

CHAPTER 7

BOOKMARKS**INFocus**

You **bookmark** a page so that you know where you're up to. Word provides a **Bookmarks** feature that works pretty much the same way. Think of Word's bookmark feature as the digital equivalent of that lovely leather bookmark or post-it note that you stick in between pages to mark your spot.

When you create a bookmark you are creating a link to a point (such as a heading or block of text) in the document that you can quickly navigate to in just a couple of clicks.

In this session you will:

- ✓ learn how to create bookmarks
- ✓ learn how to navigate to bookmarks in a document
- ✓ learn how to delete bookmarks.

CREATING BOOKMARKS

Bookmarks can help you to navigate a document easily, as each bookmark is essentially a link to a specific point in the document. Bookmarks are typically used to navigate to

specific points in the document or to cross-reference text. To create a bookmark, you select (or mark) the text in the document to bookmark, then create a name for the bookmark.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W849 Bookmarks_1.docx...*

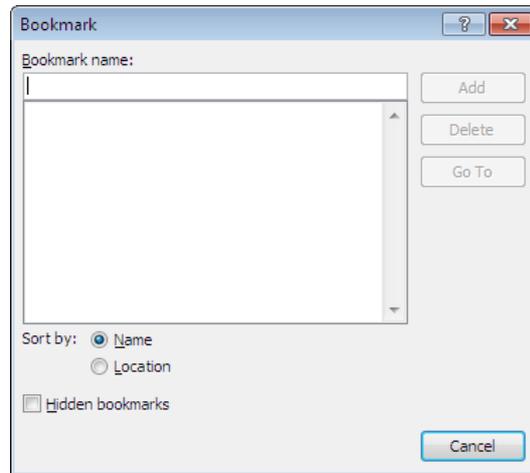
- 1 Select the heading **What is Groundwater?**
- 2 Click on the **Insert** tab, then click on **Bookmark** in the **Links** group to open the **Bookmark** dialog box
- 3 Type **What_Is_Groundwater** in **Bookmark name**
You cannot include spaces in the bookmark name...
- 4 Click on **[Add]**
The bookmark will be created although it will appear as if nothing has happened...
- 5 Repeat the above steps to create bookmarks for the following headings (bookmark name shown in brackets):
How can Groundwater Be Protected? (Groundwater_Protecting)
Lakes Catchment Area (Lakes_Catchment)
Water Quality Classifications For 2007 (Water_Quality_2007)
- 6 Save the document

What is Groundwater?

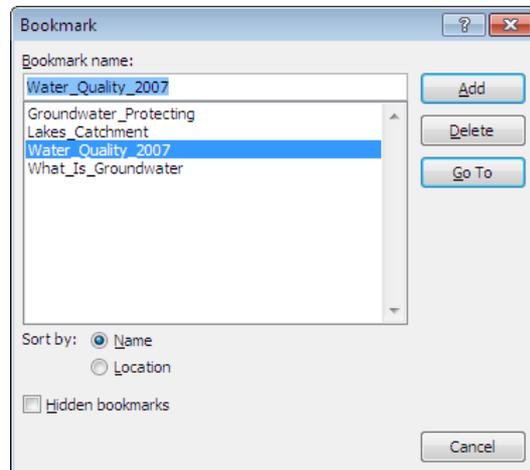
Groundwater is water that has permeated through soil until it reaches a porous area or geographic fault. The top level of the groundwater is known as the water table. The water table usually follows the profile of the ground. Groundwater can be visible as wetlands or in springs, or it may be well below the surface and not easily identifiable. In the north western region, it is available to around three quarters of the area through springs and bores.

1

2



5



For Your Reference...

To **create** a **bookmark**:

1. Either click in the desired location or select the text to bookmark
2. Click on the **Insert** tab, then click on **Bookmark** in the **Links** group
3. Type the **Bookmark name** and click on **[Add]**, then click on **[Cancel]**

Handy to Know...

- You can display the **bookmark** in the document. The bookmark will appear in square brackets. To do this, click on the **File** tab, then click on **[Options]**. Click on **Advanced** and select **Show bookmarks**, then click on **[OK]**. These settings are applied to the current document only.

NAVIGATING WITH BOOKMARKS

One of the common reasons to insert bookmarks into a document is to enable easy navigation, especially for larger documents. For example, you might create a bookmark for each chapter or

heading in a long manuscript. Then you would simply click on the bookmark name and be taken directly to the bookmark location in the document.

Try This Yourself:

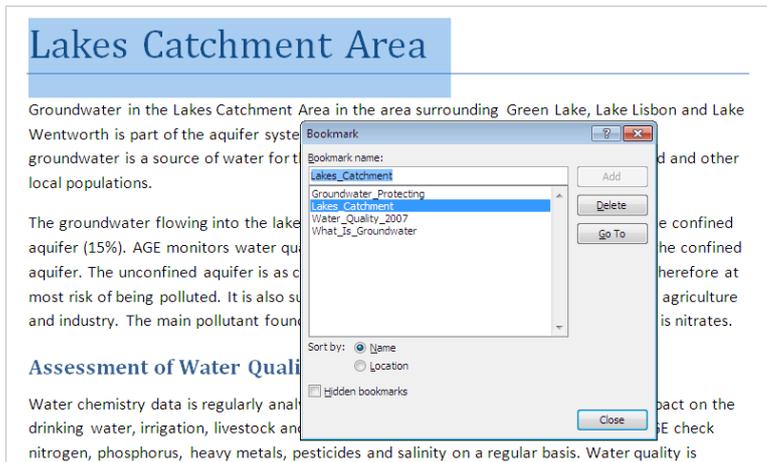
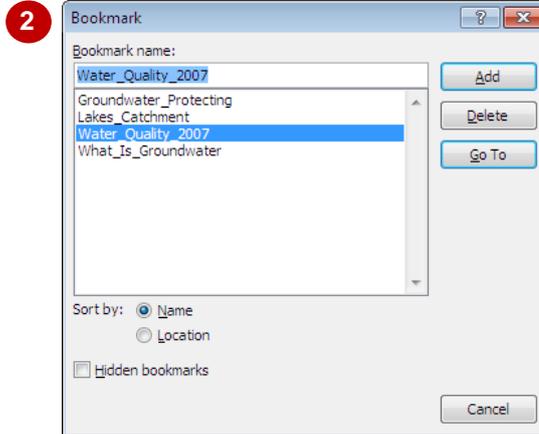
Open File

Before starting this exercise you **MUST** open the file *W849 Bookmarks_2.docx...*

- 1 Press **Ctrl** + **Home** to move to the top of the document
- 2 Click on **Bookmark**  in the **Links** group to open the **Bookmark** dialog box
- 3 Click on **Lakes_Catchment**, then click on **[Go To]**

You will move to the bookmark in the document. Notice that the bookmarked text appears selected...

- 4 Click on **Groundwater_Protecting** in the **Bookmark** dialog box, and then click on **[Go To]** to go to that bookmark
- 5 Click on **[Close]** to close the dialog box
- 6 Save the document



3

For Your Reference...

To **navigate** with **bookmarks**:

1. Click on **Bookmark**  in the **Links** group on the **Insert** tab
2. Click on the **Bookmark name**
3. Click on **[Go To]**
4. Click on **[Close]**

Handy to Know...

- By default, the bookmarks appear sorted alphabetically by name in the **Bookmark** dialog box. You can list them in the order in which they appear in the document by clicking on **Location** in **Sort by**.

DELETING BOOKMARKS

When bookmarks are no longer necessary, you can easily delete them. If you need to edit an existing bookmark, such as changing the bookmark selection or bookmark name, you will

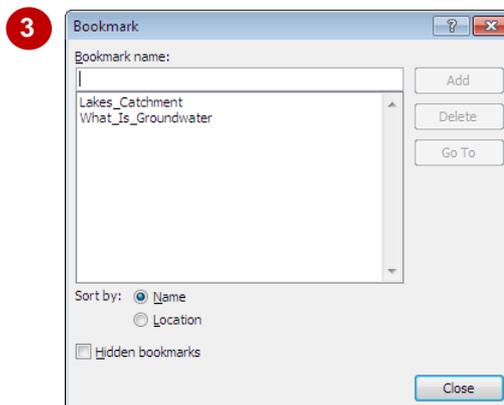
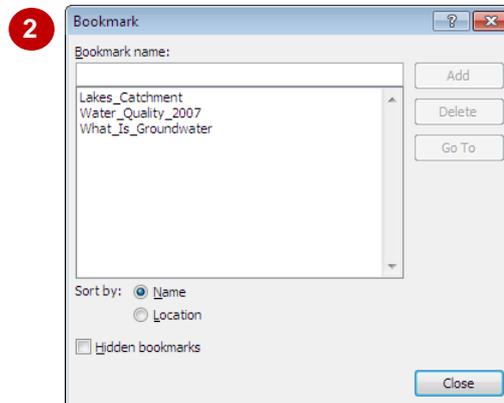
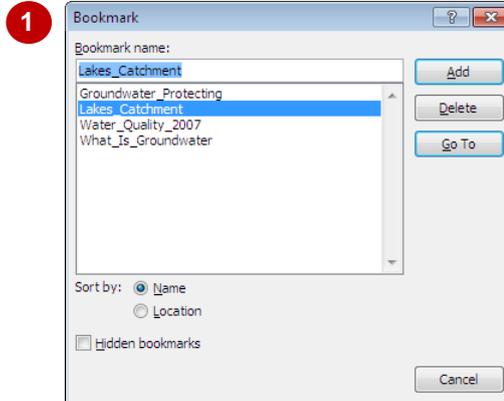
need to delete the existing bookmark and create a new one, as bookmarks cannot be edited once created.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W849 Bookmarks_3.docx...*

- 1** Click on **Bookmark**  in the **Links** group to open the **Bookmark** dialog box
- 2** Click on **Groundwater_Protecting**, then click on **[Delete]**
The bookmark will be deleted, no questions asked...
- 3** Repeat step **2** to delete **Water_Quality_2007**
- 4** Click on **[Close]** to close the dialog box
- 5** Save and close the document



For Your Reference...

To **delete** a **bookmark**:

1. Click on the **Insert** tab, then click on **Bookmark**  in the **Links** group
2. Click on the **Bookmark name**
3. Click on **[Delete]**
4. Click on **[Close]** when finished

Handy to Know...

- **Bookmarks** are automatically deleted when the bookmark **location** (such as block of text) is deleted.