# Add Bookmarks and Links to a Brief or Appendix

Purpose: Bookmarks are added to a Microsoft Word document to mark locations for easy accessibility. These bookmarks can be used to create links at the beginning of the document. A table of contents with bookmarks can also be created using headings and the table of contents tool in Microsoft Word. Please consult the help feature in Microsoft Word for additional information on this feature.

**Applicable Users**: Attorneys, pro se eFilers.

Add a Bookmark to a Document

1. To add a bookmark to a document, first open the document in Microsoft Word.

2. Select the text in the document where you want to insert the bookmark. Then select **Bookmark** from the **Insert** tab.
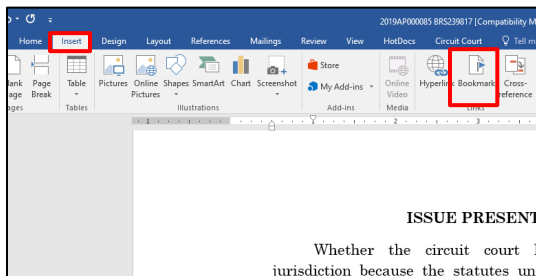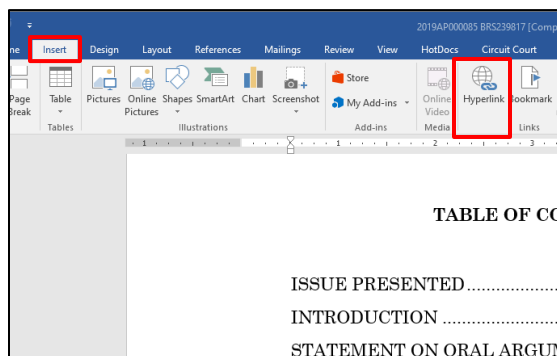

3. Enter a bookmark name and select **[Add]**.

   Note: Bookmark names must begin with a letter and may not include spaces. To separate words you may use an underscore (_).
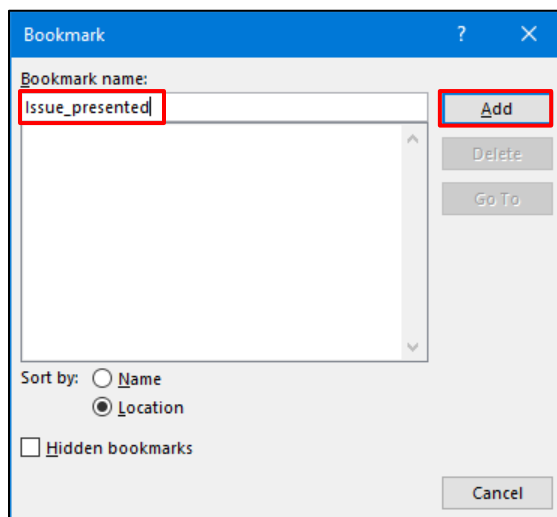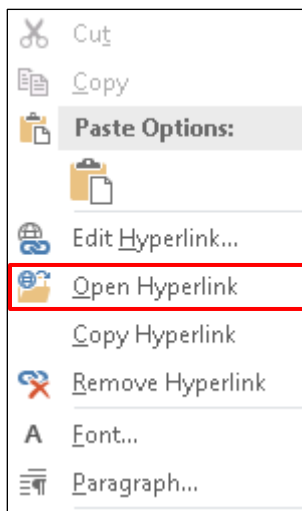

4. To add a link to the bookmark, select the text where you want to add the link, then choose **Hyperlink** from the **Insert** tab.

5. On the left side of the window, select **Place in this Document** and select the heading or bookmark to jump to, then select **[OK]**.
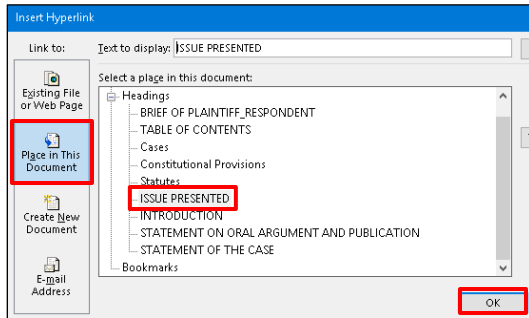
6. Once a link is added, right-clicking on it and selecting **Open Hyperlink** will jump to the designated bookmark.

Note: A brief or appendix must be uploaded in PDF format for submission to the court through the Wisconsin eFiling website. A Word document can be converted to PDF using the **Save as Adobe PDF** feature or by selecting the option to **Save as**, and changing the **Save as type** to PDF, then choosing **Save**. Do not use the Print menu to create the PDF, as this will not retain the bookmarks in the resulting PDF.

eFile Support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: https://www.wicourts.gov/ecourts/efileappellate/efilefeedback.htm

Email: efilesupport@wicourts.gov