



# BOOKMARKS & CROSS-REFERENCES IN WORD

*Never Lose Your Place Again*

Bookmarks mark important places. Cross-references point to them—and update automatically.

**1 CREATE A BOOKMARK**  
Mark a location so Word can find it whenever you need it.

Place cursor at the heading or select text.

**Insert Bookmark**

Bookmark name: Chapter3  
AppendixA  
BudgetTable  
Chapter3  
Figure12  
Glossary

Add  
Delete  
Go To  
Cancel

Bookmark created!  
Use Go To to jump to it anytime.

**2 INSERT A CROSS-REFERENCE**  
Insert a reference that links to the bookmark. Word keeps it accurate.

The causes of the war were complex. For more information, see Chapter 3 on page 47.

The effects of the war changed the nation forever.

Place cursor where the reference should appear.

**References Cross-reference**

Reference type: Bookmark  
Insert reference to: Page number

Insert reference to bookmark: AppendixA  
BudgetTable  
Chapter3  
Figure12  
Glossary

☒ Insert as hyperlink

Insert  
Cancel

Word inserts the reference automatically.  
No typing.  
No guessing.  
Always right.

**3 UPDATE AUTOMATICALLY**  
When your document changes, Word updates the reference for you.

**YOU ADD PAGES EARLIER**  
+ 5 pages inserted

**WORD UPDATES THE REFERENCE**  
The causes of the war were complex. For more information, see Chapter 3 on page 52.  
The effects of the war changed the nation forever.

**Update all fields**  
Press F9 (Windows) or choose Update Field (Mac).

**WITH CROSS-REFERENCE**  
☒ Updated Automatically  
For more information, see Chapter 3 on page 52.

**TYPED MANUALLY**  
☒ You must find and fix it yourself!  
For more information, see Chapter 3 on page 47.

**WHAT YOU CAN CROSS-REFERENCE**  
Bookmarks  
Heading 1  
Heading 2  
Tables  
Figures  
Numbered paragraphs  
Footnotes & Endnotes

**CURT'S QUICK TIP**  
Don't type page numbers. Use bookmarks and cross-references. They save time, prevent errors, and make your document professional and easy to navigate.

**BEST PRACTICES**  
☒ Use descriptive bookmark names.  
☒ Bookmark important headings, tables, figures, and appendices.  
☒ Update fields before printing or sharing.  
☒ Use hyperlinks so readers can click and jump.

**FIND & MANAGE BOOKMARKS**  
Insert → Bookmark → Go To  
Easily see, jump to, rename, or delete bookmarks.

★ LET WORD REMEMBER THE LOCATIONS. LET WORD UPDATE THE PAGE NUMBERS. Save time. Work smarter. Eliminate errors. ★

## Bookmarks and Cross-References in Word

### Never Lose Your Place Again

By Curtis Jerry Smothers

### Goodbye, "See Page 47"

Have you ever written something like:

*For more information, see page 47.*

It works fine—until you add three pages near the beginning of the document. Suddenly the information is on page 50, and every manual page reference you've typed is wrong.

Microsoft Word solved this problem years ago with two little-known features called **Bookmarks** and **Cross-References**. Together, they allow Word to keep track of important locations within a document and update references automatically whenever page numbers change.

If you've ever wished Word could "remember where something is," these are the tools you've been looking for.

## What Is a Bookmark?

Think of a bookmark as an invisible signpost inside your document.

Instead of marking your place in a printed book, a Word bookmark marks a specific location, heading, table, illustration, or block of text. Once a bookmark exists, Word can jump to that location instantly or use it as the destination for a cross-reference or hyperlink.

Bookmarks don't appear in the printed document. They're simply markers that help Word—and you—navigate large files.

## Creating a Bookmark

Creating a bookmark takes only a few seconds.

1. Place the insertion point where you want the bookmark.
2. Select the text, if appropriate.
3. Choose **Insert** → **Bookmark**.
4. Enter a descriptive name.
5. Click **Add**.

Bookmark names cannot contain spaces, so use names such as:

- Chapter3
- AppendixA
- BudgetTable
- Figure12

Meaningful names make bookmarks much easier to find later.

## Seeing Your Bookmarks

Bookmarks are normally invisible, but Word can display them as faint gray brackets surrounding the bookmarked text or location.

**Where to find it:** **Word** → **Preferences** → **View** → **Bookmarks** (Mac).

Displaying bookmarks is especially helpful when editing long documents because it reminds you exactly where important reference points are located.

## Jumping to a Bookmark

Once you've created bookmarks, navigating a large document becomes much easier.

Instead of scrolling through hundreds of pages, simply choose **Insert** → **Bookmark**, select the desired bookmark, and click **Go To**.

Word immediately moves the cursor to the bookmarked location.

For books, manuals, and reports, this can save a surprising amount of time.

## What Is a Cross-Reference?

A bookmark identifies a location.

A **cross-reference** creates a link to that location.

Suppose you're writing:

*"For additional information, see Chapter 6."*

Rather than typing "Chapter 6" yourself, you can insert a cross-reference that points to the appropriate heading.

If Chapter 6 later becomes Chapter 7, Word updates the reference automatically.

The same principle applies to page numbers, figures, tables, footnotes, endnotes, numbered paragraphs, and bookmarks.

## Inserting a Cross-Reference

Word can create cross-references to many different kinds of items.

1. Place the insertion point where the reference should appear.
2. Choose **References** → **Cross-reference**.
3. Select the type of item.
4. Choose the specific heading, figure, bookmark, or table.
5. Decide what should be inserted.

For example, Word can insert:

- The heading text.
- The page number.
- The paragraph number.
- The phrase "above" or "below."
- A hyperlink to the destination.

Click **Insert**, and Word creates the reference automatically.

## Cross-References Update Themselves

This is the feature that makes cross-references so valuable.

Suppose your document originally says:

*"See Figure 8 on page 47."*

After several revisions, Figure 8 moves to page 62.

If you typed the page number manually, you'll need to correct it yourself.

If you inserted a cross-reference, Word updates the page number automatically.

Simply select the entire document (**Command+A** on the Mac), then press **F9** (Windows) or choose **Update Field** on the Mac.

Word recalculates every cross-reference throughout the document.

## Hyperlinks Within Your Document

Cross-references can also become hyperlinks.

When exported as a PDF—or viewed electronically—readers can simply click the reference and jump directly to the destination.

This feature makes large electronic documents much easier to navigate.

Many professional manuals and electronic textbooks rely heavily on internal hyperlinks created from bookmarks and cross-references.

## When Should You Use Bookmarks?

Bookmarks are especially useful for:

- Frequently referenced tables
- Important illustrations
- Appendices
- Glossaries
- Forms
- Legal clauses
- Frequently edited sections

Any location you'll need to revisit repeatedly is a good candidate for a bookmark.

## Curt's Quick Tip

Never type page numbers into your document when referring readers elsewhere.

Instead of writing:

*"See page 143."*

create a bookmark and insert a cross-reference.

If the document changes tomorrow—or next year—Word will update the page number automatically.

That's exactly the kind of repetitive work computers should do for us.

## Bringing It All Together

By now you've seen how Word's advanced features work together.

- **Styles** identify your headings.
- **Tables of Contents** use those headings.
- **Indexes** help readers find important subjects.
- **Section Breaks** control formatting and page numbering.
- **Bookmarks** mark important locations.
- **Cross-References** connect one part of the document to another.

Individually, each feature saves a little time. Together, they transform Word into an intelligent document management system.

## Beyond Typing

Many people think Microsoft Word is little more than a sophisticated typewriter.

In reality, it's a publishing system capable of organizing, updating, and maintaining complex documents automatically. Bookmarks and cross-references are perfect examples. Once you've experienced a document that keeps its own references accurate, you'll wonder why anyone still types page numbers by hand.

That's been the theme throughout this series. Learn the tools that eliminate repetitive work, reduce mistakes, and allow you to concentrate on what really matters—your writing.