

MS Word - Bookmarks

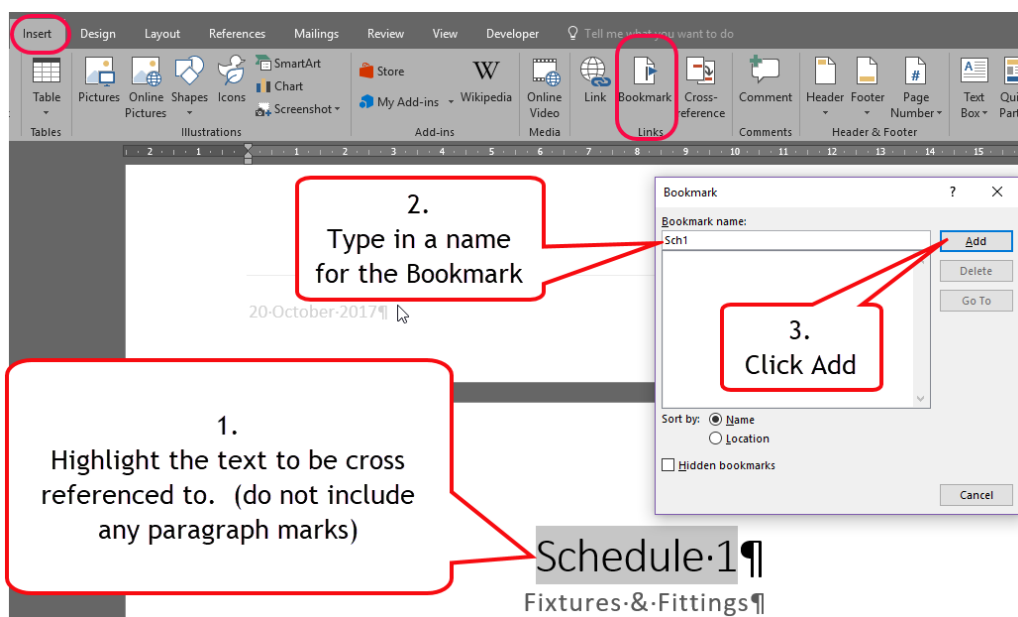
What are Bookmarks

Bookmarks identify specific locations or selections of text that you may want to identify in future. These can also be used as a means of cross reference and/or hyperlinks created.

Create a Bookmark

☞ Highlight the piece of text you wish to create a bookmark for

☞ Click on Insert Tab and select Bookmark



NB: Do not include any paragraph marks as shown above as this will result in the formatting of the bookmarked text inserting wherever you refer to the bookmark.

e.g. inserting a Cross reference to the bookmark in a paragraph with formatting of Font Calibri 11 where the bookmarked text is Arial 14 then when inserted this will reformat the whole paragraph

Manage Bookmarks

View

☞ Select the Insert Tab and Bookmark

☞ The Bookmark window will appear listing all bookmarks currently within the document.

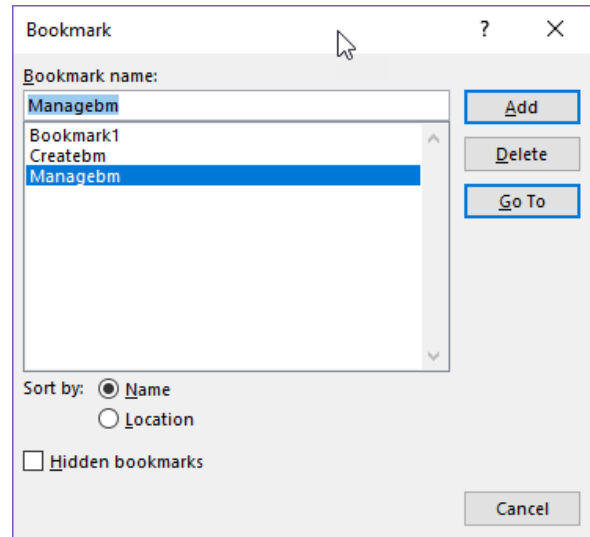
☞ You can use the Go to option to see where this is in the document

☞ You can choose to remove bookmarks by selecting Delete.

When there are many bookmarks you can sort by the most appropriate order:

Name – Alphabetical order

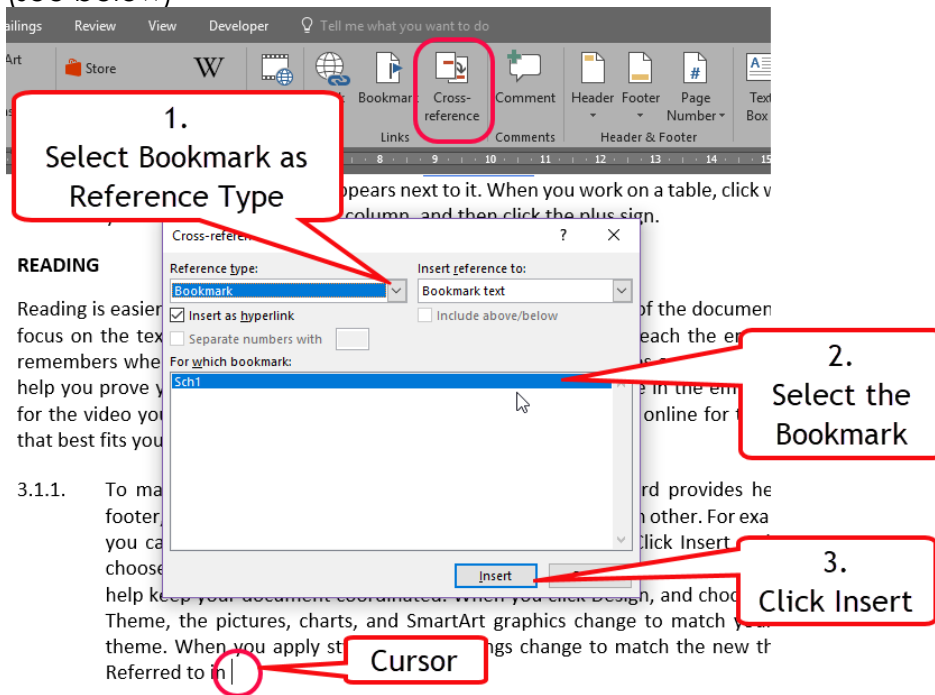
Location – Where they appear in the document in order



Using Bookmarks

Create a Cross Reference

With your cursor in the place where you would like the cross reference inserted. Follow the steps to insert cross reference as before then change what you are cross referencing to (see below)



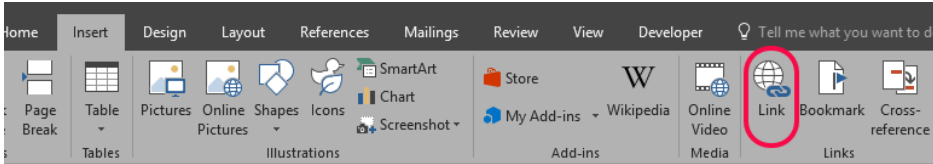
Your Cross Reference is inserted as a piece of text but is hyperlinked as previously stated.

theme. When you apply styles, y
Referred to in **Schedule 1**

Insert a Hyperlink

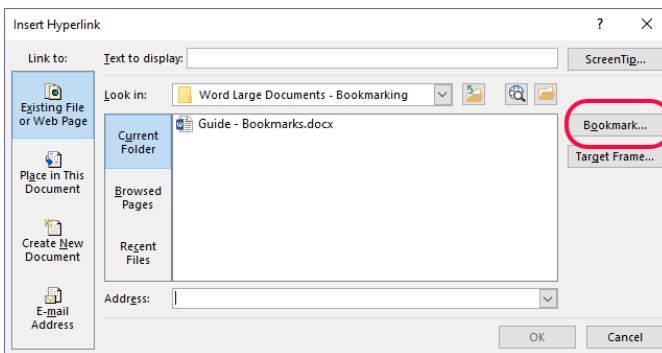
☞ Click where you wish to insert the link to the bookmarked text/location

☞ Click on Insert Tab

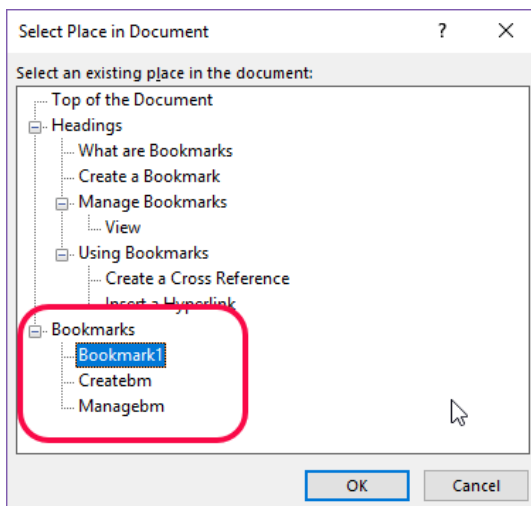


☞ Click Link

☞ Click on Bookmark



This takes you to a further screen to select the bookmark you require. Make your selection and click OK



Amend the text to be displayed if necessary then click OK to insert.