

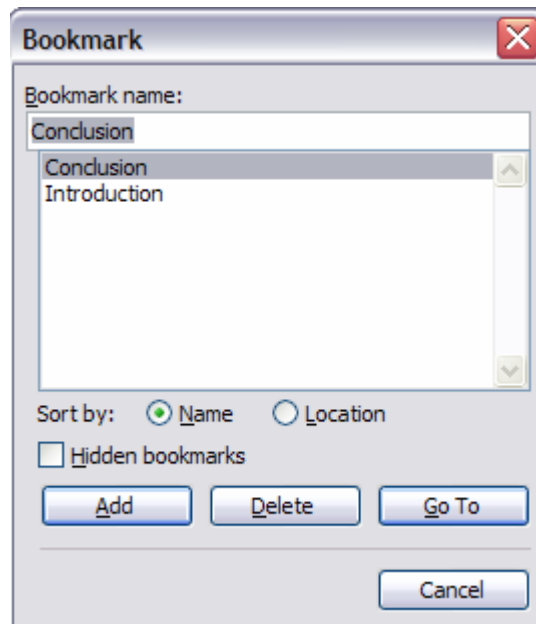


CROSS REFERENCES AND BOOKMARKS - WORD XP

Bookmarks

Bookmarks are a quick way of moving around in a document, and used in a similar way to their namesake. Bookmarks can also be used when creating a cross-references.

1. First click the insertion point where you want the bookmark to appear.
2. From the **Insert** menu select the **Bookmark** option to display the following dialog.



3. Type the name of your bookmark. You cannot use spaces in a bookmark name.
4. Click the **Add** button.
5. To move your cursor to a bookmark you have two options.

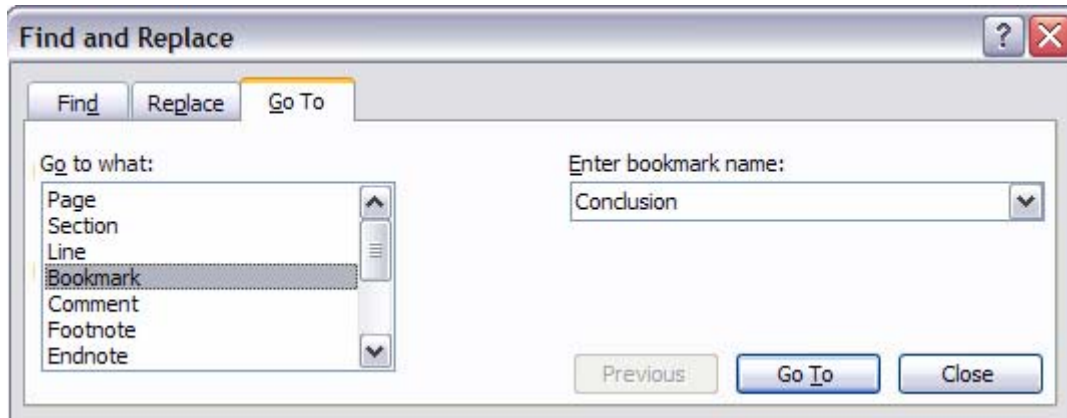
Option 1

- From the **Insert** menu select **Bookmark**.
- Highlight the bookmark you wish to move to.
- Click the **Go To** button.

Option 2

- From the **Edit** menu select the **Go To** option, the following dialog will appear.
- From the **Go to what:** option select **Bookmark**.
- Enter the bookmark name (or select from the pull down menu).

- Click the **Go To** button to move to that section of the document.



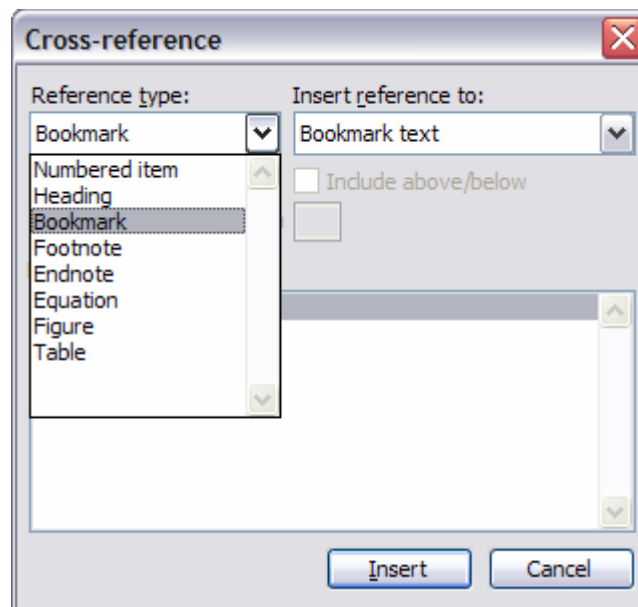
Cross-referencing (using a Bookmark)

It is very easy to type text into your document that says something like “For further information see the section Analysing Statistics on page 27”.

The problem happens when information changes. If the name of the section changes to Statistical Analysis and because of extra text you’ve entered now appears on page 31, you have to go back, locate this text and change it.

If you’ve entered this information as a cross-reference you simply have to ask all cross-references to update – a single command for all the references in the document!

1. Place your insertion point where you want to make the cross-reference.
2. From the **Insert** menu select the **Reference** then **Cross-reference** option to have the following dialog appear.



3. Select the **Reference type** option. A bookmark is being used in this example, but cross-references may also be attached to other objects such as captioned figures, tables and equations, or a heading.
4. Select the **Insert reference to:** option. Options other than bookmarked text include page number, paragraph number and above/below.
5. Check the **Insert as Hyperlink** option to enable the click to move to the text while viewing the document on screen.