

## CHECKING CROSS-REFERENCES WITH WORD 2000 BOOKMARKS AND HYPERLINKS

*You can insert hyperlinks where you cite the references in the text to enable your readers to jump to the Bibliography and look up the sources of your citations. (This is what Exactica's Editors do and you can do the same, if you do not want to learn how to use Referencing software like ScholarsAid.)*

### BOOKMARKS

1. First, type the reference into your bibliography. For example:

Boy, M.R. 2003. *Conquering the north: Agriculture with little rain*. Pietersburg, South Africa: Limpopo Publishers.

OR

Man, H.E., Woman, S. & Boy, J.A. 2004. Rainwater harvesting in Alice. *Agriculture in South Africa*, 15(4), 49-60.

OR

Sense & Nonsense Incorporated. 2005. *Annual report for 2004*. Pietersburg, South Africa: SNI.

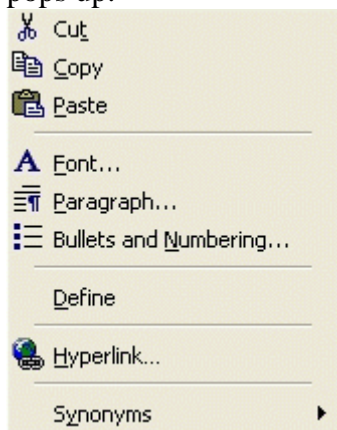
2. Highlight the name of the first author. In the example below, that is BOY.

**Boy**, M.R. 2003. *Conquering the north: Agriculture with little rain*. Pietersburg, South Africa: Limpopo Publishers.

3. Copy it. (Copy by pressing Control+c or by clicking on the Copy icon in the formatting toolbar.)



or by right-clicking and choosing Copy in the submenu that pops up.



4. Go to the Insert menu and choose the Bookmark... option, as shown on the right.

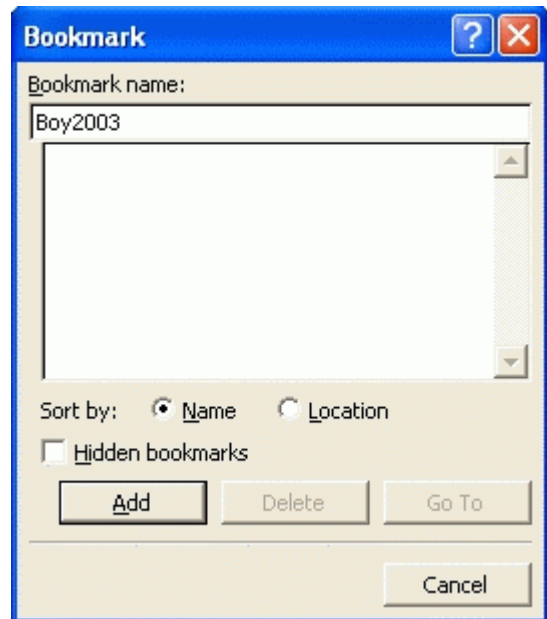
5. The Bookmark dialog box pops up. In the Bookmark name text box, paste in the author's name or type it in. Add the date of publication with no space, as shown on the right.

5.1 Paste by pressing Control+v or by clicking on the Paste icon in the formatting toolbar at the top of your screen



or by right-clicking and choosing the Paste option in the submenu that pops up.

*You can drag a dialog box out of your way by left-clicking on the blue bar at the top and holding the click-bar down while you move the dialog box to where you want it.*



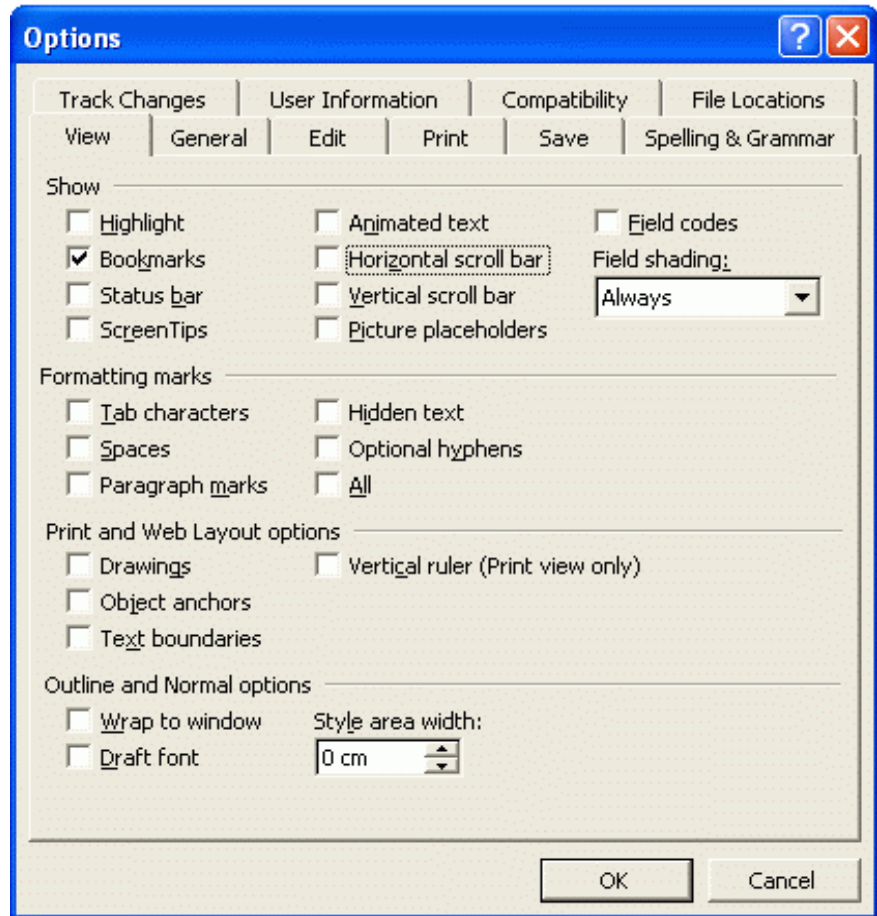
6. Click on the Add button or press the Enter key to exit.

7. The bookmarks should be displayed like square brackets around the text you highlighted, as shown below:

[Boy], M.R. 2003. Conquering the north: Agriculture with little rain. Pietersburg, South Africa: Limpopo Publishers.

7.1 If you cannot see square brackets around the text you highlighted, go to the Tools menu and choose Options....

- 7.2 When the Options dialog box pops up, go to the View tab and click the Bookmarks check box, as shown below.

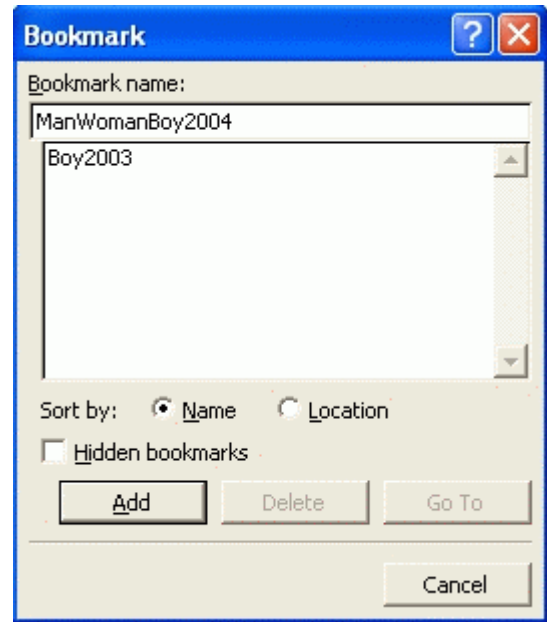


8. Now add a bookmark to the next reference. Start by highlighting the name of the first author. In the example below, that is MAN.

**Man**, H.E., Woman, S. & Boy, J.A. 2004. Rainwater harvesting in Alice. *Agriculture in South Africa*, 15(4), 49-60.

9. Go to the Insert menu and choose the Bookmark... option, as in paragraph 4.

10. The Bookmark dialog box pops up with the last entry highlighted in the Bookmark name text box. Type over it the new bookmark name. If there is more than one author, type in all the surnames without spaces, plus the year of publication, as shown on the right:



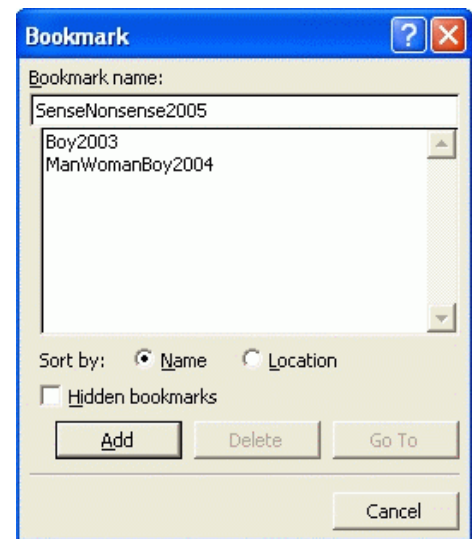
11. Now add a bookmark to the next reference, in the same way. Start by highlighting the name of the first author. In the example below, that is SENSE & NONSENSE INCORPORATED.

**Sense & Nonsense Incorporated**. 2005. *Annual report for 2004*. Pietersburg, South Africa: SNI.

12. Go to the Insert menu and choose the Bookmark... option, as in paragraph 3.

13. The Bookmark dialog box pops up with the last entry highlighted in the Bookmark name text box. Type over it a new bookmark name, as shown on the right:

*It is not as simple to bookmark this reference as it is to bookmark the others because it is by a corporate author whose name can be abbreviated. If you refer to the author more than once, the second and subsequent references need to refer to the abbreviation. The next step is therefore to bookmark the abbreviation as well.*

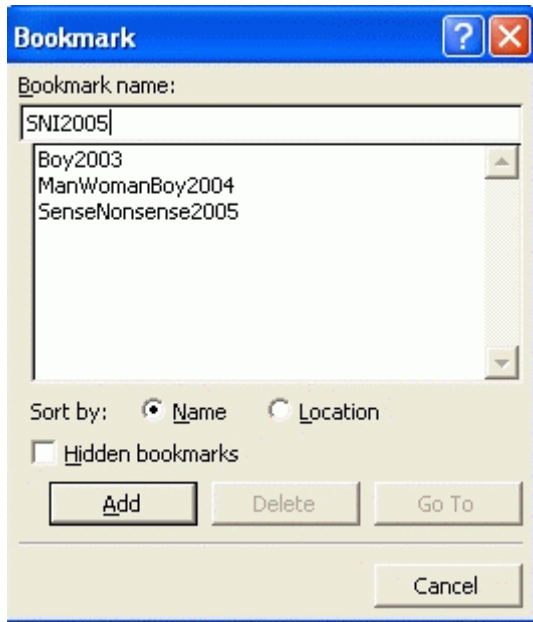


14. Put the abbreviation somewhere in the reference – usually as the publisher or after the full name of the author. In the examples below, the abbreviation is SNI:

Sense & Nonsense Incorporated (**SNI**). 2005. *Annual report for 2004*. Pietersburg, South Africa: The Author.

Sense & Nonsense Incorporated. 2005. *Annual report for 2004*. Pietersburg, South Africa: **SNI**.

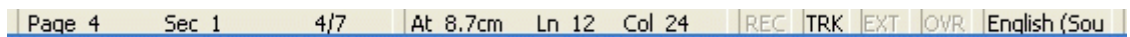
- Highlight the abbreviation and bookmark it as before, giving it a distinctive name, as shown below:



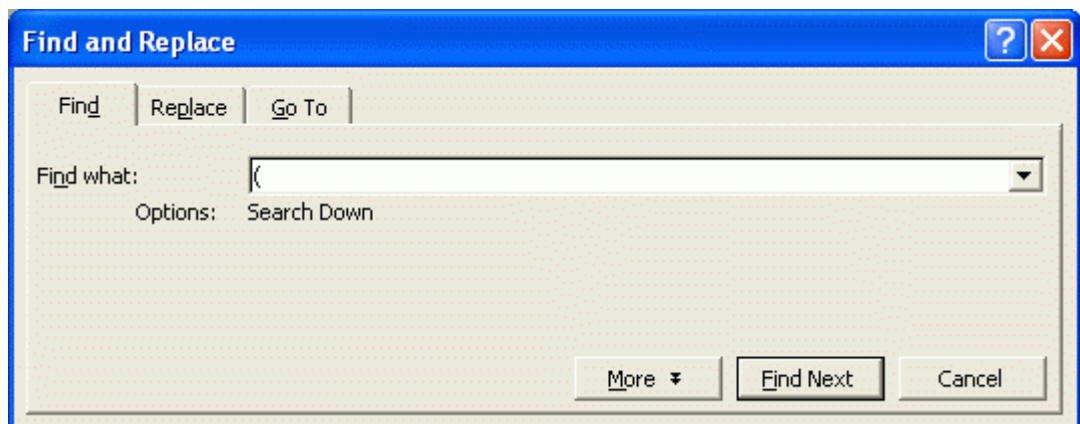
- Do this for all your references.

## HYPERLINKS

- Now you can replace in-text citations with the same names as hyperlinked cross-references. You are not going to make real changes to the document so, if the TRK toggle switch in the status bar at the bottom of your page is dark/active, as shown below, double-click on it to switch off Track changes.

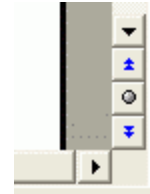


- Now go to the citations in the text. One way to do so is by telling Word to Find a left bracket, as shown below.



- Word jumps you to the next left bracket. If it is not beside a citation, keep telling Word to Find next... until you find a citation.

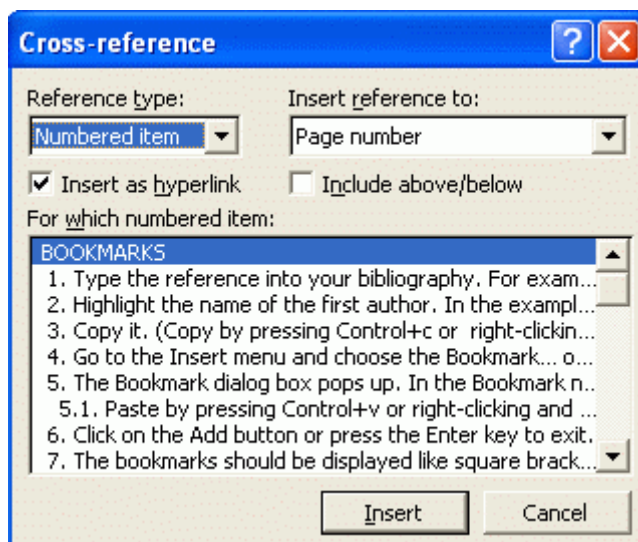
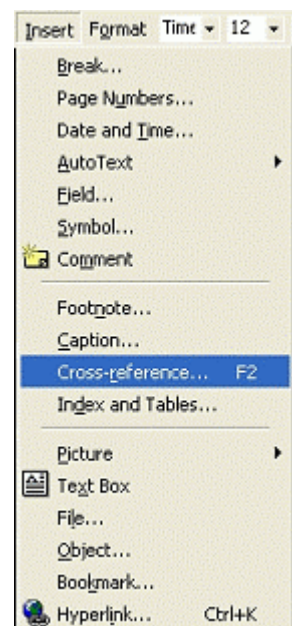
- 19.1 If you do not want the dialog box in front of your text all the time, click the Cancel button to close it and then either keep pressing the F4 function key to jump to the next bracket, or else click on the blue double-headed down-arrow at the bottom of your vertical scroll bar, as shown on the right. (It is blue whenever Word remembers something you want to Find.)



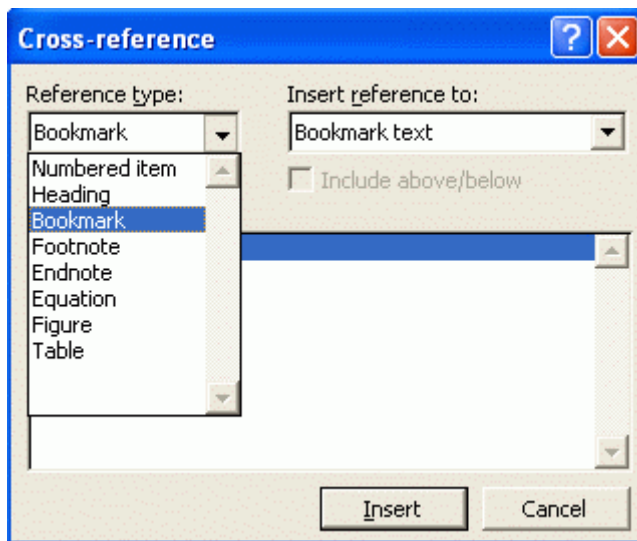
20. When you find a citation beside a bracket, highlight the author name so that you can replace it with the hyperlinked cross-reference. In the example below, the author name is MAN.

Researchers have found a relationship between rainfall and crop production (**Man**, Woman & Boy 2001: 10).

21. Go to the Insert menu and choose the Cross-reference... option, as shown on the right.
22. The Cross-reference dialog box pops up with the Reference type set to “Numbered item” by default, as shown below.

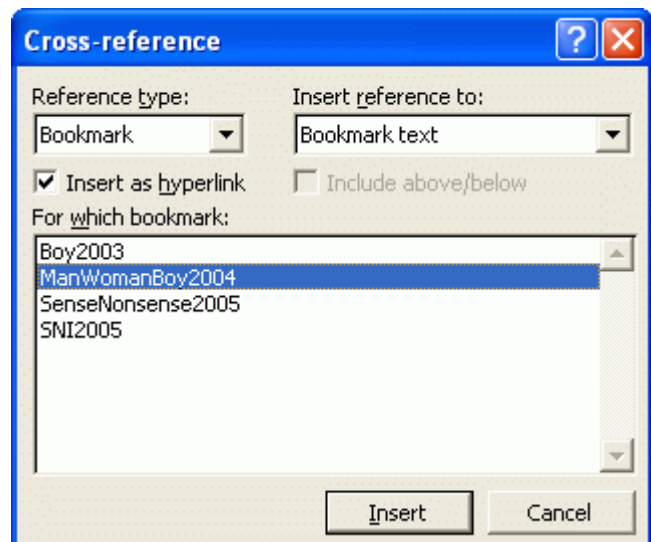


23. Change the Reference type to “Bookmarks” by clicking on the down arrowhead to the right of the Reference type dropdown box, as shown below.



24. In the Insert reference to dropdown box, choose the “Bookmark text”. In the For which bookmark list box, choose the bookmark that you want to cross-reference, in this case, “ManWomanBoy2004”, as shown on the right.

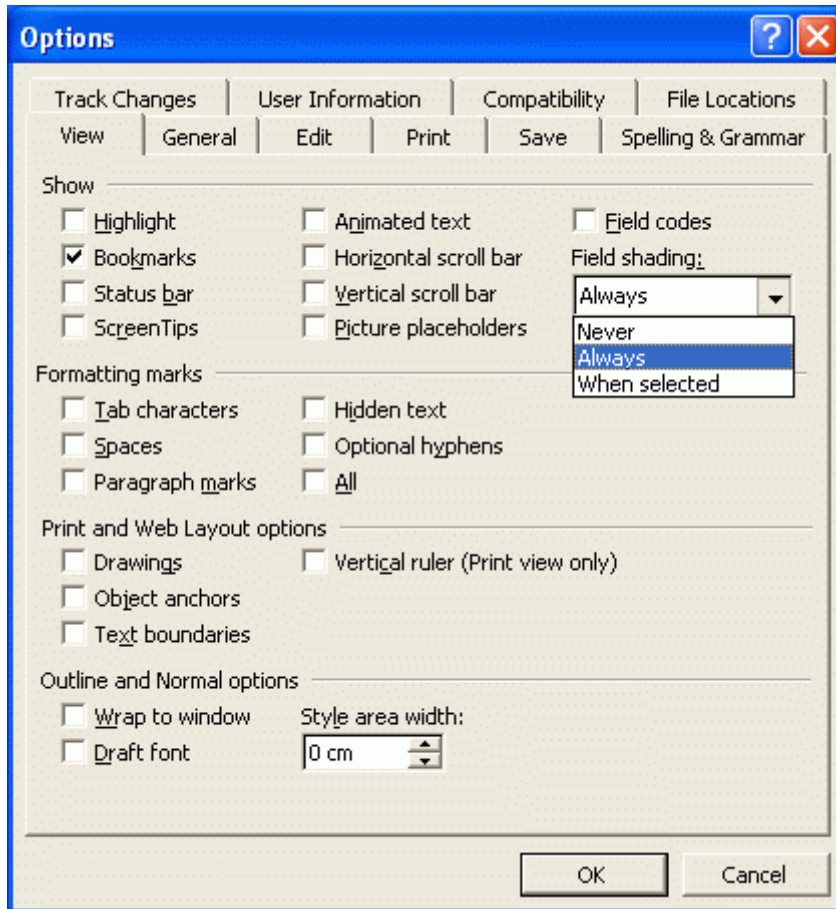
*Note that you can check the surnames of the second and third authors and the date of publication in the cross-reference dialog box, without having to go to the Bibliography.*



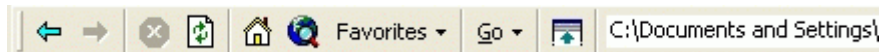
25. Click on the Insert button.
26. The cross-reference is inserted in the text, as shown below.

Researchers have found a relationship between rainfall and crop production (Man, Woman & Boy 2004: 9).

- 26.1 If the inserted cross-reference does not show up in a grey highlight, go to the Tools menu and choose Options....
- 26.2 When the Options dialog box pops up, make sure you are in the View tab and choose “When selected” or “Always” in the Field shading dropdown box, as shown below.

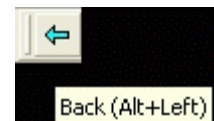


27. Because you have inserted a hyperlink, the Web toolbar has appeared at the top of your screen.



28. Now you can check whether all the references in your text have corresponding entries items in your Bibliography are mentioned in the text and tell when to use 'et al.' for items with three or more authors.

28.1 Click on the Back icon on the left of the Web toolbar or press Alt+left arrow to go to the cross-reference.



28.2 Change the font of the bookmarked name, e.g., by bolding it (Control+b).

**Man**, H.E., Woman, S. & Boy, J.A. 2004. Rainwater harvesting in Alice. *Agriculture in South Africa*, 15(4), 49-60.

28.3 Go back to the hyperlink you came from by clicking on the right arrow in the Web toolbar or by pressing Alt+right arrow.



28.4 The next time you insert the hyperlink, it will be in the changed font so you will know that this is the second time you have used the cross-reference. If the item has three or more authors, use 'et al.' as in the example below.

Researchers have found a relationship between rainfall and crop production (**Man**, et al. 2004: 9).



*If all the references in your Bibliography have the font of their bookmarks changed, then you know that you have referred to them all in the text. Now remove the evidence of your check.*

29. Make the font in the Bibliography normal by highlighting the text in each bookmark and pressing Control+spacebar.
30. Make the font in the text normal by updating the hyperlinks. The simplest way is to do them all at once by Selecting all the text (Control+a) and pressing the F9 function key.
31. If necessary, switch Track changes back on by clicking on the greyed TRK toggle switch in your status bar.

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