

## CHECKING ABBREVIATIONS WITH WORD 2000 BOOKMARKS AND HYPERLINKS

*If you have a List of Abbreviations, you need to check that all the abbreviations used in your text are listed there, and that all abbreviations in the List are used more than once in the text.*

### BOOKMARKS

1. Type the abbreviation into your List of Abbreviations. For example:

NGO          non-governmental organisation

WHO          World Health Organization

2. Highlight the abbreviation. In the example below, that is NGO.

**NGO**          non-governmental organisation

3. Copy it.

- 3.1 Copy by pressing Control+c or right-clicking and choosing Copy in the submenu or by clicking on the Copy icon.  COPY

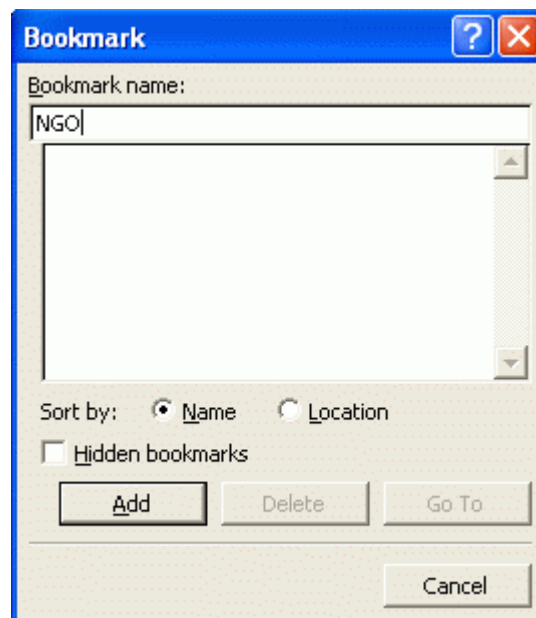
4. Go to the Insert menu and choose the Bookmark... option, as shown on the right.

5. The Bookmark dialog box pops up. In the Bookmark name text box, paste in the abbreviation or type it in, as shown on the right.

- 5.1 Paste by pressing Control+v or right-clicking and choosing the Paste option or by clicking on the Paste icon.



*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.*

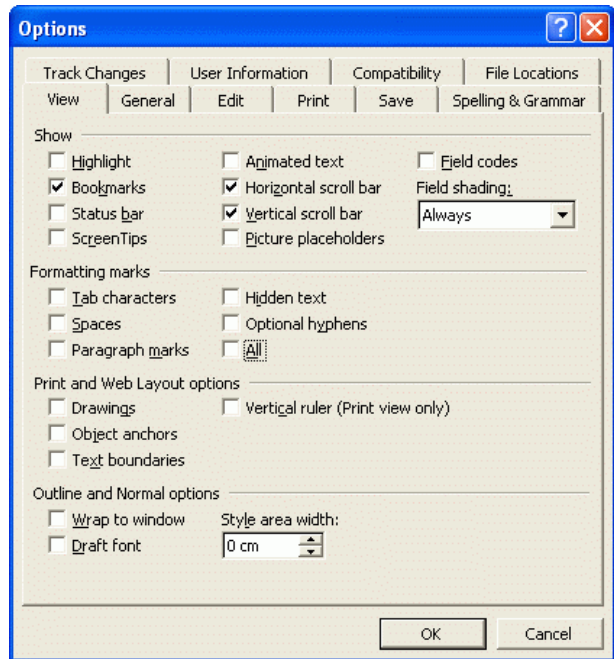


6. Click on the Add button or press the Enter key to exit.

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

[NGO]          non-governmental organisation

- 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, make sure you are in the View tab and click the Bookmarks check box, as shown on the right.

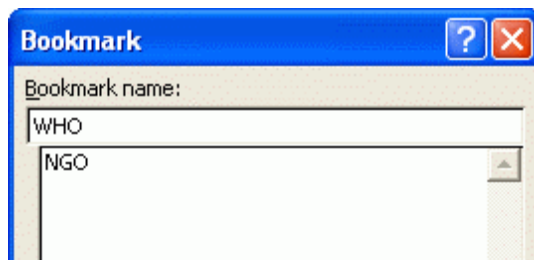
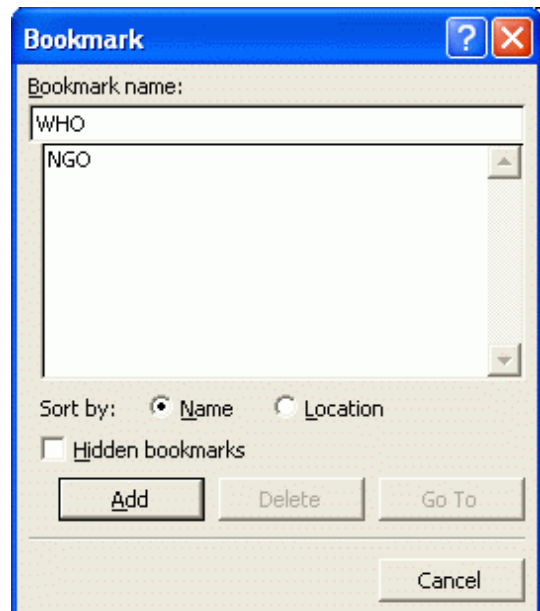


8. Now add a bookmark to the next abbreviation. In the example below, that is WHO. Highlight it as shown below and Copy it.

[NGO] non-governmental organisation

**WHO** World Health Organization

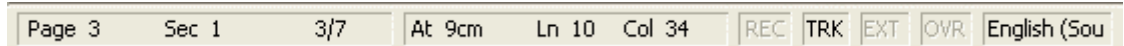
9. Go to the Insert menu and choose the Bookmark... option, as in paragraph 4.
10. The Bookmark dialog box pops up with the last entry highlighted in the Bookmark name text box, as shown on the right.
11. Type the new bookmark name, ie, WHO, over the highlighted name.



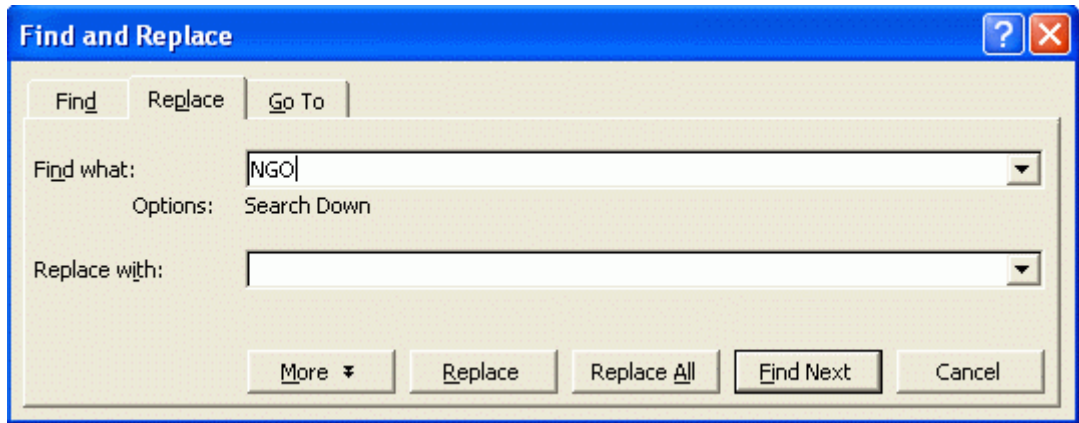
12. Click on the Add button or press the Enter key to exit.
13. Now add a bookmark to the next abbreviation, in the same way.
14. Do this for all your abbreviations.

## HYPERLINKS

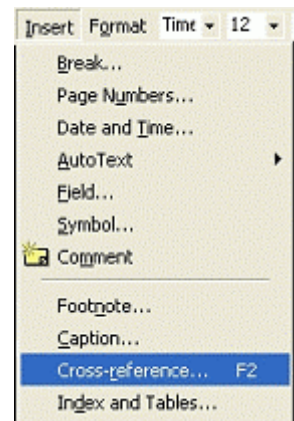
- Now you can insert (or replace) abbreviations in the text with the hyperlinked cross-references so that online readers can jump to the full names if they forget what they mean. You will also be able to check whether that the abbreviation is used and that it is used more than once. Below are the instructions for this.
- 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.



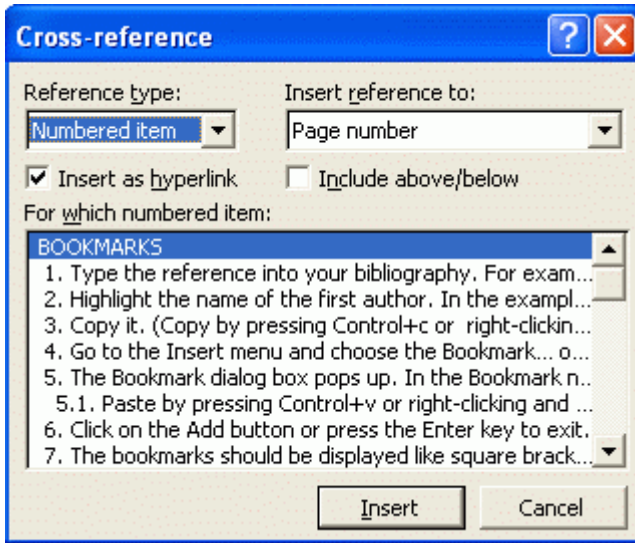
- Now go to the List of Abbreviations. Copy the first abbreviation and press Ctrl+f or go to Edit menu → Find option to tell Word to Find it.
- The Find and Replace dialog box pops up, as shown below.



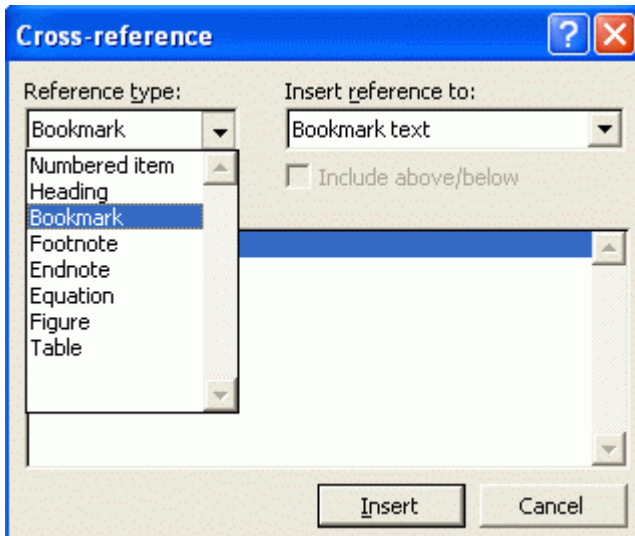
- Word jumps you to the first time you used the abbreviation. It should have the full version of the name beside it. If it does not, add it.
- Word automatically highlights the text it has found so your abbreviation is highlighted so that you can replace it with the hyperlinked cross-reference. In the example below, the abbreviation is NGO.
- 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.



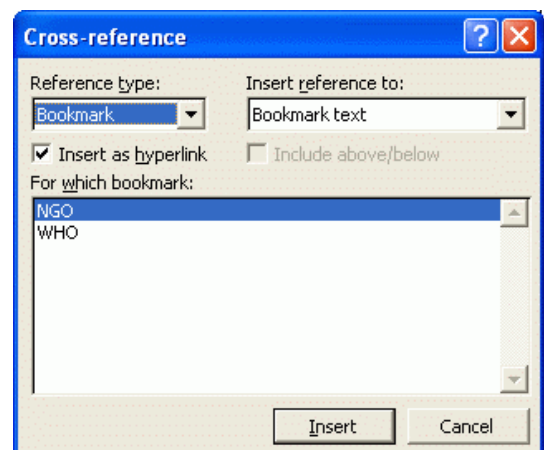
23. Change the Reference type to “Bookmarks” by clicking on the down arrowhead to the right of the Reference type dropdown box, as shown below.



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, “NGO”, as shown on the right.

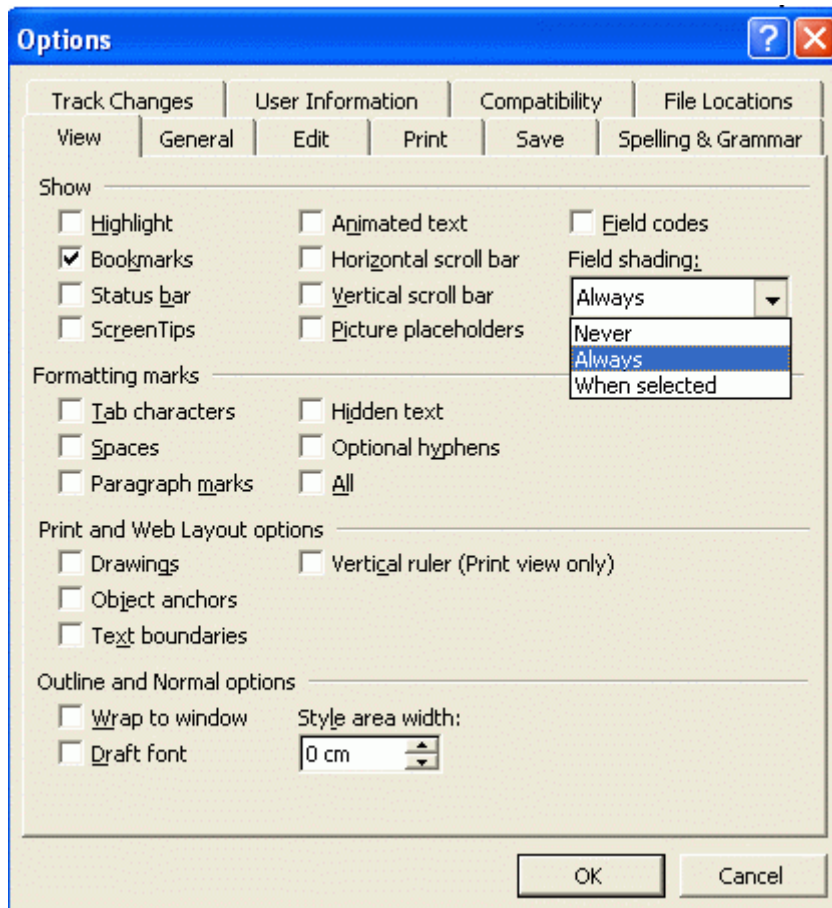
25. Click on the Insert button.

*The cross-reference is inserted in the text. In the example below, the abbreviation is “NGO”. Note that the ‘s’ is added to the cross-reference.*



The community approached non-governmental organisations (NGOs) for help.

- 25.1 If the inserted cross-reference does not show up in a grey highlight, go to the Tools menu and choose Options....
- 25.2 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.



*Now you can check whether all the abbreviations in your List of Abbreviations have corresponding entries in your text and that every first use of an abbreviation has the full version beside it.*

26. Highlight the full version of the abbreviation so that you can bookmark it. In the example below, the full version is “non-governmental organisation”s. Note that the singular version should be bookmarked.

The community approached non-governmental organisations (NGOs) for help.

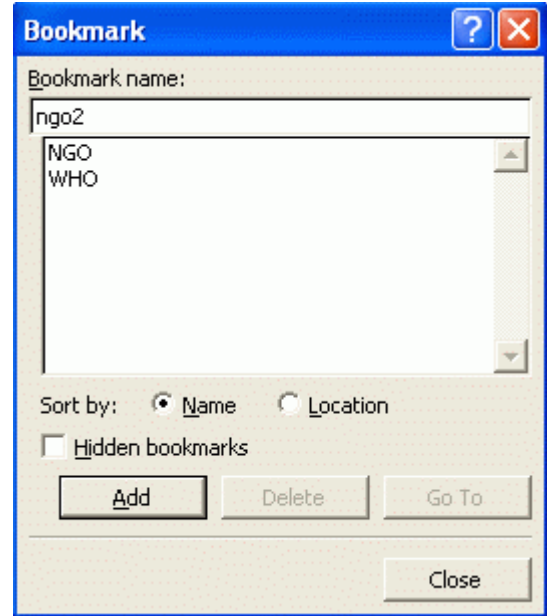
27. Insert the bookmark as before:
  - 27.1 Copy it.
  - 27.2 Go to the Insert menu and choose the Bookmark... option.

27.3 When the Bookmark dialog box pops up, in the Bookmark name text box, type the abbreviation in lower case with a 2, as shown on the right.

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

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

The community approached  
[non-governmental  
organisation]s (NGOs) for  
help.



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



29. Click on the Back icon on the left of the Web toolbar or press Alt+left arrow to go back to the original abbreviation in the List of Abbreviations.



[NGO] non-governmental organisation

30. Highlight the full version of the name and insert the cross-reference to the full version in the text.

30.1 Go to the Insert menu and choose the Cross-reference... option.

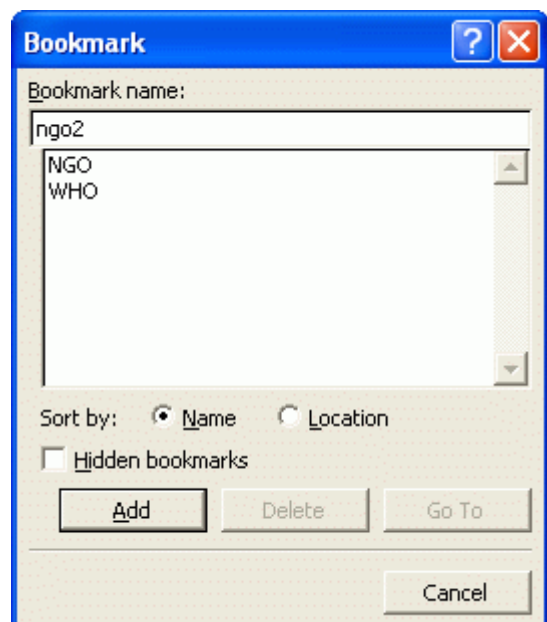
30.2 The Cross-reference dialog box pops up. Make sure the Reference type is set to "Bookmarks".

30.3 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, "NGO", as shown on the right.

30.4 Click on the Insert button.

31. The cross-reference is inserted in the List of Abbreviations, as shown below.

[NGO] non-governmental  
organisation



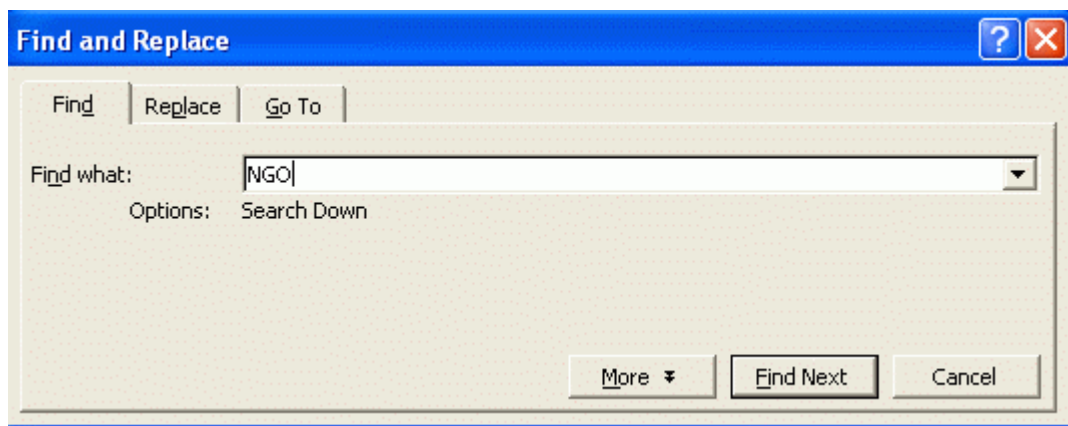
32. Go back to the hyperlink you came from by clicking on the right arrow in the Web toolbar or by pressing Alt+right arrow.



33. Do this for all your abbreviations.
34. If you find an abbreviation in the List of Abbreviations that is not mentioned in the text, delete it from the List of Abbreviations.

*Now you should check that every abbreviation is used more than once in the text.*

35. Go to the first abbreviation in the List of Abbreviations and Copy it.
36. Tell Word to Find it by pressing Control+f and, when the Find and Replace dialog box pops up, inserting the abbreviation into the Find what text box, as shown below.



*Word jumps to the first use of the abbreviation in the text.*

37. Copy the hyperlinked version.
38. Now find the next use of the abbreviation.

38.1 To do so, you can press the Find Next button in the Find and Replace dialog box. However, 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.)



*If the abbreviation is not used again in the text, delete it from the List of Abbreviations and delete it from its first mention in the text. You only need the full version there.*

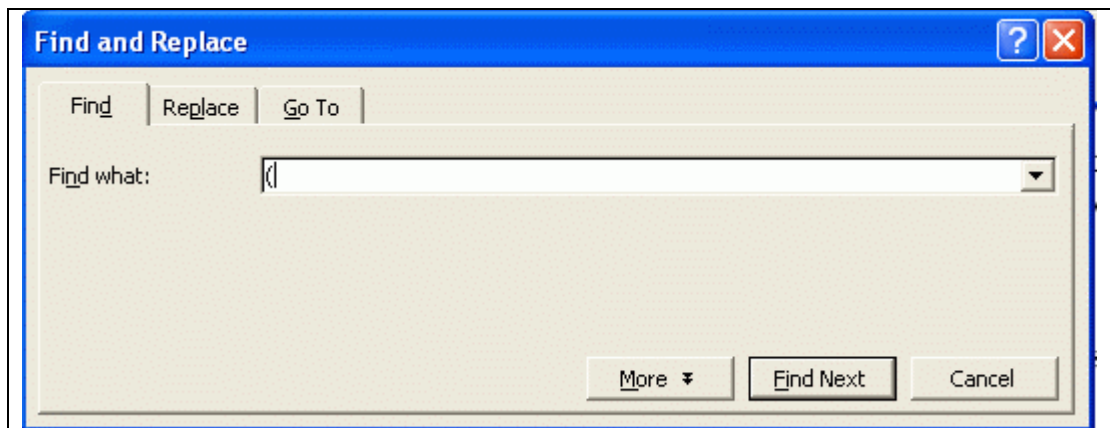
39. When you find the next use of the abbreviation, press Control+v to Paste the hyperlinked version over the plain text.

*Now you can insert a hyperlink instead of every abbreviation in your text so that readers of the online version can always look up the meaning in the List of Abbreviations.*

40. Keep finding the next use of the abbreviation in the text until Word tells you it has reached the end of the document and asks you if you want to start again at the beginning. Say Yes, because that will take you back to the List of Abbreviations to do the same for all the other abbreviations in turn.
41. To look for abbreviations, tell Word to Find a left bracket. Press Control+f and the Find and Replace dialog box will pop up. Type a left bracket into the Find what text box, as shown below.

*Now you can check whether all the abbreviations in your text have corresponding entries in your List of Abbreviations.*

42. To look for abbreviations, tell Word to Find a left bracket. Press Control+f and the Find and Replace dialog box will pop up. Type a left bracket into the Find what text box, as shown below.



43. Keep telling Word to Find the next left bracket until you get to the end of the document or find an abbreviation in the text that is not mentioned in the List of Abbreviations.
44. Highlight it and tell Word to Find whether it is used again in the text.
45. If it is used again in the text, add it to the List of Abbreviations like all the others.
46. If it is not used again in the text, delete the abbreviation from its first mention in the text. You only need the full version there.
47. If necessary, switch Track changes back on by clicking on the greyed TRK toggle switch in your status bar.

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