

Section Seven: Bookmark & Hyperlink

Bookmark

By book marking an item in a document, you can jump to that item very quickly.

To Insert a Bookmark

- ◆ Click where you want to insert your bookmark.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ In the Bookmark dialogue box, enter a Bookmark name in the Bookmark name box.

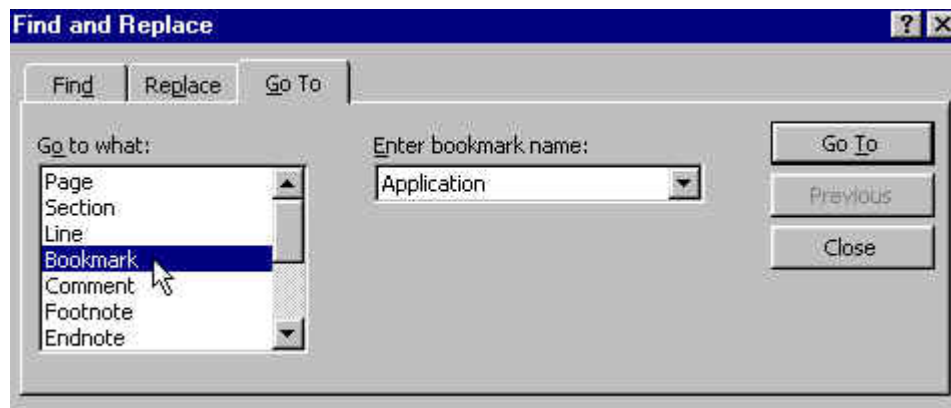


- ◆ Click the Add button.

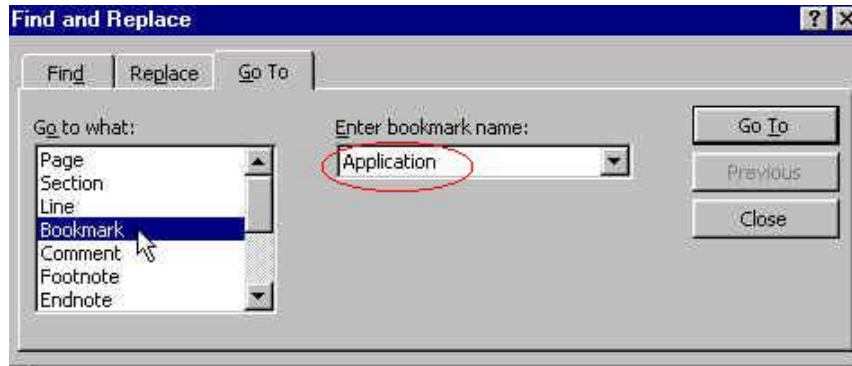


To Go To a Bookmark

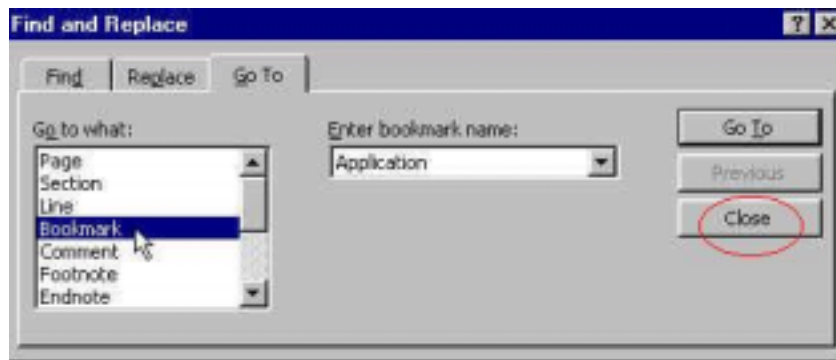
- ◆ Click **Edit** on the Menu bar.
- ◆ Choose **Go To**.
- ◆ In the **Go to what** box choose **Bookmark**.



- ◆ Enter the bookmark name in the **Enter bookmark name** box.

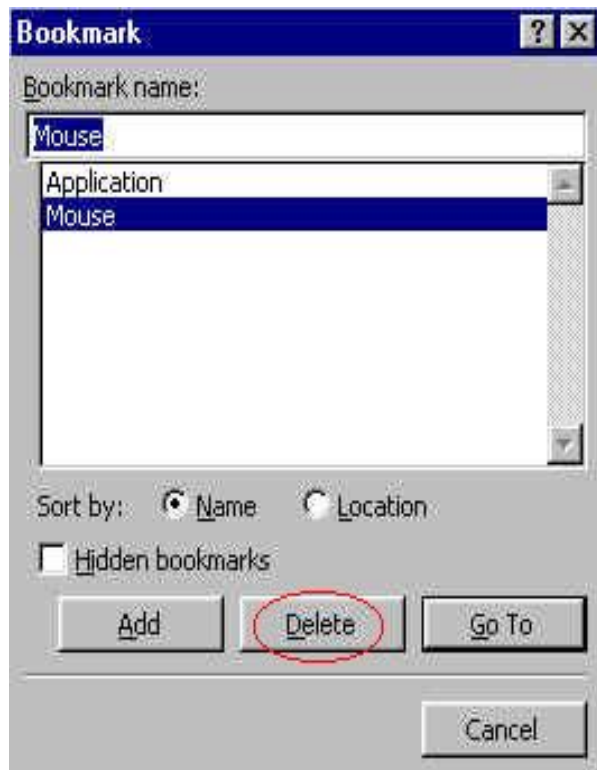


- ◆ Click the **Go To** button.
- ◆ Click the **Close** button to close the Find and Replace dialogue box.



To Delete a Bookmark

- ◆ Click **Insert** on the menu bar.
- ◆ Choose **Bookmark**.
- ◆ Click to select the name of the bookmark you want to delete.
- ◆ Click the **Delete** button.




To Show Bookmarks In a Document


- ◆ Click **Tools** on the Menu bar.
- ◆ Choose **Options**.
- ◆ Click the **View** tab.
- ◆ Click to place a check mark in the **Bookmarks** check box. (Bookmark appears in brackets or as an I-beam on the screen. However, when you print your document, the brackets do not print.)

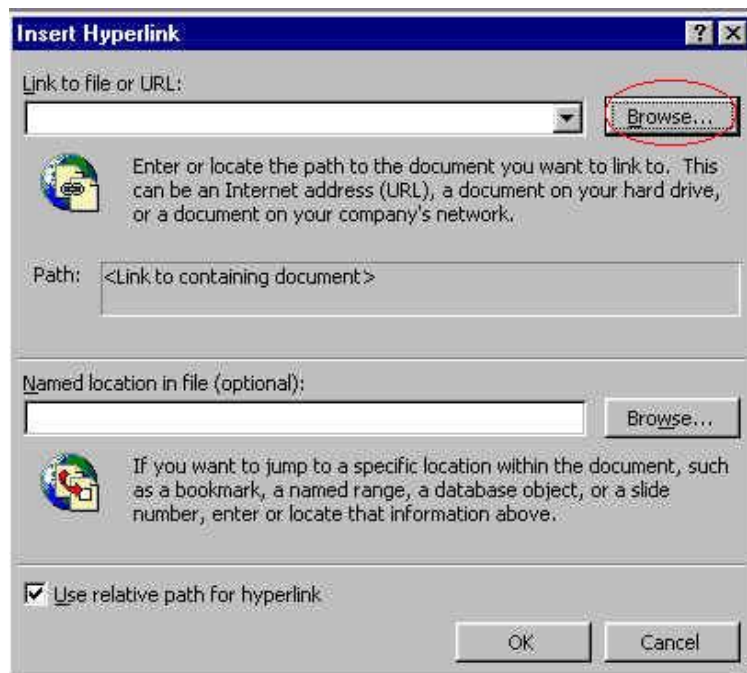
Hyperlink

Inserting hyperlinks into your documents allows your readers to jump directly to related information by clicking the link.

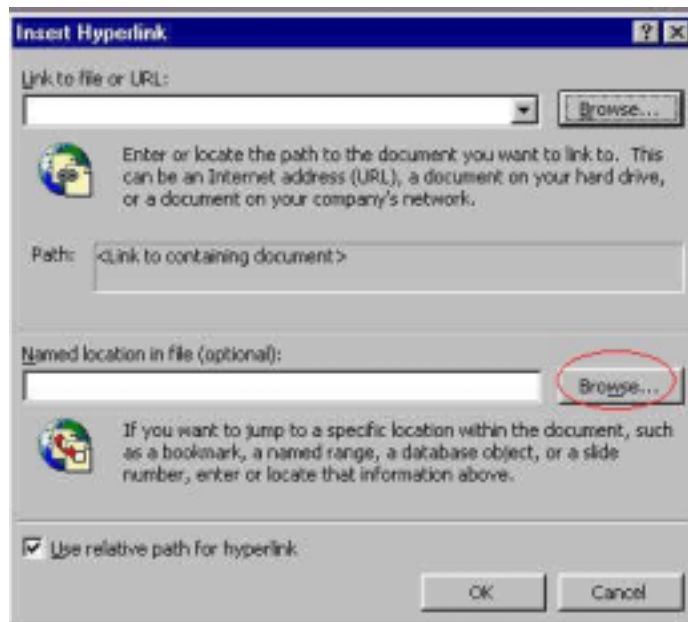
Once you define a hyperlink, it appears in your document as underlined text (hypertext), usually of a different colour than the standard text. If you move your mouse pointer over the hyperlink text, your mouse pointer turns into a hand .

To Create a Hyperlink

- ◆ Save your file if your file is not saved. (You should save your file before you create hyperlink)
- ◆ Open your file if your file is not opened.
- ◆ Select the text you want to hyperlink.
- ◆ Click the Insert Hyperlink  button on the toolbar.
- ◆ By the Link to file or URL box, click the Browse button to locate the file you want to link to.




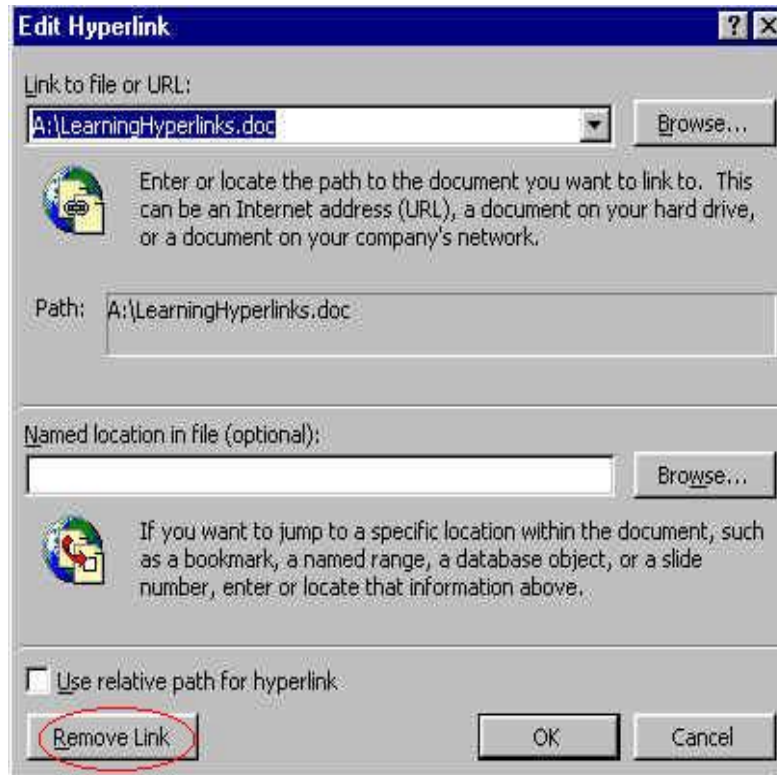
- ◆ By the Named location in file box, click the **Browse** button to enter the specific location of the file you want to link to.



- ◆ Click the **OK** button.

To Remove a Hyperlink

- ◆ Move your cursor directly before the hypertext.
- ◆ Click the **Insert Hyperlink**  button on the toolbar.
- ◆ Click the **Remove Link** button.



Exercise (Insert Bookmarks)

- ◆ Open a new word document and enter the following text: (No shadings are required.)

Computer terms:
Scrolling
RAM
Dialogue Box
Default settings
Title Bar
Double clicking the mouse

- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Break**.
- ◆ Select **Next page** to insert a new page.
- ◆ Click **OK**.
- ◆ Enter the two definitions as shown below onto your new page (page #2):

Scrolling ~ vertical and horizontal bars on the sides of the window which allow you to move around within your document. Scroll bars appear when there is more information in your document than can be displayed within the work area.

RAM (Random Access Memory) ~ the computer's short term memory, needed to carry out a program's instructions. RAM is measured in MB (megabytes). It is important that your computer have enough RAM to handle the programs you run.

- ◆ Press the **Enter** key on your keyboard a few times to insert a few blank lines.
- ◆ Type **Back to top**. Right align this.
- ◆ Press the **Enter** key once.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Break**.
- ◆ Select **Next page** to insert a new page.
- ◆ Click **OK**.

- ◆ Enter the two definitions as shown on the following page onto your new page:

Dialogue Box ~ a window which appears when a selection such as print or save has been made. It will ask you specific questions about how you want the computer to proceed with your selection.

Default settings ~ automatic settings. If you do not change your options, the default setting is what you will get – for example, the default font style setting in Word documents is Times New Roman.

- ◆ Press the **Enter** key on your keyboard a few times to insert a few blank lines.
- ◆ Type **Back to top**. Right align this.
- ◆ Press the **Enter** key once.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Break**.
- ◆ Select **Next page** to insert a new page.
- ◆ Click **OK**.
- ◆ Enter the following two definitions onto your new page:

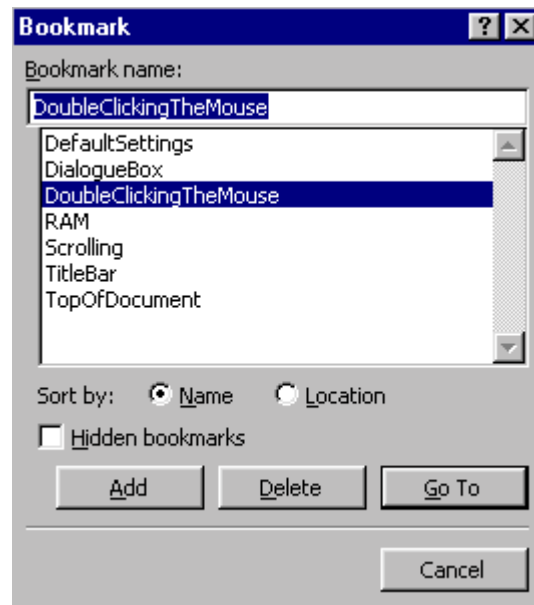
Title Bar ~ the horizontal bar at the top of a window or dialogue box containing the title of the window or dialogue box. When the window is active, the title bar is highlighted.

Double clicking the mouse ~ position the mouse pointer over a specific object, and then quickly press and release the left mouse button twice.

- ◆ Press the **Enter** key on your keyboard a few times to insert a few blank lines.
- ◆ Type **Back to top**. Right align this.


- ◆ Your document should have four pages. Save your document as “LearningHyperlinks” in your floppy disk.
- ◆ Select the text **Computer terms** on page #1 of your document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ Enter **TopOfDocument** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Select the text **Scrolling** on page #2 of your document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ Enter **Scrolling** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Select the text **RAM** on page #2 of your document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ Enter **RAM** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Select the text **Dialogue** on page #3 of your document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ Enter **DialogueBox** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Select the text **Default settings** on page #3 of your document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ Enter **DefaultSettings** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Select the text **Title bar** on page #4 of your document.
- ◆ Click **Insert** on the Menu bar.
- ◆ Choose **Bookmark**.
- ◆ Enter **TitleBar** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Select the text **Double clicking the mouse** on page #4 of your document.
- ◆ Click **Insert** on the Menu bar.

- ◆ Choose **Bookmark**.
- ◆ Enter **DoubleClickingTheMouse** in the Bookmark name box.
- ◆ Click the **Add** button.
- ◆ Now, you have book marked all your definitions. Your Bookmark dialogue box should look something like this:



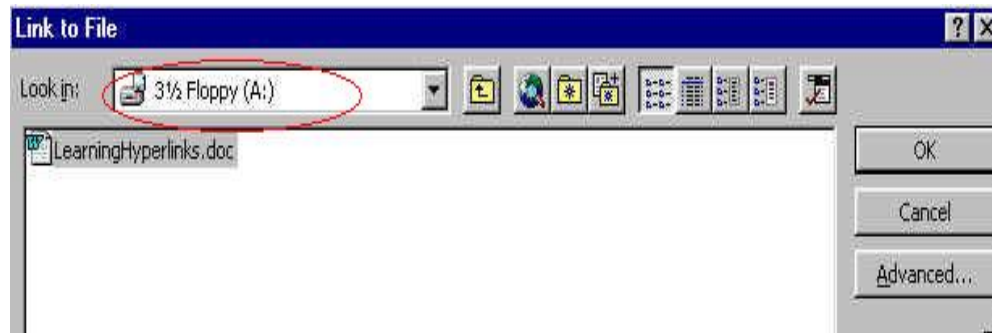
- ◆ Let's try to go to our bookmarks. Click **Edit** on the Menu bar.
- ◆ Choose **Go To**.
- ◆ In the **Go To What** box choose **Bookmark**.
- ◆ Enter **TopOfDocument** in the Enter bookmark name box.
- ◆ Click **Go To** button.
- ◆ Click **Close** button. Now your insertion point should be at page #1. (Directly before **Computer terms**.)
- ◆ Click **Edit** on the Menu bar.
- ◆ Choose **Go To**.
- ◆ In the **Go To What** box choose **Bookmark**.
- ◆ Enter **DoubleClickingTheMouse** in the Enter bookmark name box.
- ◆ Click **Go To** button.
- ◆ Click **Close** button. Now your insertion point should be at page #4. (Directly before **Double clicking the mouse**.)
- ◆ Click the **Save** button on Menu bar to save your file again.

Exercise (Create Hyperlinks)

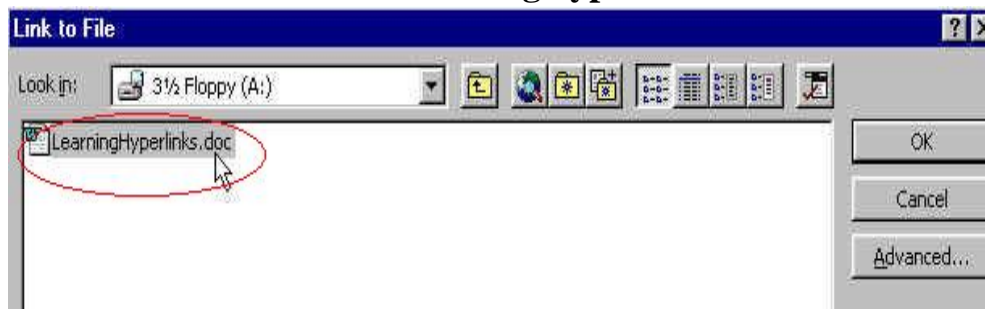
- ◆ Open your file “LearningHyperlinks” if it is not already opened.
- ◆ Select the text **Scrolling** on page #1 of your document.
- ◆ Click the **Insert Hyperlink**  button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.



- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.



- ◆ Locate and select the file **LearningHyperlinks**.



- ◆ Click the **OK** button.

- ◆ In the Named location in file (optional) box, click the **Browse** button.




- ◆ Select **Scrolling** from your Bookmark name list.
- ◆ Click the **OK** button.



- ◆ Click the **OK** button.



- ◆ Now you have created a hyperlink. The hypertext, **Scrolling**, is underlined and is in different color than the standard text.
- ◆ Select the text **RAM** on page #1 of your document.

- ◆ Click the **Insert Hyperlink**  button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **RAM** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Select the text **Dialogue Box** on page #1 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **DialogueBox** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Select the text **Default settings** on page #1 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **DefaultSettings** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Select the text **Title Bar** on page #1 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.

- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **TitleBar** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Select the text **Double clicking the mouse** on page #1 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **DoubleClickingTheMouse** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Select the text **Back to top** on page #2 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **TopOfDocument** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Select the text **Back to top** on page #3 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **TopOfDocument** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.

- ◆ Select the text **Back to top** on page #4 of your document.
- ◆ Click the **Insert Hyperlink** button on the toolbar.
- ◆ By the Link to file or URL box, click the **Browse** button.
- ◆ In the Look in box, ensure **3 ½ Floppy (A:)** is selected.
- ◆ Locate and select the file **LearningHyperlinks**.
- ◆ Click the **OK** button.
- ◆ In the Named location in file (optional) box, click the **Browse** button.
- ◆ Select **TopOfDocument** from the Bookmark name list.
- ◆ Click the **OK** button.
- ◆ Click the **OK** button.
- ◆ Now, you have created all the necessary hyperlinks. If you click on the computer terms on page #1 (the links you have just created), they should take you to the definitions.
- ◆ If you click on the text **Back to top** on page #2, page #3, or page #4 it should take you back to Page #1.