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Microsoft Word for Office 365/

Word 2016



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Introduction

Downloading the exercise files for this workbook

The exercises referred to within this (and other) workbook(s) can be downloaded from: <https://lrweb.beds.ac.uk/studyhub-library/workbooks>.

Downloading other workbooks

All our workbooks can be downloaded from: <https://lrweb.beds.ac.uk/studyhub-library/workbooks>.

Self help guides

All the Study Hub self-help resources, including our self-help guides to performing specific tasks in Word, Excel and PowerPoint, can be downloaded from: <https://lrweb.beds.ac.uk/studyhub-library/a-z-resources>.

About us

Our aim is to support you in your use of IT while studying at the University of Bedfordshire. Our computer skills training workshops are designed to help you to improve your IT skills so you can efficiently complete assignments and dissertations. Our workshops range from Fundamentals workshops which are suitable for complete beginners to workshops that cover more advanced skills.

Workshops can be arranged for 4 or more students. If you would like to arrange a workshop for your group, contact the CST team on cst@beds.ac.uk.

If you have an individual training need, please contact us to discuss your requirements.

Contact us

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Contents

Introduction	i
Page breaks and section breaks.....	1
Advanced page numbering	3
Changing the orientation of a section.....	5
Applying heading styles	7
Using the Navigation Pane.....	8
Modifying styles	10
Creating numbered and unnumbered headings.....	12
Creating and updating the Table of Contents.....	14
Adding captions to tables and illustrations	16
Inserting a Table of Figures and a Table of Tables.....	18
Inserting and formatting Footnotes and Endnotes	20
Inserting Bookmarks	22
Inserting Cross-references.....	24
Extra hints and tips	25

Page breaks and section breaks

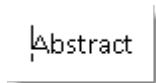
There are two kinds of breaks in Microsoft Word, page breaks and section breaks. A page break will start a new page, but the page number formatting, headers/footers and page orientation cannot be changed. To change page number formatting, headers/footers and page orientation a section break is required.

This exercise demonstrates how to use page breaks and section breaks. Open the document **Format and manage your dissertation.docx** to work through the exercise.

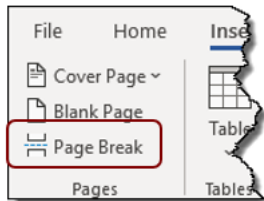
Note: If you want to move some text to the top of a new page, use page breaks instead of pressing the Enter key many times. This will prevent large gaps in the middle of pages.

Create a new page

1. On page 2, click on the beginning of the line with the word '**Abstract**'. Make sure your cursor is flashing in front of the word.



2. On the **Insert** tab, click **Page break** located in the **Pages** group. This moves all the text starting from '**Abstract**' to a new page.



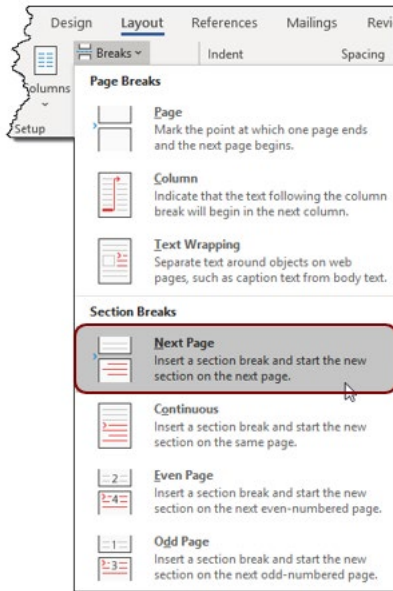
3. Insert page breaks before '**Table of Contents**' and '**Table of Figures**'. You should now have '**Table of figures**' and '**Table of Tables**' followed by '**Introduction**' on page 5.

Note: The keyboard shortcut for inserting a Page Break is **Ctrl + Enter**.


(Continued on next page)

Create a new section

1. On page 5, click on the beginning of the line with the word '**Introduction**'. Make sure your cursor is flashing in front of the word.
2. On the **Layout** tab, click **Breaks** located in the **Page Setup** group, then select **Next Page** from **Section Breaks**.



3. Your Introduction should now start on page 6.
4. Go back to page 2, and insert a section break before the word '**Declaration**'. Nothing seems to happen, as the text is already at the top of the page, but a new section break has been created.

Note: To delete a page break or a section break, click **Show/Hide**  on the **Home** tab to display the formatting marks, then double-click on the break you wish to delete and press the **Delete** key on your keyboard.

Note that when you delete a section break, you also delete the section formatting for the text above it. This text becomes part of the following section, taking the formatting for that section.

For more help on **Using section breaks**, check **Self-help guides available for download—Microsoft Word** rweb.beds.ac.uk/computerskills.

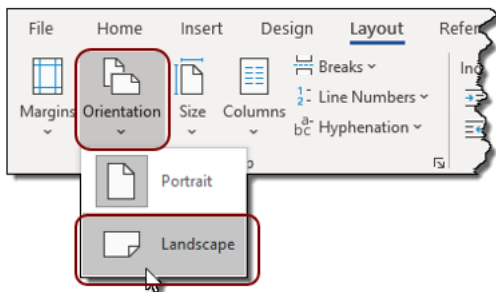
Changing the orientation of a section


Section breaks allow you to change the orientation of one section only. For example, if you have a large table that does not fit on a portrait page, you can change the page to landscape.

This exercise demonstrates how to change the orientation of a section. Continue using the document from the previous exercise.

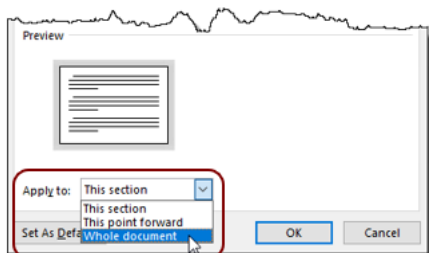
Change the orientation

1. Scroll down to page 6. You will see that there is a large table that does not fit on the page in **Appendix 2: Questionnaire Raw Data**.
2. Click on the beginning of the line **Appendix 2: Questionnaire Raw Data**. Make sure your cursor is flashing in front of the word 'Appendix'.
3. Click the **Layout** tab, then click **Breaks** and insert a **Next Page Section Break**.
4. Scroll down to the bottom of the table and click on the beginning of the line **Appendix 3**. Again, make sure your cursor is flashing in front of the word 'Appendix'. Insert another next page section break.
5. Go back to **Appendix 2: Questionnaire Raw Data**. Click anywhere on the page but make sure your cursor is flashing on this page.
6. Click the **Layout** tab, then click **Orientation** in the **Page Setup** group. Click **Landscape** to change the orientation of the current section only.



Note: If you would like to change the orientation of the whole document, click the **Launcher**  icon in the **Page Setup** group. This opens the **Page Setup** dialog box.

Select **Landscape** in **Orientation** and select **Whole document** from the **Apply to:** drop down list.



(Continued on next page)

Fix the page numbering

When you inserted the new section breaks, the page numbers have restarted from 1 at the beginning of both sections.

1. Double-click in the footer of Section 4 (the landscape section). Follow the instructions on page 3 of this workbook to open the **Page Number Format** dialog box.
2. Make sure that in the **Page numbering** section, the **Continue from previous section** radio button is selected.
3. Double-click in the footer of Section 5, and repeat steps 1-2, then close the header and footer.

Applying heading styles

A **Style** is a collection of formatting choices that have been given a unique name. Styles enable you to apply identical formatting choices repeatedly, with just one click, making the production of documents more efficient and consistent. Applying heading styles to your document is integral to the production of a Table of Contents.

This exercise allows you to practise applying heading styles to your document. Continue using the document from the previous exercise.

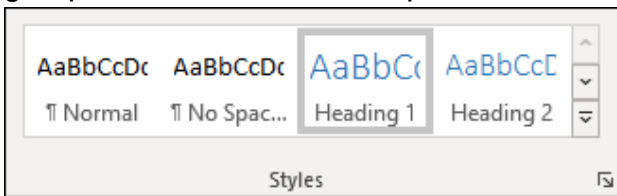
About Heading Styles

The **Quick Styles Gallery** located on the **Home** tab contains a selection of recommended styles, including heading styles (**Heading 1, Heading 2,...**). Heading styles help you create a consistent hierarchy in your document. For example, Heading 1 could be used for chapter headings, Heading 2 for major headings within chapters and so on.

Note: Word has 9 levels of pre-formatted headings styles. Only the first 2 headings are initially visible in the **Quick Style Gallery**. The others appear when required.

Apply Heading Styles

1. On page 1, click on the title **Introduction**.
2. Click the **Home** tab, then click **Heading 1** located in the **Quick Styles Gallery** in the **Styles** group. The selected text is updated according to the formatting options attached to Heading



3. Click on the next title, **Aims**.
4. Click **Heading 2** in the **Quick Styles Gallery**. Note that **Heading 3** is now also visible in the Gallery.

Apply the following styles to the chapter titles:

Heading 1: Literature review, Methodology, Findings, Discussion, Conclusion

Heading 2: Structure of the dissertation, Historical context, Current approaches, Participants, Location and research context

Heading 3: Research approach (on page 1)

Note: Hold down the **Ctrl** key while using your mouse to select non-adjacent lines of text. Then apply the heading style to all of them in one go.

Using the Navigation Pane

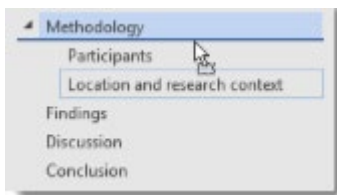
If your document has heading styles applied, the **Navigation Pane** provides one of the easiest ways to navigate around the document while keeping track of where you are within it. When displayed, the Navigation Pane shows an outline of your document: listing the main headings and subheadings. Clicking on a heading in the Navigation Pane will jump to that heading within your document. Make sure you have headings in your document (see page 7) before you continue.

In the following exercise you will use the Navigation Pane to navigate around a document. Continue using the document from the previous exercise.

Use the Navigation Pane

1. Click the **View** tab and tick the **Navigation Pane** check box in the **Show** group. The **Navigation Pane** appears on the left-hand side of the window.
2. In the Navigation Pane, click on the heading: **Literature Review**.
3. The chapter **Literature Review** is now displayed.

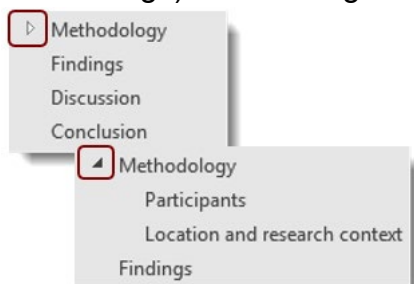
Note: You can change the order of your chapters using the Navigation Pane. Simply click on a heading and drag it up or down to move the entire chapter to a new location.



Select the level of headings to display

1. Right-click on any of the headings in the Navigation Pane. This displays the **Navigation Pane** shortcut menu.
2. Click **Show HHeading Levels**, then click **Show Heading 1** to display level 1 headings only.
3. Display the **Navigation Pane** shortcut menu again. Select **Expand All** to display all the headings in the document.

Note: if a heading has subheadings, a small arrow is displayed next to it on the left-hand side. Click the arrow to **Expand** (show its immediate subheadings) or **Collapse** (hide its subheadings) the heading.

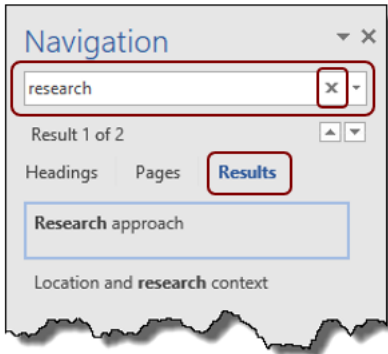


(Continued on next page)

Note: you can also **Promote** (change its level up, e.g. Heading 2 becomes Heading 1) or **Demote** (change its level down, e.g. Heading 2 becomes Heading 3) headings using the **Navigation Pane** shortcut menu.

Searching the document

1. Type your search terms in the search box on the top of the Navigation Pane.



2. Click **Results** under the search box. The matches to your search will be displayed in their context.
3. Click a result. The paragraph containing the result is now displayed.
4. Press the **x** on the right-hand side of the search bar to clear the results.

Modifying styles

One of the huge advantages of using styles is that you can modify a style once and all the text using that style will be updated accordingly.

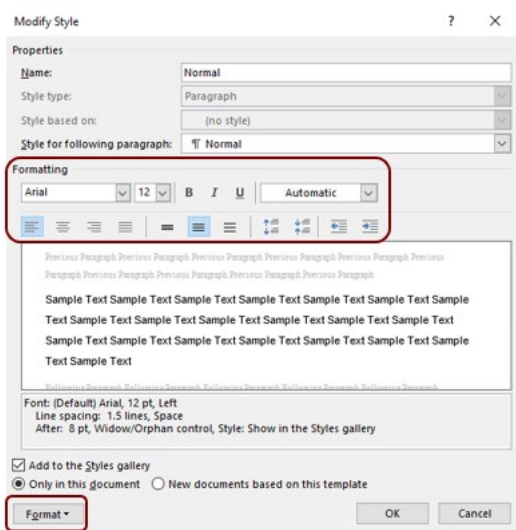
Follow these instructions to modify the **Normal** and the **Heading 1** style in your document. Continue using the document from the previous exercise.

Note: Check your dissertation handbook to find out how it should be formatted. The options selected here are for illustration purposes only.

Modify the Normal style

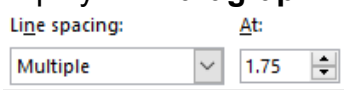
The **Normal** style is the style applied to the regular text body. You can modify the **Normal** style to make sure that all the text in your dissertation is formatted the same way.

1. On the **Home** tab, right-click the **Normal** style in the **Quick Styles Gallery** in the **Styles** group.
2. Click **Modify...** in the drop down menu. This opens the **Modify Style** dialog box.
3. Use the commands in the **Formatting** section to modify the style as follows: **Font:** Arial, **Font Size:** 12, **Line spacing:** 1.5. Press **OK**.



Note: there are three quick line spacing options available in the **Formatting** section: **single**, **1.5** or **double**.

If you wish to set a different line spacing value, click **Format** and choose **Paragraph...** to display the **Paragraph** dialog box, then type the required value in the **At:** box.



(Continued on next page)

Modify the Heading 1 style

1. Click one of your **Heading 1** titles, for example 'Introduction'. On the **Home** tab, right-click the **Heading 1** style in the **Quick Styles Gallery** and click **Modify...** in the drop down menu.
2. Modify the style as follows: **Font:** Arial, **Font Size:** 16, **Colour:** Black.

The following steps ensure each Heading 1 heading appears at the top of the page and there is a reasonable space before the following paragraph:

1. Click **Format** and choose **Paragraph...** to display the **Paragraph** dialog box.
2. Click the **Line and Page Breaks** tab, and tick the **Page break before** check box.
3. Click the **Indents and Spacing** tab and change **Spacing After:** to 12pt.
4. Click **OK** and **OK** again. Scroll through the document to view your changes.

Note: Changing the formatting of the **Heading 1** style affects level 1 headings only. You have to modify the **Heading 2**, **Heading 3** etc... styles separately.

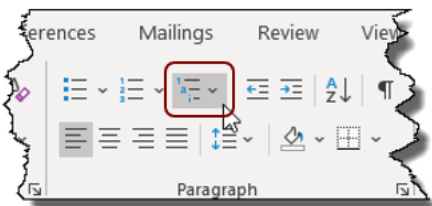
Creating numbered and unnumbered headings

Although you may want the main part of your dissertation to have numbered headings, you may prefer some headings (abstract, acknowledgements etc.) to remain unnumbered and yet appear in the table of contents.

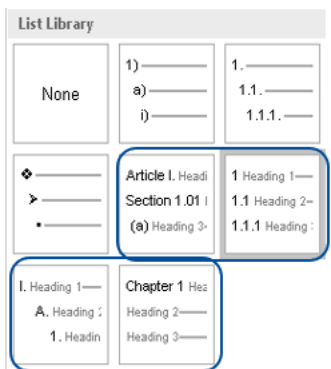
Follow these instructions to create numbered and unnumbered headings. Continue using the document from the previous exercise.

Number your headings

1. Click on the **Heading 1** heading: **Introduction**.
2. On the **Home** tab, click **Multilevel List** in the **Paragraph** group.



3. In the **List Library** section, select one that refers to headings. Outline numbering will now be applied to the parts of your document that have a Heading style applied.

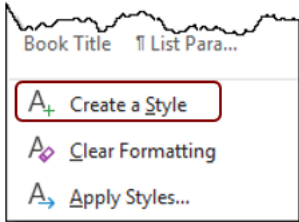
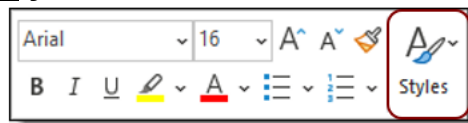


Create an Unnumbered Heading 1

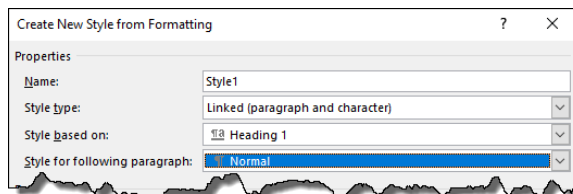
1. Apply the **Heading 1** style to the chapter title: **Abstract** on page ii. The title is included in the numbering, and all following headings are re-numbered.
2. With the cursor still flashing on the heading **1 Abstract**, click the **Home** tab, then click **Numbering** located in the **Paragraph** group. This removes the numbering from the selected heading, which we will use to create a new unnumbered Heading 1 style.



3. Right-click on the heading Abstract, click **Styles** in the shortcut menu, then click **Create a Style**.



4. In the **Name:** field of the **Create New Style from Formatting** dialog box, type: **'Unnumbered Heading 1'**.
5. Click **Modify...** The **Create New Style from Formatting** dialog box is displayed. Make sure that in **Style** for following paragraph: the style **Normal** is selected. If it is not, click the drop-down arrow and select it from list.



6. Click **OK**. Notice that this new style is now available in the **Quick Styles Gallery**.

Apply the new **Unnumbered Heading 1** style to the following headings:

Declaration

Bibliography

Appendix 1: Questionnaire

Appendix 2: Questionnaire Raw Data

Appendix 3

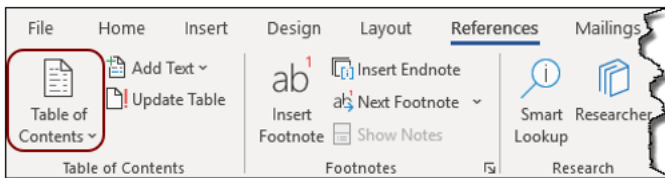
Creating and updating the Table of Contents

A table of contents (TOC) typically appears at the beginning of a dissertation after the abstract and acknowledgements and before the introduction. The TOC outlines the overall structure of the dissertation. It is generated from the headings in the document, so make sure you have heading styles applied to your chapter titles (see pages 7 and 12).

Follow these instructions to add a table of contents at the beginning of your document. Continue using the document from the previous exercise.

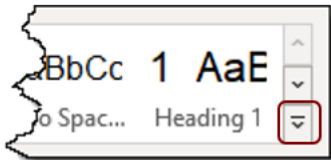
Create a table of contents

1. Go to page iii and delete the text **Table of Contents**. When you insert the TOC, it will create its own special heading, which does not show up in the TOC.
2. Click the **References** tab, then click **Table of Contents** in the **Table of Contents** group. Select **Automatic Table 2** from the drop-down list.



3. Scroll up to view your newly created table of contents.

Note: if you modified your heading 1 style, e.g. changed the font type or the colour, you may have to apply the same changes to the **Table of Contents** heading. Click on the **Table of Contents** heading, then click the **Home** tab and click **More** in the **Styles gallery**.

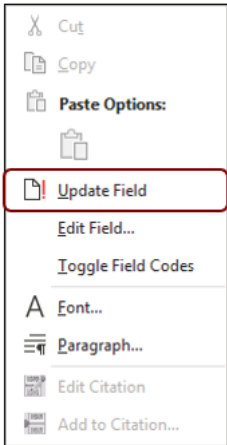


You will find **TOC heading** in the list. You can now right-click on it then click **Modify...** to make your changes.

(Continued on next page)

Update your table of contents

1. Go to page iv and apply the **Unnumbered heading 1** style to **Table of Figures** and **Table of Tables**. Scroll up to view the TOC. The TOC needs to be updated in order for the new headings to be included.
2. Right-click on the table of contents to open the shortcut menu. Click **Update field**.



3. In the **Update Table of Contents** dialog box, select **Update entire table** and click **OK**. The 2 new headings appear in the table of contents.

Note: The TOC is created by referring to the text tagged with a heading style. Any manual changes you make to the TOC (e.g. formatting the text in it or typing text into it) will disappear every time you update it. If you would like to change the look of your table of contents, click the **References** tab, then click **Table of Contents** in the **Table of Contents** group, and click **Custom Table of Contents...**

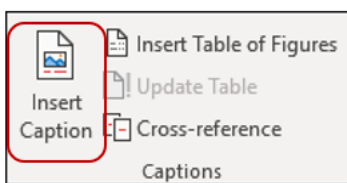
Adding captions to tables and illustrations

Captions are numbered labels you can give to figures, tables, equations etc. If you have many illustrations in your document, adding captions will take care of numbering them for you. You can also insert a table of captioned items, for example a Table of figures or a Table of Tables.

Follow these instructions to add captions to different items in your document. Continue using the document from the previous exercise.

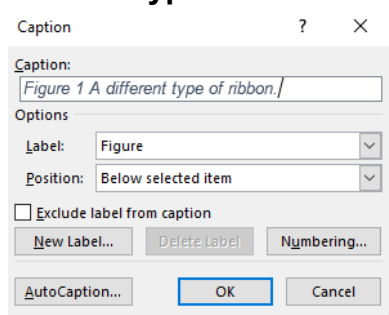
Adding captions to images or charts

1. Go to page 7 and click the picture of the ribbon.
2. Click the **References** tab, then click **Insert Caption**, located in the **Captions** group.



This opens the **Captions** dialog box. Your cursor should be flashing ready to add your caption in the **Caption:** field.

3. Press your spacebar to add a space between the caption number and your text, then type '**A different type of ribbon**' into the **Caption:** field.



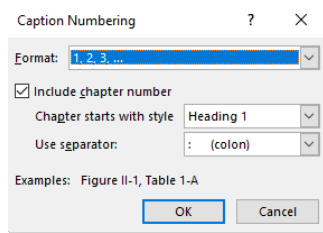
4. The **Label:** field should show **Figure**. If the label is incorrect, you can select the type you need from the drop-down list.
5. The **Position:** field will be set to **Below selected item**. You can change this option when you are adding a caption to an item.
6. Click **OK** to finish. The caption appears below the image.
7. Go to page 5 and click the chart, then click **Insert Caption**. The label says **Figure 1** again. Enter the text '**Summer book sales**' and press **OK**.
8. Check the picture of the ribbon now. Because you have inserted a caption before it, it has been re-numbered to say **Figure 2**.

(Continued on next page)

Adding captions to tables

1. Go to page 5 and click inside the table, then click **Insert Caption**. Change **L**abel: to **Table**. The position also changes to **Above selected item**. In the **C**aption: field, type 'Summer book sales figures' and press **OK**.
2. Add the caption **Table 2 Questionnaire raw data** to the table in Appendix 2.

Note: If you would like to include the chapter numbers in the captions, click **N**umbering in the **C**aption dialog box and tick the box next to **I**nclude **c**hapter number then press **OK**.



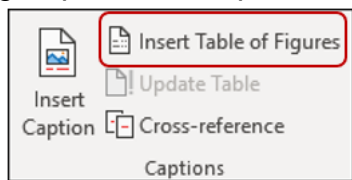
Inserting a Table of Figures and a Table of Tables

A Table of Figures and/or a Table of Tables typically appear at the front of a document just after the Table of Contents. They list the images or tables in the document that have been labelled with captions. Any diagram, drawing, chart, map, photograph or other type of illustration in a dissertation or thesis is presented as a 'figure'.

Follow these instructions to insert a Table of Figures and a Table of Tables. Continue using the document from the previous exercise.

Creating a Table of Figures

1. Go to page iv and click in the line under the heading **Table of Figures**.
2. Click the **References** tab, then click **Insert Table of Figures**, located in the **Captions** group. This will open the **Table of Figures** dialog box.



3. If the **Caption label:** field is not showing **Figure**, select it from the drop-down list. Click **OK** to finish.

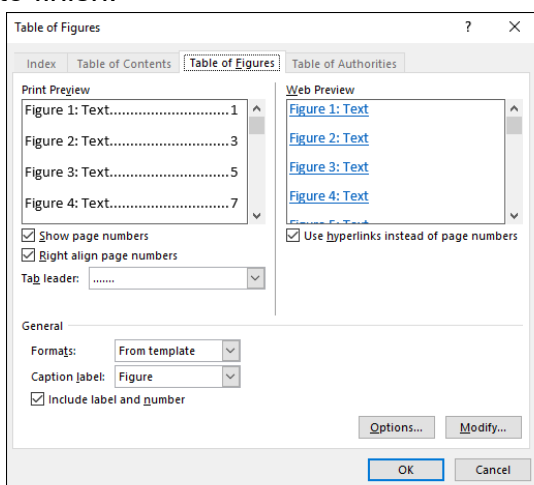
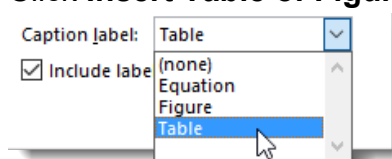


Figure 1 and Figure 2 now show up in the Table of Figures.

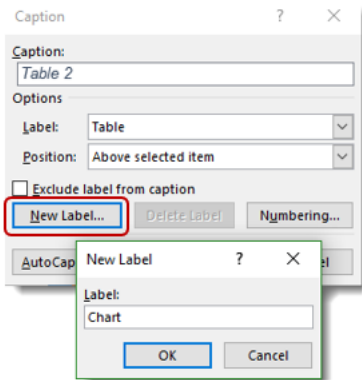
Creating a Table of Tables

1. Go to page v and click in the line under the heading **Table of Tables**.
2. Click **Insert Table of Figures**. Change **Caption label:** to **Table**. Click **OK** to finish.



(Continued on next page)

Note: when you insert your captions (see page 16), you can define your own labels if you wish. Click **Insert Caption**, then click **New Label** in the **Caption** dialog box and type in your chosen label.



Once you define your own labels, you can insert a reference table for them the same way you insert the Table of Figures or Tables by selecting the appropriate label in the **Table of Figures** dialog box.

Updating the Table of Figures/Tables

1. Right-click on the **Table of Figures/Tables** and click **Update Field**.
2. Click **Update entire table**, then click **OK**.

Note: You can also update the Table of Contents, Table of Figures etc. by clicking on them and then pressing the **F9** key on your keyboard. Heading and caption numbers should update automatically in case of changes; if they do not, you can select them (make sure you select the number) and then press **F9** to update them.

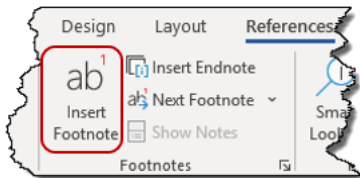
Inserting and formatting Footnotes and Endnotes

Footnotes and endnotes are used to provide additional information for the text in your document. Footnotes appear at the **bottom of each page**, endnotes appear at the **end of the document**. Both footnotes and endnotes can be used to expand upon or give greater context to a particular point addressed in the text, in particular if it is difficult to include this in the main body. Footnotes can be used in an assignment to give details of quotes used on the page.

In this exercise you will insert a footnote and an endnote. Continue using the document from the previous exercise.

Inserting footnotes and endnotes

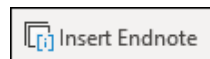
1. On page 3, find the word **'Themes'** in the first paragraph (it is the first word of the last sentence). Click the mouse at the end of the word; make sure there is no space between the word and the cursor.
2. Click the **References** tab, then click **Insert Footnote**, located in the **Footnotes** group.



A footnote reference is placed at the cursor. The cursor moves to the bottom of the page ready for you to type your text.

3. Type: **'Themes allow you to change the look of an entire document'** into the footnote.
4. On the **References** tab, click **Show Notes** in the **Footnotes** group to return to your previous place in the document.
5. On page 6, click at the end of the final word **'galleries'**.

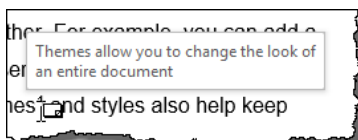
6. On the **References** tab, click **Insert Endnote** in the **Footnotes** group.



The cursor moves to the end of the document ready for you to type your text.


7. Type: **'A collection of design choices'**. Notice that a different numbering system is used for endnotes.

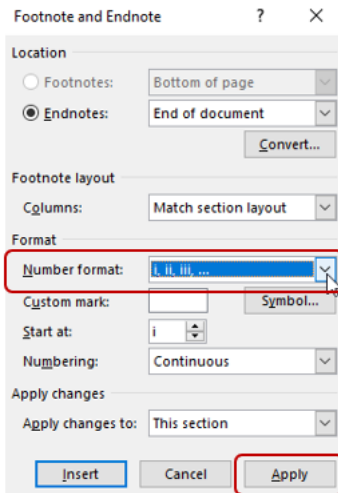
Note: The footnote/endnote text can be viewed when the mouse pointer is placed over the reference number in the main text.



(Continued on next page)

Changing the number format

1. Click the dialog box **launcher icon**  located in the **Footnotes** group to open the **Footnote and Endnote** dialog box.
2. In the **Number format:** field, choose **a, b, c,...** from the drop down list. Click **Apply**. This changes the number format for the endnotes from Roman numerals to an alphabetised list.



Note: To delete a footnote or endnote: select the reference number in the document text then press the **Delete** key. This also deletes the text linked to it.

Inserting Bookmarks

A bookmark in Word, like an ordinary bookmark, is a marker or tag placed on a particular item or at a location in a document. Bookmarks are used for finding and referencing text or other data, and are managed through the Bookmark dialog box.

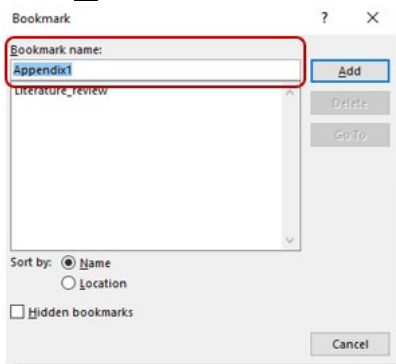
In this exercise you will find, jump to, delete and add bookmarks in your document. Continue using the document from the previous exercise.

Add a bookmark

1. Select the heading **Appendix 1: Questionnaire** on page 11.

2. Click the **Insert** tab, then click **Bookmark**,  located in the **Links** group. This opens the **Bookmark** dialog box.

3. In the **Bookmark name:** field, type '**Appendix1**'.



Note: Spaces are not allowed in bookmark names. You will find that the **Add** button is not enabled if there are spaces between words in the **Bookmark name** field. You can use the underscore **_** to separate words if you wish.

4. Click **Add**. The **Bookmark** dialog box closes automatically as soon as you click **Add**. Bookmarked text is marked with [].

Note: You do not necessarily have to select text when you add a bookmark; you can just place the cursor where you want to insert it and follow steps 2-4. from above.

If you cannot see the markers, follow the instructions on page 25 of this workbook to display them.

Find and jump to a bookmark

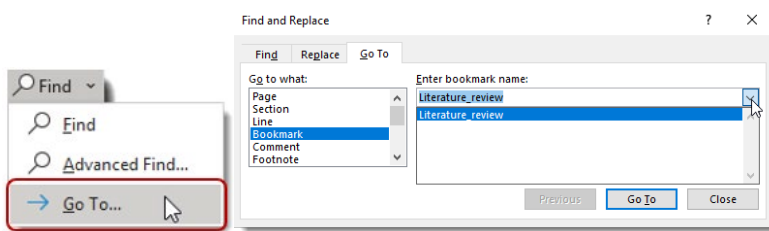
1. On the **Insert** tab, click **Bookmark** in the **Links** group. The **Bookmark** dialog box is displayed.

2. Click the **Literature_review** bookmark, then click **Go To**. The cursor jumps to the top of page 3 which is where the bookmark has been created.

3. Click the **Appendix1** bookmark, then click **Go To**. The cursor jumps to the heading **Appendix1: Questionnaire** on page 25.

(Continued on next page)

Note: Alternatively, you can click the **Home** tab and click the arrow next to **Find**, then click **Go To...** to display the **Find and Replace** dialog box. On the **Go To** tab, click **Bookmark** in the **Go to what:** list and select the bookmark name from the drop-down list and click **Go To**.



Delete a bookmark

1. Open the **Bookmark** dialog box, click **Appendix1**, then click the **Delete** button. This deletes the bookmark but leaves the dialog box open. Notice that the **Cancel** button is now labelled **Close**.
2. Click **Close**.

Inserting Cross-references

Cross-references are used when you want to re-direct the reader to information that appears somewhere else within your document. Cross-references can be created for headings, footnotes, bookmarks, captions and numbered paragraphs. You can create cross-references manually, but using the Word cross-referencing functionality enables you to update the cross-referenced fields automatically—a real time saver if you need to revise your document causing page numbers, section headings and so on to change.

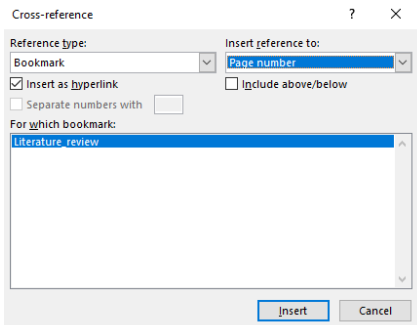
In this exercise you will create a cross-reference that directs the reader to another place in your document. Continue using the document from the previous exercise.

Create a cross-reference

1. Go to page 5 (header **4 Findings**). The last sentence of the first paragraph is '**See page for literature review**'.
2. Click between the words '**page**' and '**for**' in that sentence. We want to insert a cross-reference to the page number that contains the questionnaire.

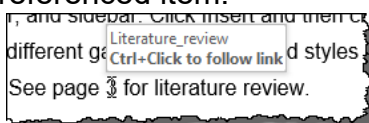
3. On the **Insert** tab, click **Cross-reference**,  located in the **Links** group. The **Cross-reference** dialog box will be displayed.

4. In the **Reference type:** field select **Bookmark** from the drop-down list. The available items will be listed in the **For which bookmark:** box. Select **Literature_review**.



Note: If you have not yet added bookmarks, headings, captions etc. to your document, then nothing will appear in the lists.

5. In the **Insert reference to:** field select **Page number**. This will insert the page number next to the 'see page' text already in the document.
6. Click **Insert**, then click **Close**. The number 3 now appears in the document.
7. Place your mouse over the newly created cross-reference field. An information box appears prompting you to **Ctrl + Click to follow link**. This enables the reader to jump to the cross-referenced item.



(Continued on next page)

Note: If you edit your document causing the cross-reference fields to become incorrect, you will need to update them.

Update a single field: select the field then press **F9** (alternatively: right-click and select **Update Field** from the shortcut menu).

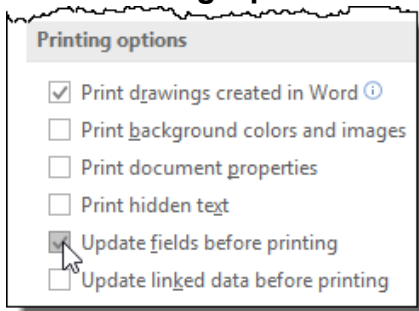
Update the whole document: press **Ctrl+A** to select the whole document, then press **F9**.

Extra hints and tips

Set Word to update fields before printing

If you are concerned that you might forget to manually update fields, follow these instructions to set your document to always update fields before printing.

1. Click the **File** tab, then click **Options**. The **Word Options** dialog box is displayed.
2. Click **Display** in the left-hand menu.
3. In the **Printing Options** section, tick the box **Update fields before printing**, then click **OK**.



Make bookmark markers visible

1. Repeat step 1 above to open the **Word Options** dialog box, then click **Advanced** in the left-hand menu.
2. Scroll down to the **Show document content** section, and tick the check box **Show bookmarks**, then click **OK**. Bookmarks will be shown like this: **the video**

or this if they are applied to selected text: [Literature review]