

# Linked Appendix in a Word Document

## What

Instructions to create a linked Appendix for a Word document to make the document reader friendly for both novice and experienced readers.

## Why

When you write a document, the terminology and the level of detail you use will determine which group of readers will benefit the most from your information. Use technical terms or refer to a common function that only experts know, then only experts will understand and benefit from your document. Expand the text to explain what each technical term means and describe in detail all functions will benefit the novice, but will bore an expert and lessen the benefit to that group. One solution to make your document beneficial to all groups is writing so the experts don't get bored with too much detail in the text, but make the additional information that is not visible in the text accessible with a quick and simple action by the reader. That way readers that don't need the additional information don't use the simple action and are not delayed by the additional information while those that don't quite understand can use the simple action to see the additional information and increase their understanding of the text in the document. If the additional information is only text and less than 250 characters, then using the AutoTextList Field function as described in my *Create Hover (Hidden) Messages in Word* instructions will work to achieve this goal by displaying the additional information with the simple action of hovering the mouse pointer over a trigger word. If the additional information is >250 characters or a photo, graphic, or screenshot (can even be a video), then the Linked Appendix method described below will work nicely.

*Notice: The screen shots are from Word 2019 but the instructions should work for many other versions of Word.  
Linked Appendix is not a Word function, but rather a name I coined for this method.  
To demonstrate a Linked Appendix document, this document will use the Linked Appendix method.*

*The default way to use a link in a Word document is to place the mouse pointer over the link text (which turns the pointer into a pointing finger), press and hold down the Ctrl key, and press the left mouse button. If you uncheck Use CTRL + Click to follow hyperlink in Editing options of the Advanced tab of Word Options, the Ctrl key is not needed and point and click will follow all links.*

Special Note: Place the pointer over red colored text, press Ctrl + left mouse button to follow link to view a screenshot of item described. Press Ctrl + left mouse button on the red colored "here" in the *Click here to return to your place in the document* statement below that screenshot to return to your place in instructions.

## How

*Overview:*

An Appendix is added and kept at the end of the document. In the document where the additional information would be needed, insert a hyperlink to a bookmark placed in the Appendix where the additional information is placed. Just below the additional information in the Appendix insert a Hyperlink to the location that is one space to the right of the Hyperlink you just clicked, thus returning back to the document exactly where you left off. Adjust the formatting of these Hyperlinks to be less distracting and yet identifiable by your general instructions such as "Ctrl + Click any red colored text for further information".

### Create a Linked Appendix Document

- In the document you want to add the Linked Appendix to, move the cursor to the last line on the last page. This may require you to press the Enter key multiple times to move the cursor from the last line of text (or first line of a new document) to the last line.
- With the cursor on the last line, insert a Next Page Section Break by pressing and releasing the following keys in this order: Alt, P, B, and N (Alt, P, B, N). This will place the cursor on the first line of the next page which will be the first line of your Linked Appendix. No matter how many pages of text you add to the document before this Section Break, the Appendix will remain at the end of the document.
- On the first line of the Appendix section you can enter the title for this section such as Appendix or use no title at all.
- At the left margin on the first line of the Appendix where the first additional information will be placed, insert a Bookmark. To insert a Bookmark at the place where the cursor is at, press and release the following keys in this order: Alt, N, Z, L, and K (Alt, N, Z, L, K) which will open the Bookmarks window ([see example](#)) for you to enter a name for this Bookmark. Name for Bookmarks must follow these specific rules:
  - Different for each Bookmark
  - 1 to 40 characters
  - Use only letters, numbers, and underscore
  - Can not start with a number
  - Can not start with an underscore
  - Can not have any white spaces or punctuation marks
- After entering the name for the Bookmark, click the Add button to add your Bookmark and close the window.
- For an example I will name this Bookmark for the first additional information *AddInfo1*.
- Return to the document text and select or add text that you will use as the Hyperlink to this first additional information. For a word in the text that you have additional information for, use that word as the Hyperlink. For a screenshot or diagram add (*see example*) to the text and use the *see example* text as the Hyperlink.
- Select to highlight the word(s) you selected to be the Hyperlink. Press and release the following keys in this order: Alt, N, Z, L, and I (Alt, N, Z, L, I), which will open the Insert Hyperlink ([see example](#)) window with the word(s) you highlighted showing in the Text to display: box.
- In the box under Link to: select Place in This Document which will display all the Bookmarks in the document in the large box to the right.
- Select the Bookmark for this first additional information. Following my example I would select *AddInfo1*. Note: you can add a text only statement that will display when the mouse pointer hovers over the Hyperlink by clicking the Screen Tip button and entering the text. I don't use the screen tip since my general instructions will indicate to Ctrl + click links for additional

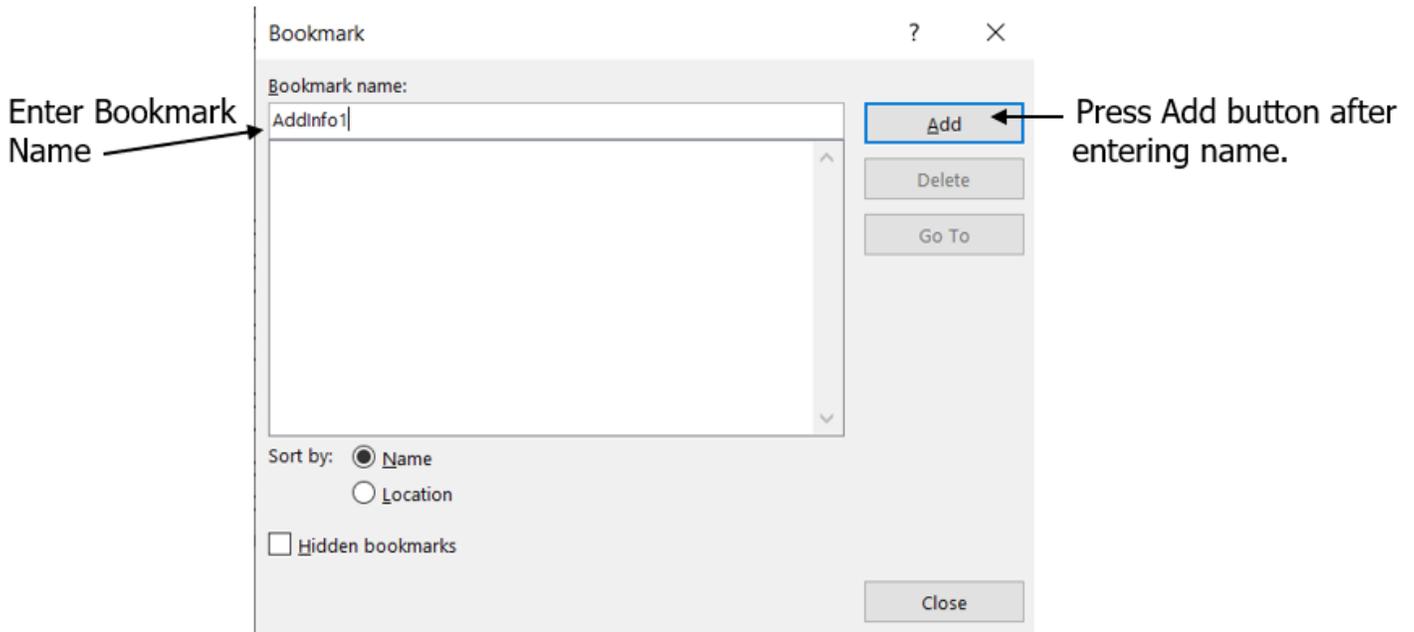
information and I often create PDF versions of the document which does not display the screen tips but all links still work.

- Press the OK button to insert your Hyperlink and close the Insert Hyperlink window.
- The word(s) you highlighted will change color (to blue by default) and be underlined. Placing the mouse pointer over the Hyperlink will turn the mouse pointer into a hand with a pointing finger. Press and hold down the Ctrl key while pressing the left mouse button while the pointer is over the Hyperlink will instantly transfer the cursor to that Bookmark on the Appendix page.
- Before pressing the Hyperlink and moving to the Appendix page, place the cursor one space after the Hyperlink word(s) {or one space after (see example)}. Insert a Bookmark following the instructions above and name the Bookmark by adding R to the Bookmark name of the Bookmark that the Hyperlink to the left links to. Following my example for the Hyperlink to my *AddInfo1* Bookmark I would name this Bookmark *RAddInfo1*.
- Use the Hyperlink to go to the Appendix page. Enter your additional information. After you have entered your additional information, move the cursor two lines below your additional information and enter the following statement:  
*Click here to return to your place in the document.*
- Highlight the word *here* in the above statement. Following the Insert Hyperlink instructions above, insert a Hyperlink to the Bookmark that is one space to the right of the Hyperlink in the document. Following my example this would be a hyperlink to the *RAddInfo1* Bookmark.
- Thus a reader could click the Hyperlink in the document to go to the Appendix to obtain additional information and click "here" to return right where they left off...one space after the Hyperlink they just clicked.
- You can repeat the above steps for each additional information you want to add to the document.
- Hyperlinks to Bookmarks in the same document will move instantly without any delays and do not require an Internet connection.
- The default format for Hyperlinks in Word is underlined blue text which is a very common format for Internet links to web sites. Some readers may think these Hyperlinks are Internet links and will be reluctant to use the link for fear of leaving the document. Also the Hyperlink will really "stick out" against the other text in the document. It is best to change the formatting of the Hyperlinks so they don't look like Internet links and don't "stick out" as much (like no underline and just a different colored text).
- Changing the formatting of Word Hyperlinks differs from the usual way you change formatting in Word. I created separate instructions for changing the format of Word hyperlinks, *Change How Links Appear in Word Documents*. Refer to that article for detailed instructions.

## Comments

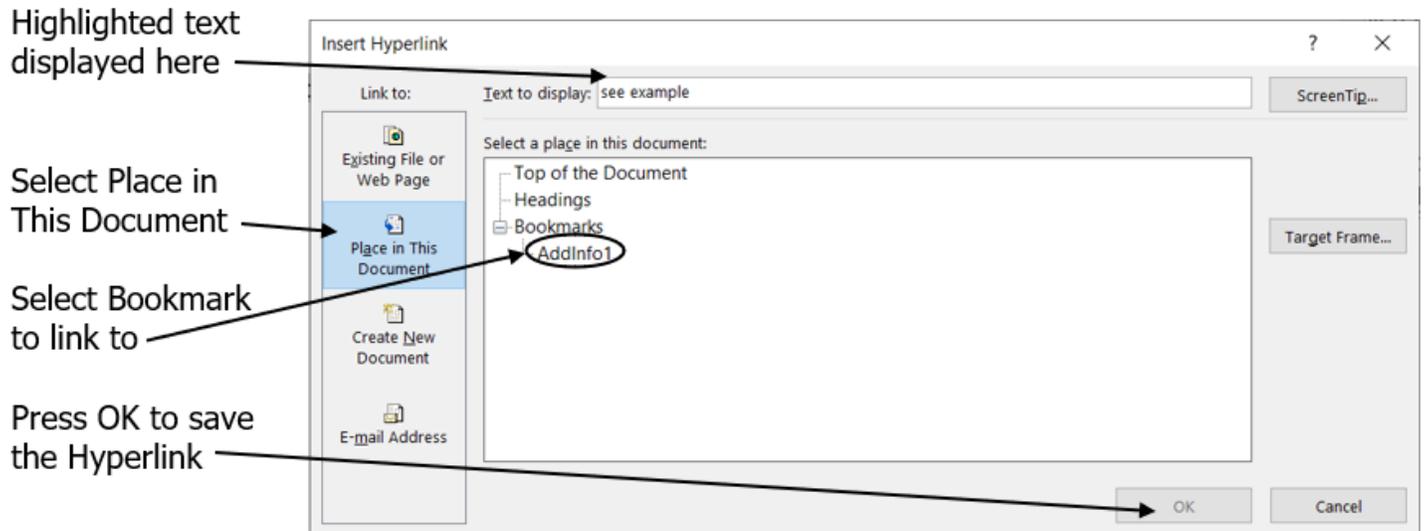
- This method works extremely well for instruction documents where the readers will return to the document to refresh their memory of the steps, but no longer need the screenshots or additional information.
- This method of placing the additional information at the end of the document must get over the stigma of an Appendix in a textbook which took flipping thru many pages just to view the table, picture, or other additional information that makes understanding what you were reading better, but took time and effort. The Linked Appendix method above is just one click to get the info and one click to return to where you were...very little time and effort.
- This method is not applicable in all situations. If the majority of the readers will need to view the additional information, then the additional information should be kept with the text.

- I often add a line across the page to separate each additional information block in the Appendix which makes it clear which *Click here to return to your place in the document.* goes with which additional information block.



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