Navigational Links and Bookmarks in Documents/Technical Reports:

**What are they?** An internal link created within the Document that links to another location in the same Document. These are used to navigate around the Document to provide additional information about a topic or section in the Document.

**When does this start?** The launch date is set for May 5, 2013.

**What Documents will contain Navigational Links and Bookmarks?** These will be created for all Works in Progress (WIPs) after May 5, 2013 with a status of “Issued” or “Revised”.

**Who is responsible for creating Navigational Links?** Document Sponsors will be responsible for creating Navigational Links in all “Issued” and “Revised” Works in Progress (WIPs) after May 5, 2013. A Document Sponsor may appoint an individual on the document committee, subcommittee, or task force to assist with the creation of Navigation Links.

**How do I create a Navigational Link?** Click here for a short “cheat sheet” on creating Navigational Links.

**Who is responsible for creating Bookmarks?** SAE International Content Management Staff will be responsible for creating Bookmarks in all “Issued” and “Revised” Works in Progress (WIPs) after May 5, 2013. These will appear on the left-hand margin and will link to every heading in the entire Document.

**When should Navigational Links be used?** Navigational Links are recommended when:

- Documents exceed 15 pages in total length
- Documents contain numerous tables, illustrations, equations, diagrams, etc.

**What about Navigational Links in the Reference Section of a Document?** Navigation Links created within the Reference Section of the Document will take the reader to the location where the referenced item can be obtained. Navigational Links in the Reference Section of Document will not take the reader to the item being referenced.

**Anything else I need to know?** You might want to consider your Document Linking Strategy such as:

- Which pages should include Navigational links?
- How many should there be on a given page?
- Where should they be placed other than within the document content, i.e. attached to images, etc.?

**Contact your Standards Specialist if you have any questions**
Creating Internal Links in Microsoft Word

Internal links inside a Microsoft Word document can aid in navigation of a large document with multiple figures, tables, and sections. These internal links will be preserved when the documents are published in PDF format.

Requirements

Creating internal links within a Microsoft Word document requires you to use styles for the text and place bookmarks in the image and equation locations to which you want to link. All SAE International document templates use defined style settings, which facilitates the creation of internal links. Users must place bookmarks on figures, equations, and in table cells they wish to target with a link.

Placing Bookmarks

To place a bookmark, highlight the text, image, or object to which you want to link. This location will be called the target of the link. Under the ‘Insert’ menu or toolbar, select ‘Bookmark’. A dialog box will appear and ask you to name the bookmark. Bookmark names can contain numbers, letters, and certain symbols, but cannot contain spaces. Use simple, easily understood names for the bookmarks. It is important to be consistent.

*(Recommended bookmark names: Fig1, Fig2, Table1, Table2, Eq1, etc.)*

Creating Links

If all target locations have styles correctly assigned or bookmarks correctly placed, creating the internal links is easy.

1 – Highlight the text you wish to use as the link.

2 – Right-click the highlighted area and select ‘Hyperlink’ or navigate to ‘Insert’, then ‘Hyperlink’.

3 – A dialog box will appear (see below). Select ‘Place in This Document’ on the left to see a list of available link targets inside the document. Section heads and numbered paragraphs will appear at the top of this list, and bookmarked locations will follow at the bottom.
4 – Find the text or bookmark to which you want to link. Click once on it to select it.

5 – Click the 'OK' button on the dialog box to create the link.

If you wish to test the link to verify that it functions, hold down the 'ctrl' key and click on the link. The document view should jump to the target location.