

Using bookmarks and cross-references in Word

If you are referencing an item in your document, you don't want to have to update the paragraph or page number every time you make changes. By using bookmarks and cross-references, you can include referenced items that update automatically and also allow you to jump to the referenced location.

Using bookmarks

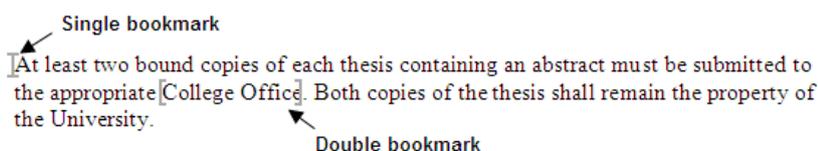
With Word's bookmark feature, you can mark specific locations and chunks of text within a document. Once marked, you can use cross-referencing to create a link to the bookmark location or insert the bookmark text.

Inserting a bookmark

To work with bookmarks, you need to be able to see them, since there is no easy way to prevent them from being accidentally deleted. To turn on the markers, select **Tools – Options**, click the **View** tab and select the option for **Bookmarks** in the **Show** section.

Note: It is possible to prevent bookmark deletion by using continuous section breaks and document protection, but this can be cumbersome to set up.

Word has two types of bookmark: the single bookmark (I-beam) and the double or 'wrapped' bookmark (brackets). Bookmarks do not print.



When you insert a wrapped bookmark, everything between the markers is considered the content of the bookmark.

To insert a single bookmark:

- Click where the bookmark is to go, and choose **Insert – Bookmark**. The **Bookmark** dialog box displays.
- Type in a name and click **Add**. Names can be up to 40 characters and must not contain spaces. If you want to enter a long, descriptive name, use mixed case or an underscore to make it easier to read, for example, *MyFirstBookmark*, or *my_first_bookmark*.

Note: Word creates hidden bookmarks in your document, for example, for tables of contents and captions. If you click the **Hidden** option in the **Bookmark** dialog box, you will see these listed. They always start with an underscore, therefore make sure you do *not* use an underscore at the start of your own bookmark names.

To insert a wrapped bookmark, first select the text, then choose **Insert – Bookmark**.

Moving a bookmark

To move an already defined bookmark to another location:

- Click the new location for the bookmark, or select the text to be the content.
- Choose **Insert – Bookmark**.
- Click on the bookmark name and on **Add**. Word redefines the bookmark to point to the new location.

Deleting a bookmark

To delete a bookmark:

- Choose **Insert – Bookmark**.
- Click on the name in the list of bookmarks then on **Delete**.

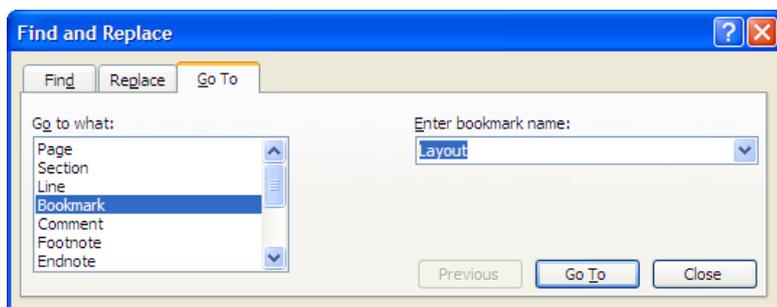
Note: Word sometimes inserts random bookmarks in the format 'OLE_LINK##'. These are created automatically by some cut and paste operations and can safely be deleted.

Locating a specific bookmark

To move to a specific bookmark location in your document:

- Choose **Insert – Bookmark**.
- Click on the name in the list of bookmarks and on **Go To**. If you have a lot of bookmarks, you can sort them first by **Name** or **Location**.

You can also use Word's **Find and Replace** option to navigate to a bookmark. Select **Edit – Go To** (or press **Ctrl G**) to bring up the **Find and Replace** dialog box.

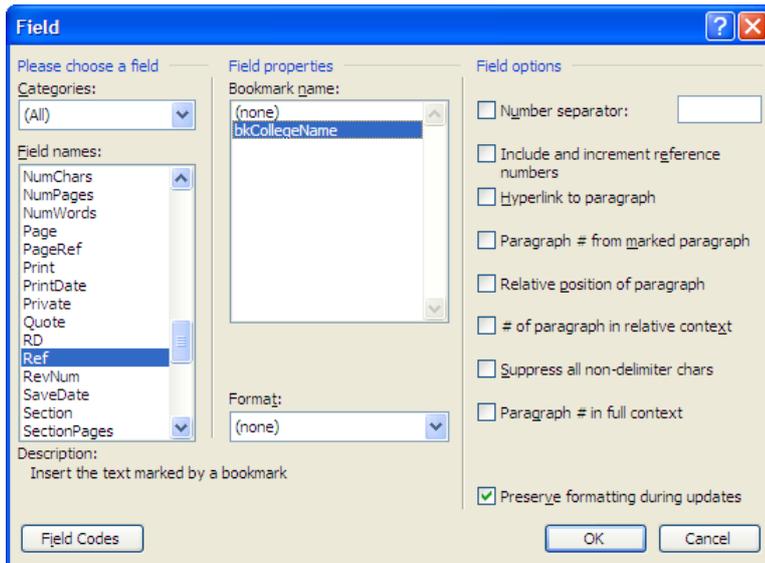


In the **Go to what** list, select **Bookmark**. Click on the down arrow at **Enter bookmark name**, select the bookmark and click **Go To**.

Using bookmarks to repeat information

If you have a 'pro forma' document, such as an invoice or a contract, where information is repeated in several places, you can use a bookmark to mark the master information, then the **Ref** field to duplicate it. When the bookmarked text is changed, the text in the Ref fields will change too.

- Type the text to be repeated, select it and insert a bookmark.
- Move to the location where the information is to be duplicated and choose **Insert – Field** to display the **Field** dialog box.



- ➔ In **Field names**, choose the **Ref** field.
- ➔ In **Bookmark name**, click on your bookmark.
- ➔ Tick **Preserve formatting during updates** and click **OK**.
- ➔ If you want the bookmarked text to appear anywhere else, select your newly created field (it will appear highlighted in grey when you click in it: **College Office**), then copy and paste it.

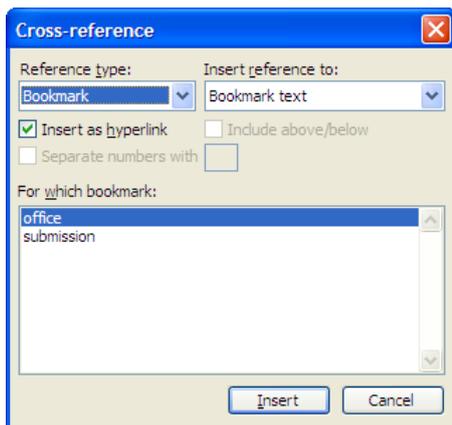
When you change the text in the bookmark, make sure you edit inside the brackets (use **Tools – Options – View** and click **Bookmarks** to see them). Then select **Edit – Select All** (or press **Ctrl A**), and press **F9** to update the text in all the Ref fields.

Inserting cross-references

If you are writing a long document, you may want to include references from one part to another. To avoid having to update pagination, headings or figure numbers, you can use Word's cross-reference feature. Since Word inserts cross-references as hyperlinks, you can also use them to jump to the target.

To add a cross-reference:

- ➔ Type the text introducing the reference, for example, 'for more information see page:'.
- ➔ Choose **Insert – Reference – Cross-reference**.



- ➔ Choose the type of item from the **Reference type** list. The options are:

- Numbered item** Numbered paragraphs, list items.
- Heading** Text formatted with a heading style.
- Bookmark** Text marked as a bookmark.
- Footnote** Footnote references added through the **Insert – Reference – Footnote** command.
- Endnote** Endnote references added through the **Insert – Reference – Footnote** command.
- Figure/Table/Equation** Captions entered through the **Insert – Reference – Caption** command.

- From the **Insert reference to** list, select the information to appear in the cross-reference. The choices depend on your selection of reference type, but will include items such as the text, list or heading number and page number.

Note: An item in **Insert reference to** followed by '(no context)' displays without its relative position in an outline numbered list. For example, a reference to paragraph 1.(a)(iii) displays as '(iii)'. An item referenced as '(full context)' displays as '1.(a)(iii)'.

- If you want readers to be able to jump to the referenced item, make sure **Insert as hyperlink** is selected.
- If you want to include information about the relative position of the referenced item (for example, 'see paragraph 2.1 above'), select **Include above/below**.

Note: If you choose **Page number** in **Insert reference to**, and tick **Include above/below**, Word will insert the text 'on page' automatically.

- In the **For which** box, select the specific item you want to refer to.
- Click **Insert**.
- Click **Close** to finish.

You can include additional details by inserting more cross-reference fields, for example, 'See Figure 3 on page 9'.

Updating cross-references

Cross-references, such as page or caption numbers, do not update automatically when you make changes to your document. To update an individual reference, click on it and press **F9** or right-click and select **Update Field**. To update all references in a document, select **Edit – Select All** (or press **Ctrl A**), then press **F9** or right-click and select **Update Field**.



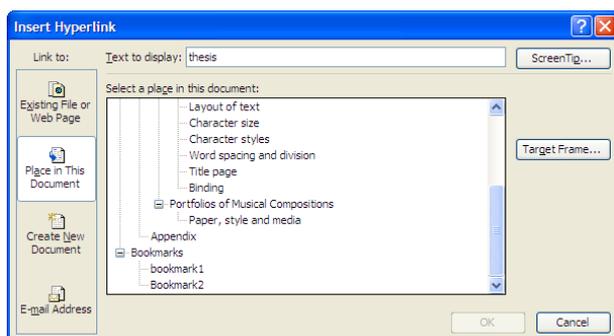
You can set Word to always update cross-references before printing your document. Select **Tools – Options** and click the **Print** tab. In the **Printing options** section, select **Update fields**.

Using hyperlinks

If you want a cross-reference to a bookmark to look like a web link, you can insert a hyperlink rather than a cross-reference. Note that the hyperlink is simply a link – the link text will not be updated if the bookmark text changes.

To insert the hyperlink:

- Select the text and choose **Insert – Hyperlink**.



- Click the **Pages in This Document** icon in the **Link to** panel on the left.
- In **Select a place in this document**, scroll to **Bookmarks**.
- Click on the bookmark name and **OK**.



When you Ctrl click on a hyperlink or a cross-reference to jump, you can use the **Back** button on the **Web** toolbar to return to your original location. Select **View – Toolbars – Web** to see it.
