for secondary school teachers & administrators

workshop 2a: creating bookmarks, footnotes, endnotes, indexes and table of contents
## Contents

Workshop 2A: Creating Bookmarks, Footnotes, Endnotes, Indexes and Table of Contents for your documents

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Workshop 2A: Creating Bookmarks, Footnotes, Endnotes, Indexes and Table of Contents

If you have to type long documents – teaching materials, reports, school papers, journal, articles and etc. – you will probably appreciate the features discussed in the session. Although you can use all these features with documents of any length, they come into play most frequently with documents that are at least a few pages long.

2.1 Bookmarks

If you're working on a long document, you might find it handy to “bookmark” a particular spot so that you can get back to it easily. You could bookmark a section that still needs work or that's missing information, for example.

2.1.1 Inserting Bookmark Locations

You can create bookmark in your document with a few steps.

1. Click at the location where you want to insert the bookmark.

2. Choose Insert, Bookmark (or press Ctrl + Shift + F5).

3. In the Bookmark dialog box, type a name for the bookmark. **Bookmark names cannot include spaces.**

4. Click the Add button to add the bookmark and close the dialog box.
2.1.2 Jumping to Bookmarked Locations

After the bookmark locations have been created, you can use it to jump to any of the bookmarked location easily and quickly.

1. Choose Insert, Bookmark (or press Ctrl + Shift + F5).
2. In the Bookmark dialog box, select the bookmark name from the list.
3. Click the Go To button to move to the desired location and close the dialog box.

2.1.3 Moving Bookmarked Locations

After you have created a bookmark in your document, you might need to change the location of your bookmark. You can do this without first deleting the previous bookmark.

1. Click at the new location where you want to update the bookmark.
2. Choose Insert, Bookmark (or press Ctrl + Shift + F5).
3. In the Bookmark dialog box, select the bookmark name from the list.

4. Click the Add button to update the bookmark and close the dialog box. Note that the bookmark will be automatically updated if the new bookmark name exists.

2.1.4 Deleting Bookmarked Locations

After you have created a bookmark in your document, you can delete any of the created bookmarks when it is no more needed.

1. Choose Insert, Bookmark (or press Ctrl + Shift + F5).
2. In the Bookmark dialog box, select the bookmark name from the list.

3. Click the Delete button to remove the bookmark and close the dialog box. The bookmark will be deleted permanently.

2.2 Footnotes and Endnotes

Word does a great job of handling footnotes and endnotes. It inserts the reference mark (usually a number) in the text for you, separates the footnotes or endnotes from the document text with a thin horizontal line, and keeps the numbering sequential. With footnotes, Word adjusts the automatic page breaks to make room for the footnote text.

In case you’re not clear about the distinction between a footnote and an endnote:

• Footnote – appears at the bottom of the page that contains the reference mark.

• Endnote – appears at the end of the document.
2.2.1 Inserting Footnotes and Endnotes

You can create footnotes and endnotes in your document with a few steps.

1. Click where you want to insert the reference mark for the footnote or endnote.

2. Choose Insert, Footnote to display the Footnote and Endnote dialog box.

3. If you want to insert a footnote, mark the Footnote option button. Otherwise, mark the Endnote option button.

The remaining steps assume you're inserting a footnote, but the process is virtually identical.

1. By default, your footnotes will be numbered beginning with 1, and will appear at the bottom of the page. If you want to change them, click the Options button to display the Note Options dialog box.

2. Make any changes, if necessary, and click OK.

3. Click OK in the Footnote and Endnote dialog box again.
4. Word inserts reference marks for the footnote in the text and at the bottom of the page (endnote will appear at the bottom of last page), adds a horizontal line above the footnote, and places the insertion point immediately to the right of the reference mark in the footnote. Type your footnote text.

5. To quickly view your footnote, rest your mouse pointer over the reference mark in the text. A ScreenTip with the footnote text appears.

6. A quick way to jump to a particular footnote is to double-click its reference mark in the document. To quickly jump back to the reference mark in the document, double-click the reference mark in the footnote.

2.2.2 Moving Footnotes and Endnotes

If you need to move a footnote’s or endnote’s reference mark in the text:

- Select the reference mark in the text, and then Cut and Paste it (either with “drag and drop” or “Cut and Paste” command) to a new location.

Note that if you move the reference mark to a different page, the footnote or endnote text will automatically move to that page.

2.2.3 Deleting Footnotes and Endnotes

To delete a footnote or endnote:

- Select the reference mark in the text, and press Delete key from your keyboard.

Note that if you delete the reference mark in the text, the footnote or endnote text will be automatically deleted.
2.3 Indexes

To find information in a long document, look in the index. An index contains specific topics, names, pages, and places mentioned in a document.

2.3.1 Inserting Indexes

You can create indexes in your document with a few steps.

1. Choose Insert, Index and Table, the Index and Table dialog box appears.

2. Click the Mark Entry button and choose Current Page from the Options section.
3. Select the word(s) you want entered in the index list from the document, and click the Mark Index Entry dialog box. The word(s) you have selected will be displayed in the Main Entry text box.

4. Click Mark All button.
5. Repeat the previous two steps for other indexes.

6. When done, click Close button, and return to the document.

2.3.2 Compiling Indexes

To compile indexes, follow these steps:

1. Select the location in your document to display the Index.

2. Choose Insert and select Index and Table. The index and Table dialog box appears.

3. Click the Index tab and choose Simple from the Formats box.

4. Click OK button, the compiled index will appear on your document.

5. If this symbol – appear in your document, click the button in Standard toolbar to hide it.
2.3.3 Adding Indexes

In order to add the new index after you have compiled the Index List, you have to repeat the steps discussed under 2.3.1 Inserting Indexes in Your Document and 2.3.2 Compiling Indexes.

- Word will ask you to confirm the replacement of the previously created index. Click OK.

![Microsoft Word dialog box](image)

2.3.4 Deleting Indexes

Unfortunately, Microsoft Word 2000 does not provide the feature of deleting the created index. However, you can delete the index manually.

- Select the Index you want to delete from the created Index List in your document, press the Delete button on your keyboard.

2.4 Table Of Contents

Rather than painstakingly typing a table of contents yourself, and then retyping it whenever the page numbers or headings change, you can have Word handle this for you.

Asking Word to create a table of contents for you has three advantages:

- The table of contents is actually a field, so you can update it at any time to reflect changes in your document. Word can update both the headings and page numbers when necessary.

- Each heading in the table of contents is a hyperlink that leads to that heading in the document text. The hyperlink lets your table of contents be a navigation tool.

- Most importantly, you don’t have to type the whole thing by yourself.
2.4.1 Creating a Table of Contents

To create a table of contents, follow these steps:

1. You have to apply heading styles before creating a table of contents. Word uses heading styles to locate your headings and decide how to format them in the table of contents it generates.

2. Click at the location where you want the table of contents to appear. If you like, you can also type the title Table of Contents at the top of the page.

3. Choose Insert, Index and Table to display the Index and Table dialog box, and click on the Table of Contents tab.
4. Experiment with different “looks” in the Formats drop-down list (Classy, Fancy, Modern and so on) to find one that you like.

5. Specify the number of heading levels that you want in the table of contents in the Show Levels text box.

6. After you have made your selections, click the OK button.

7. In a moment, the table of contents appears. It may appear light gray to indicate that it is a field. However, the gray shading will be not printed out.

<table>
<thead>
<tr>
<th>Table of Contents</th>
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| The Adventure Begins: Education And Early Development ..................  
| 1                   |
| The Early Career: Pictorial With An Edge ...................................  
| 3                   |
| Portraits With An Edge .........................................................  
| 3                   |
| Involvement With The Art World .................................................  
| 4                   |
| Her Father’s Influence ............................................................  
| 4                   |

8. Try pointing to a heading in the table of contents. The mouse pointer becomes a pointing hand. When you click, Word jumps to the associated heading in the text.
2.4.2 Updating a Table of Contents

After you revise your headings or the pagination changes, you need to update the table of contents. To do this:

1. Click on any part of the table of contents (to make the table of contents to be grayed).

2. Right-click anywhere in it and choose Update Field in the context menu. OR you can press F9 key from the keyboard.

3. Word displays the Update Table of Contents dialog box to ask whether you want to update only the page numbers or the entire table. Mark the desired option and click OK.

![Update Table of Contents dialog box]

Note: Always remember to update the table of contents right before you save or print the document.

2.4.3 Deleting a Table of Contents

To delete a table of contents, select it and then press the Delete key from the keyboard.