Chapter, Section, Topic) and supporting text (including any internal cross-reference delimiters or punctuation).
- **xrHnum\_** Prefix: Identifies autotext entries for heading number punctuation.
- **xr#LblFields\_** Prefix (where # represents 3, 4, or 5): Identifies convenience autotext entries containing the conditional cross-reference fields for the 3-, 4-, or 5-label solutions.

**Note:** Autotext **names** can have a maximum length of 32 characters. For a good source of helpful information on autotext (and building blocks), see <http://word.mvps.org/Faqs/Customization/AutoText.htm>.

See ***Character Styles Applied to the Cross-Reference*** for the styles that are applied to the supporting text and fields.

## **To Change the Autotext**

To change a label globally, change the text value and/or formatting and save it as an autotext entry using the specified name. This saves it in the template. Any document using the template will then rely on that autotext value for any cross-reference fields that use autotext.

(The text value can be entered, changed, and saved from any paragraph style; it does not have to be done from within the table. The paragraph style determines the category it is placed in the autotext menu list. The autotext entries for labels in this document/template were created using a paragraph style named InternalVariable, because they are not intended to be inserted based on the paragraph style name.)

When you save an autotext value, pay attention to any leading or trailing spaces that you include. Also, pay attention to any character styles that are applied to the text. You may or may not want them. Make sure to exclude any paragraph or table cell markers from the autotext though, as these are definitely undesirable.

## **Autotext for Cross-Reference Supporting Text**

The tables in this section show the cross-reference supporting text that is stored in autotext entries in the attached template.

### **Labels**

In the following table, the Test Field column shows how the result will appear in the conditional cross-references that use autotext fields. The square brackets in the Test Field column are used as visual delimiters to show what is included, mainly to show the existence of any leading or trailing spaces. These autotext fields are used in the conditional cross-reference fields for the solutions that use autotext. Levels 0-2 appear in all solutions (for 3-, 4- and 5-labels). Level 3 only appears in the 4- and 5-label solutions. Level 4 only appears in the 5-label solution.

**Table 1—Autotext Labels Stored in Template**

Level	Name	Text Value	Test Field
0*	xrLabel_0Topic	<i>Topic:</i>	[ <i>Topic:</i> ]
1	xrLabel_1Chapter	<i>Chapter:</i>	[ <i>Chapter:</i> ]
2	xrLabel_2Section	<i>Section:</i>	[ <i>Section:</i> ]
3	xrLabel_3SubSection	<i>SubSection:</i>	[ <i>SubSection:</i> ]
4	xrLabel_4Sub-SubSection	<i>Sub-SubSection:</i>	[ <i>Sub-SubSection:</i> ]
*Level 0 (no heading number) applies to Heading levels x-9, because the Topic label applies to any non-numbered heading (which may be Headings 3-9, 5-9, or any other variation).			

## Punctuation and Delimiters

The Heading Number Delimiter appears between the heading number and the heading text that are output. It is currently set to use a period and two non-breaking spaces.

**Table 2—Autotext Heading Number Delimiter Stored in Template**

Level	Name	Text Value	Test Field
NA	xrHnum_Delimiter	.	[. ]

## Autotext of Prototypes of Conditional Cross-Reference Fields

These prototype fields can be copied from below and used as needed. They are saved in autotext as a convenient way to insert them. (The autotext preview may show an “Error!” but this has no effect on their functioning.)

The field results all look the same for the moment because they all point to the same heading bookmark (see [Placeholder Bookmark for Cross-Reference Fields](#)). They all show the same label (Topic) because the cross-reference is to a non-numbered heading.

Three customization levels are provided for each solution (Plain, Formatted, and Formatted plus Autotext).

### 3-Label Fields

These fields provide 3 possible label levels (e.g., Chapter, Section, Topic).

**Table 3—3-Label Prototype Cross-Reference Fields**

Labels	Saved in Autotext Name	Cross-Reference Fields	Fields Contain
3	xr3LbIFields_0Plain	Topic: Placeholder Bookmark for Cross-Reference Fields on page 6	No formatting or format switches. No autotext fields.
3	xr3LbIFields_1Fmtd	Topic: <i>Placeholder Bookmark for Cross-Reference Fields</i> on page 6	Format switches and formatting with character styles. No autotext fields.
3	xr3LbIFields_2Fmtd Autotext	Topic: <i>Placeholder Bookmark for Cross-Reference Fields</i> on page 6	Format switches and formatting with character styles. Plus autotext fields.

### 4-Label Fields

These fields provide 4 possible label levels (e.g., Chapter, Section, SubSection, Topic).

**Table 4—4-Label Prototype Cross-Reference Fields**

Labels	Saved in Autotext Name	Cross-Reference Fields	Fields Contain
4	xr4LbIFields_0Plain	Topic: Placeholder Bookmark for Cross-Reference Fields on page 6	No formatting or format switches. No autotext fields.
4	xr4LbIFields_1Fmtd	Topic: <i>Placeholder Bookmark for Cross-Reference Fields</i> on page 6	Format switches and formatting with character styles. No autotext fields.
4	xr4LbIFields_2Fmtd Autotext	Topic: <i>Placeholder Bookmark for Cross-Reference Fields</i> on page 6	Format switches and formatting with character styles. Plus autotext fields.

## 5-Label Fields

These fields provide 5 possible label levels (e.g., Chapter, Section, SubSection, Sub-SubSection, Topic).

**Table 5—5-Label Prototype Cross-Reference Fields**

Labels	Saved in Autotext Name	Cross-Reference Fields	Fields Contain
5	xr5LbIFields_0Plain	Topic: Placeholder Bookmark for Cross-Reference Fields on page 6	No formatting or format switches. No autotext fields.
5	xr5LbIFields_1Fmtd	Topic: <i>Placeholder Bookmark for Cross-Reference Fields</i> on page 6	Format switches and formatting with character styles. No autotext fields.
5	xr5LbIFields_2Fmtd Autotext	Topic: <i>Placeholder Bookmark for Cross-Reference Fields</i> on page 6	Format switches and formatting with character styles. Plus autotext fields.

## Character Styles Applied to the Cross-Reference

The table in this section shows the character styles that are applied to the cross-reference text and fields in the formatted versions of the cross-reference fields. The following character styles are used (in the order they appear in the cross-reference output):

**Table 6—Cross-Reference Character Styles**

Style Name (Description)	Used For
<i>cXrefLabel.</i> (Arial Italic.)	All Labels, including the trailing colon but not the trailing space.
<i>cXrefHnum.</i> (Arial Italic.)	Heading Number output.
<i>cXrefHnumDelimit.</i> (Arial Italic.)	Heading Number Delimiter (period plus 2 non-breaking spaces).
<i><a href="#">cXrefHdgTxtLink.</a></i> (Arial Italic Bold Blue.)	Heading Text output (hyperlinked).
cXrefPgRef. (Default Paragraph Font; “transparent.”)	Page Reference field (plus leading space).

## **Placeholder Bookmark for Cross-Reference Fields**

### **\_Ref252611153**

This internal bookmark name was created by adding a cross-reference to the heading above (Placeholder Bookmark for Cross-Reference Fields). It is used in the sample cross-reference fields in this document/template so that they have something “live” to refer to. The cross-reference fields can be copied without this live cross-reference, but this live cross-reference is included for the sake of appearance in this document.

When you create your own conditional cross-references in a document, you will need to replace this bookmark name with a live one in your own document.

You may want to rename this bookmark name in the prototype fields to make an easier replacement target if you’re going to use them to create live cross-references in your own documents. For example, rename `_Ref252611153` to `_RefXYZ`.