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WHAT's New?

Creating Links within the same Document

Need to quickly navigate without scrolling through the whole document? Try the BOOKMARK feature of MS Word.

You can link a word, phrase or sentence to another part in the same document to help you navigate faster around a document.

Read below to learn how.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

<Back   Next>

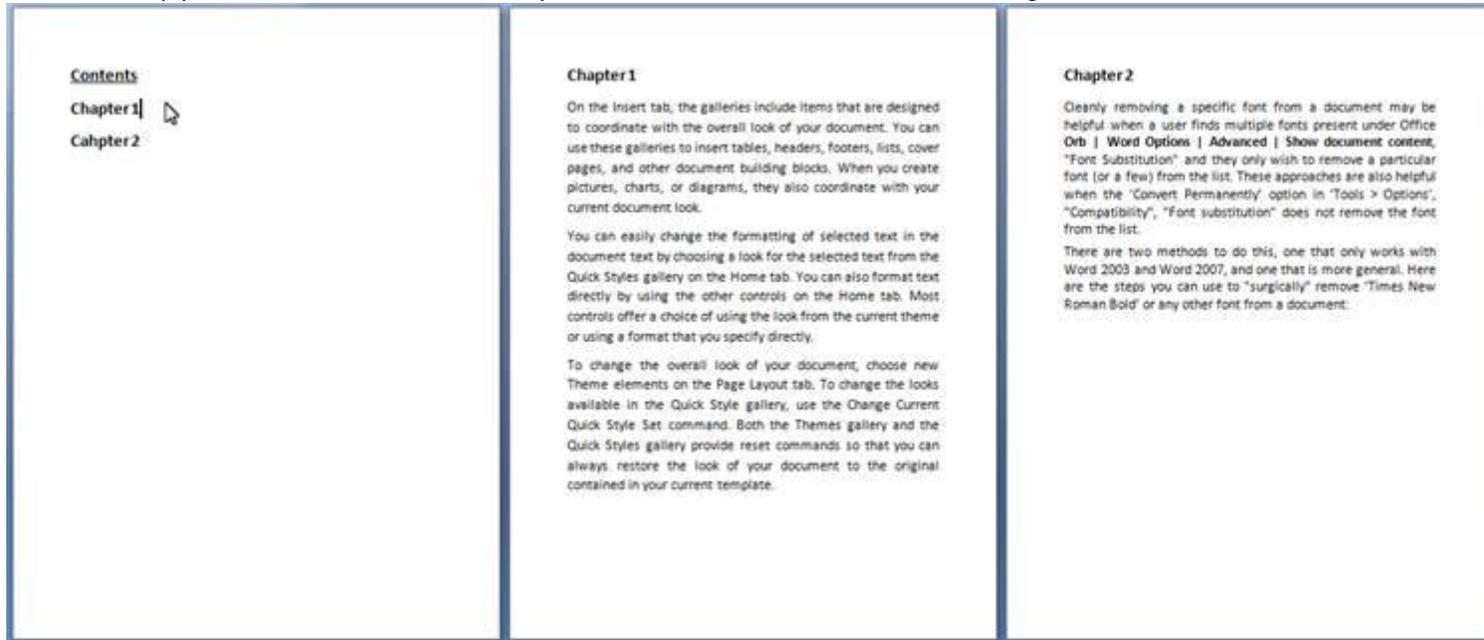*Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.*
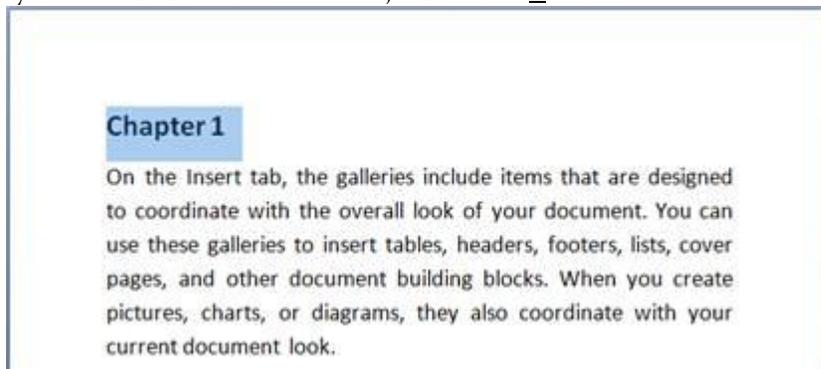
OK   Cancel

How to Create Links within the same Document

Say you have a document where you need to link a sentence to another part in the same document.
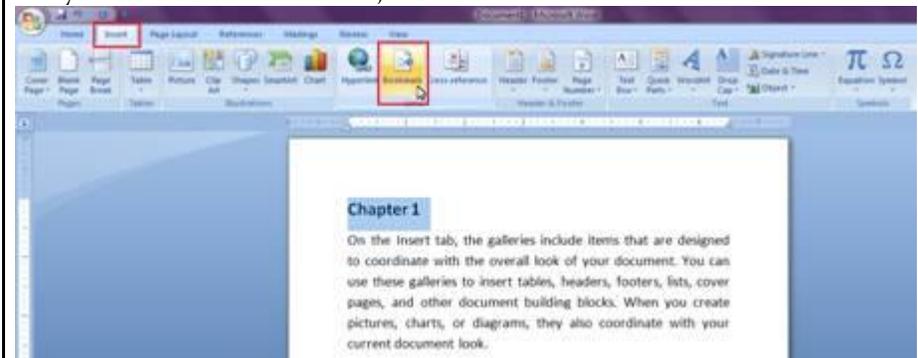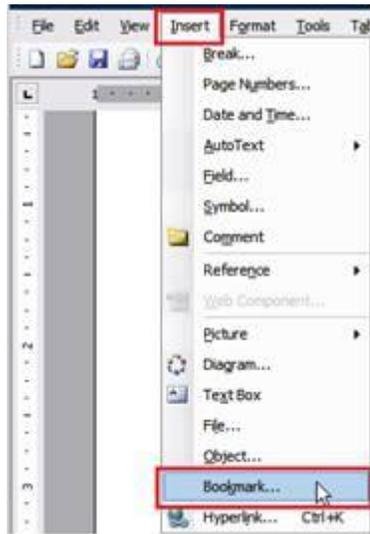

| MS Word 2003	MS Word 2007
1. Select the word in your document where you want the link to take you to. On the **Insert toolbar**, select **Bookmark...**	1. Select the word in your document where you want the link to take you to. In the **Insert Tab**, select **Bookmark**.

2. **Bookmark dialog box** will pop-up. In the **Bookmark name,** type the name you want to use for your bookmark and then click **Add** button.

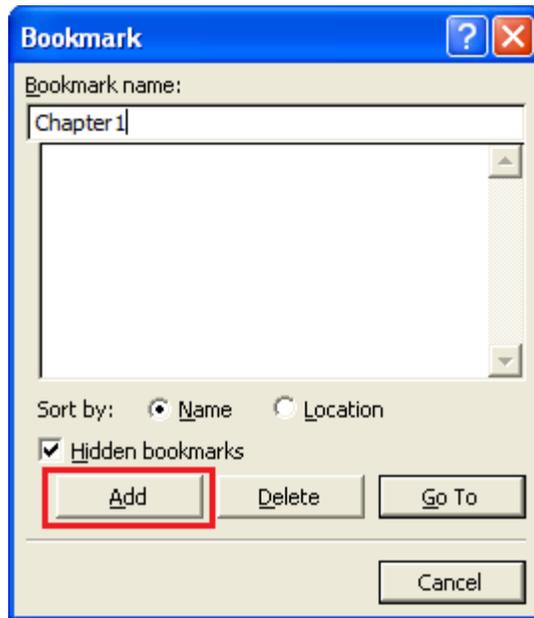Note: You cannot use spaces in a bookmark name. Use the underscore character to separate words.
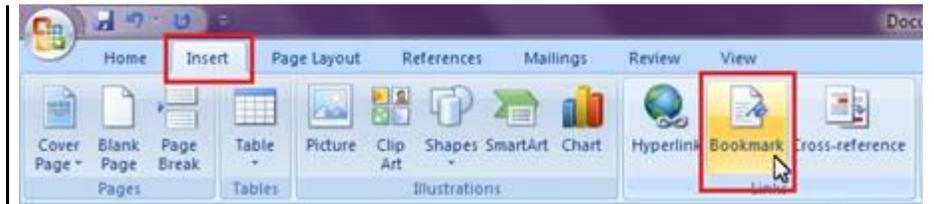
2. **Bookmark dialog box** will pop-up. In the **Bookmark name,** type the name you want to use for your bookmark and then click **Add** button.

Note: You cannot use spaces in a bookmark name. Use the underscore character to separate words.

Notice that when you open the bookmark dialog box again, your bookmark is already added.
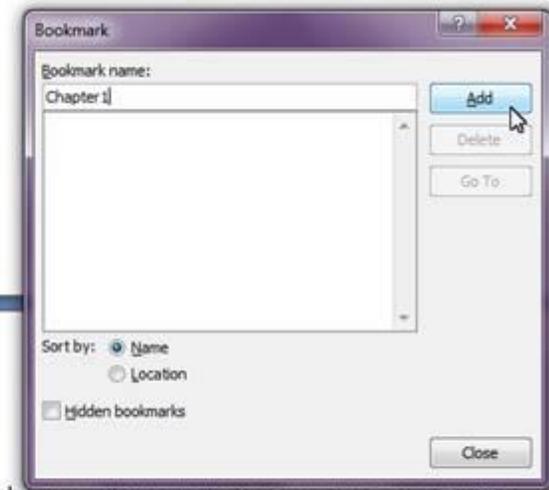

Chapter 1

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your

Notice that when you open the bookmark dialog box again, your bookmark is already added.
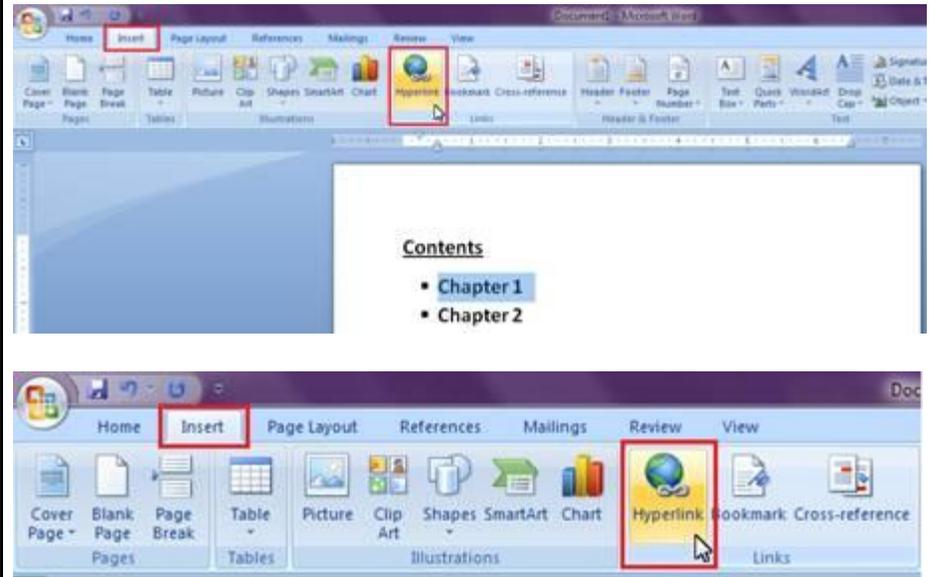
3. After adding a bookmark, go the word or phrase that you want to use as hyperlink. Highlight/select the word. Then, in the **Insert toolbar**, select **Hyperlink**.
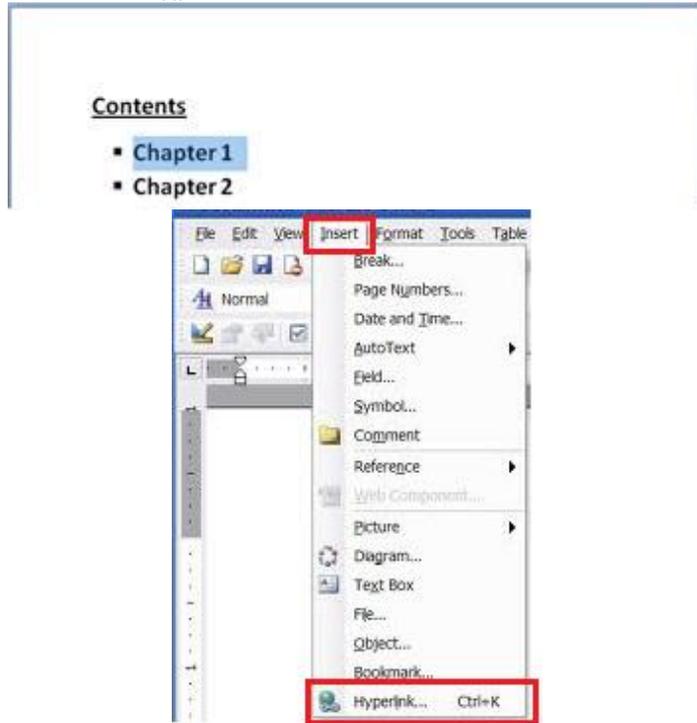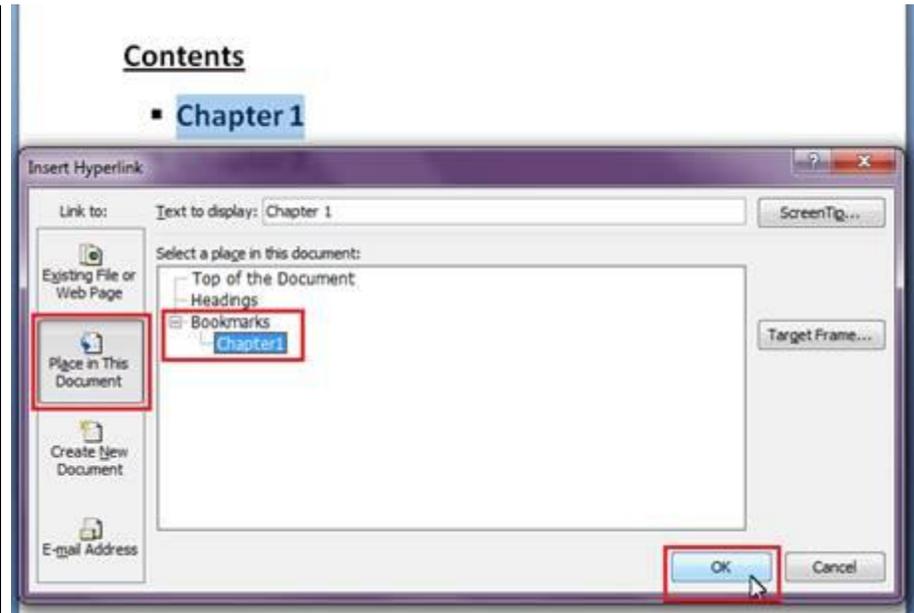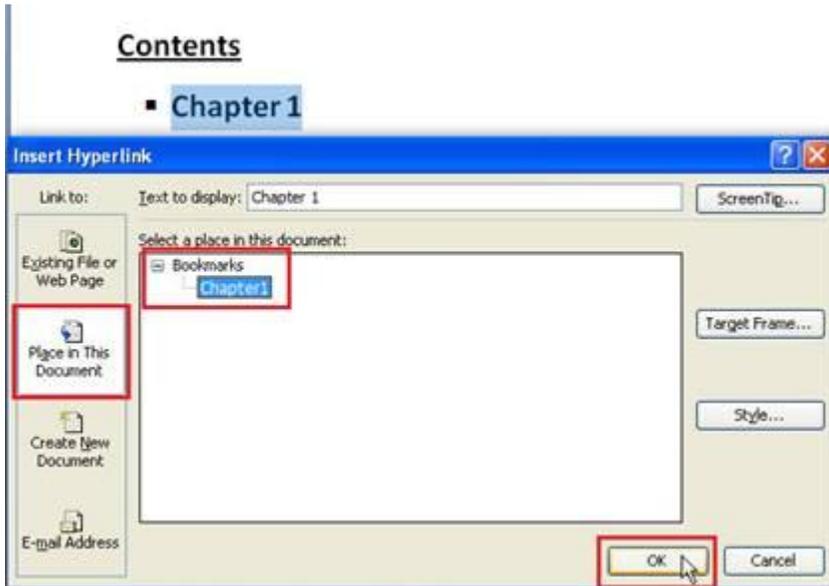

4. **Insert Hyperlink** dialog box will pop-up. Select '**Place in This Document**' option in the left side of the dialog box. Notice that the bookmark you created will be listed. Select the bookmark you want and click **OK**.

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■ **Chapter 1**

5. Notice that a hyperlink is already created in the word you selected. To follow the link, press CTRL + Click (on the mouse). You will then be redirected to the bookmarked part of the same document.

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Ctrl+Click to follow link

■ Chapter 1
■ Chapter 2

Chapter 1

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text