**Add a bookmark**

1. Select the text or item to which you want to assign a bookmark, or click where you want to insert a bookmark.
2. On the Insert tab, in the Links group, click Bookmark.
3. Under Bookmark name, type or select a name. Bookmark names must begin with a letter and can contain numbers. ...
4. Click Add.

**Add captions**

1. Select the object (table, equation, figure, or another object) that you want to add a caption to.
2. On the References tab, in the Captions group, click Insert Caption.
3. In the Label list, select the label that best describes the object, such as a figure or equation.

**Endnotes - It works! Similar to Footnotes (except for numbering convention)**

1. Click the mouse so that the insertion pointer is immediately to the right of the text that you want the footnote or endnote to reference. ...
2. Click the References tab. ...
3. From the Footnotes group, choose either the Insert Footnote or Insert Endnote command button. ...
4. Type the footnote or endnote.

**To insert a preset header or footer:**

1. Select the Insert tab, then click the Header or Footer command. ...
2. In the menu that appears, select the desired preset header or footer. ...
3. The header or footer will appear. ...
4. To edit a Content Control field, click it and type the desired information.

