# How to Create a Reference Cell

## Step-by-Step Instructions:

To create a reference cell in a Webi document do the following:

1. Right-click on the cell you want to reference and select **Assign Reference**...
2. Click **Create a new reference for this cell**
3. Enter the reference name in the **Name:** box
4. Click **Ok**
5. Right-click on the cell you want to display the referenced content and select **Edit Formula**...

*The formula Editor window is displayed*
6. In the References folder of the Available Objects pane, double-click on the reference you want to store in this cell to add it to the formula.

7. Click Ok

The referenced value appears in the cell