First create BOOKMARKS for items you will want to jump TO. Then create HYPERLINKS to the bookmarks. The hyperlinks are created at the location you will want to jump FROM.

How to create a bookmark in Word 2007:
1. Highlight the Title, text phrase, picture, or other location that you want to bookmark. Keep your highlight within one paragraph, preferably just a word or two.

2. Under INSERT tab, click on the Bookmark icon. In the "Bookmark Name" box, type a name that will uniquely identify this exact spot in the document. It must be one word, but you can run words together without spaces to make a one-word name. Choose a name that will be both unique and easy for you to recognize when you have to pick it out of a list later. Hint: If you are bookmarking a short bit of unique text, you can copy it (CTRL-C) while it is highlighted, then paste into the "Bookmark Name" box and edit the text to one word as your bookmark name.

3. After typing in each bookmark name, click the Add button to create the bookmark. If you typed in a name that doesn't comply with the naming rules, the Add button will be grayed out; you will have to correct the name before proceeding.

Create a bookmark for every item you want to include in your Table of Contents. For many works, a Table of Contents will include chapter headings. You may have sections for dedications, acknowledgments, copyright information, introductions, citations, illustrations, etc. Bookmark all of these. Don't forget to bookmark the Table of Contents itself; name it "toc" (without quotation marks).

Think of other locations the reader might want to jump to from any predictable point in the document, in addition to the Table of Contents. Consider bookmarking the top or beginning of sections for "Return To" hyperlinks, so the reader doesn't get stranded on a detour with no quick way back to the main drag. The idea is to make your document as reader-friendly as possible. The less unnecessary scrolling through pages and pages, the better. (E-reading devices have Go-to commands, but they may be cumbersome to use.)

How to create a hyperlink in a Word 2007 document:
1. Go to the exact location in your document which the reader will jump FROM. If that location already contains the piece of text you want your reader to click on in order to jump to another place, highlight it. If it doesn't, place an insertion bar in the desired jump-from location by clicking your mouse there.

2. Type the Ctrl+K hotkey combination.
OR Click on the Hyperlink icon on the INSERT tab.

3. In the "Link to" section, click on "Place in This Document." You will be shown a list of places to choose from, including headings and bookmarks you've already created. Highlight the item you want your reader to jump TO when this hyperlink is clicked on.

4. The "Text to Display" box shows the words the reader will click on in your document. If you highlighted text in step one, it will appear in this box by default. If you used the insertion bar in step one, the name of the bookmark or heading you selected will appear. If you want to modify the default text, type the desired word(s) into the box. If you want the word(s) to be surrounded by parentheses, type those in also. The "Text to Display" does not have to be a unique name or limited to a single word.

5. Click the OK button. Word will create the hyperlink. The "Text to Display" will appear at the designated location, in blue underlined font. If that text is clicked on, the reader will jump to the selected heading or bookmark.

After your hyperlinks are created, you can:

- Drag them to different locations in your document.
- Copy and paste the same hyperlink to an additional jump-from location, the same way you'd copy and paste any text.
- Edit a hyperlink. Click on the blue underlined text, then hit Ctrl+K to bring up the Edit Hyperlink box. Make the desired changes and click OK.
- Edit only the "Text to Display." Simply click into the blue underlined text and delete characters or type in new ones as you would edit any text. Font characteristics can also be changed, same as any text.
- Remove a hyperlink but keep the "Text to Display" in your document. Go to the Edit Hyperlink box as instructed above. Click the Remove button.
- Delete a hyperlink, text and all. Click into the space immediately following the blue underlined text. Hit the Backspace key until the text disappears.

You can always add more bookmarks and hyperlinks as your document evolves. However, be aware that revisions and reformatting may necessitate fixing bookmarks and hyperlinks. Always do a final check by clicking on all hyperlinks to be sure they jump to the correct location.

Example: How I created hyperlinked bookmarks for my eBook *Songs for the Lord*

Every song in *Songs for the Lord* has a picture of its sheet music, the text of its lyrics, a selection of relevant Bible verses, and a summary of its theme on the "Song List" page. I wanted to bookmark each of those items so that readers could jump to them from conveniently placed hyperlinks.

For each song, I clicked on the picture of its sheet music to highlight it. Then I clicked Bookmark and typed in the name "XYZsm", replacing XYZ with the initials of that song title. So, the bookmark names for the sheet music for "My Forever Lord" and "Get a Grip on Me, O Lord" are "MFLsm" and "GAGOMOLsm."

Similarly, in each song's lyrics section I highlighted the song title, clicked Bookmark, and typed in the name "XYZlyr." For example, "MFLlyr" and "GAGOMOLlyr."

And in each song's Bible verse section I highlighted the song title, clicked Bookmark, and typed in the name "XYZbv." For example, "MFLbv" and "GAGOMOLbv."

In the Song List, I individually bookmarked each song's description by highlighting its title. Then I clicked Bookmark and typed in the name "XYZlist." For example, "MFLlist" and "GAGOMOLlist."

Now, when I look at the list of bookmarks I've created, I immediately recognize from the initials in the bookmark name which song it refers to, and I know from the suffix whether it refers to the sheet music ("sm"), the lyrics ("lyr"), the Bible verses ("bv"), or the entry in the Song List ("list").

A couple of times I forgot to omit the space between the song initials and the suffix. When I clicked the Add button, nothing happened. Sure enough, Word was reminding me to choose a one-word name. I deleted the offending space from the name box, and hit the Add button again. Voila! Word created the properly named bookmark.

In the Song List, I created three hyperlinks following each song's summary: (music) (lyrics) (Bible verses), each pointing to the matching bookmarks for that song. After each song's lyrics section, I inserted a (Go to song summary) link, pointing back to that song's bookmark in the Song List.

I also bookmarked every section I wanted to include in my Table of Contents. For example, I highlighted the cover picture of *Songs for the Lord* and named its bookmark "cover." I highlighted the headings of my copyright page, my "How to Use This Book" section, and the Song List, naming their bookmarks "copyright," "SongList," and "HowtoUseThisBook," respectively. Then I highlighted each entry in the Table of Contents and created a hyperlink pointing to the matching bookmark.