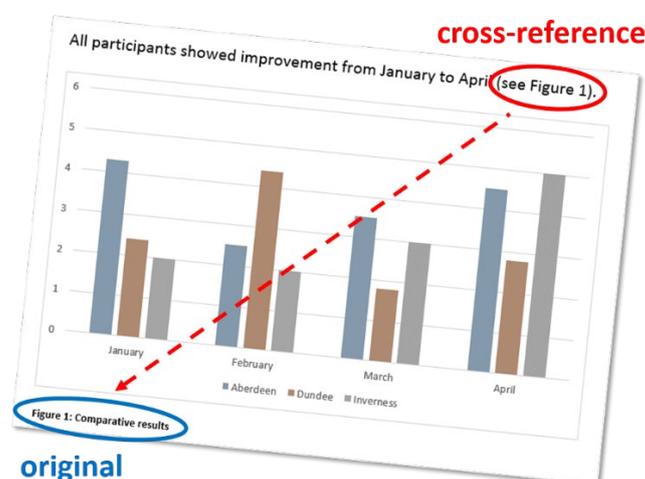


# Working with Long Documents

## “How do I add bookmarks, hyperlinks and cross-references to my Word document?”

You can use Word’s linking tools to point or refer to text and other objects within your document.

- **Bookmarks** flag important parts of your document for future reference. You can create hyperlinks and cross-references within your document that point to bookmarked text.
- **Hyperlinks** are clickable paths to other files, web pages, email addresses, and locations within your document. They are useful if you are producing an electronic version of your document, such as a PDF.
- **Cross-references** refer to text that appears elsewhere in your document, for example a chart captioned “Figure 1” that you want to discuss in your body text. You can use cross-references to refer to numbered items, headings, captions, footnotes, endnotes, and bookmarks.



## Bookmarks

### Add a bookmark:

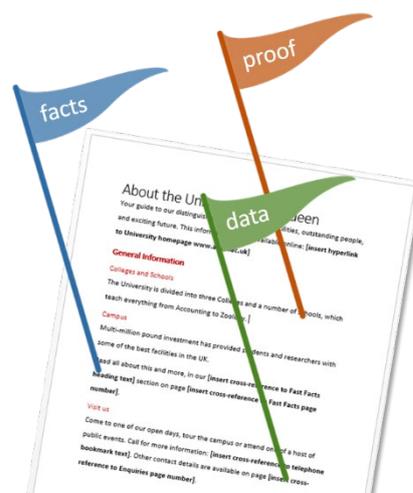
1. Select the **text** or **object** that you want to bookmark.
2. Click the **Insert** tab, then **Bookmark**.
3. Type a name for your bookmark, without spaces.
4. Click **Add**.

### Go to a bookmark:

1. Click the **Insert** tab, then **Bookmark**.
2. Click the name of the bookmark you want to go to.
3. Click **Go To**.

### Delete a bookmark:

1. Click the **Insert** tab, then **Bookmark**.
2. Click the name of the bookmark you want to delete, then click **Delete**.



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## Hyperlinks

### To create a hyperlink:

1. Select the **text** or **object** that you want to use as a hyperlink.
2. Click the **Insert** tab, then **Hyperlink**.
3. Complete the details for your link destination and click **OK**.

### Edit or remove a hyperlink:

1. Right-click the hyperlink you want to edit or remove.
2. Select **Edit Hyperlink...** or **Remove Hyperlink** from the shortcut menu.
  - If you are editing a hyperlink, make your changes and click **OK**.

## Cross-references

### Create a cross-reference:

1. Click the point in your document where you want to add a cross-reference.
2. Click the **Insert** tab, then **Cross-reference**.
  - **Reference type:** Select the type of item you want to refer to.
  - **Insert reference to:** Select the information you want to appear in your document.
  - **For which item:** Select the exact item you want to refer to.
  - **Insert as hyperlink:** Tick this box if you want your cross-reference to act as a hyperlink.
3. Click **Insert**.

### Update a cross-reference:

It is a good idea to update your cross-references every time you make changes within your document. This is in case any referenced items have moved to a different page.

1. Press **Ctrl + A** on your keyboard to select your whole document.
2. Right-click anywhere in your document and click **Update Field**.

**Note:** If you see an **Error!** message in place of any of your cross-references, you may have deleted the original cross-referenced item. If so, delete the cross-reference and recreate it if needed.

## Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft's Office Support](#) for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click **File** and the **question mark** (top right) for help using Word or press **F1**. Search for keywords, e.g. *links*.
- You can also use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>