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.

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.
- Within Word, click the question mark (top right) at any time for help. 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