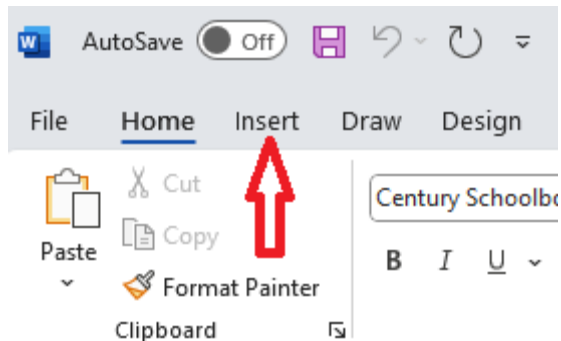


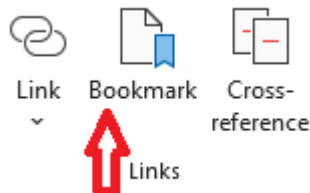
# Creating Bookmarks in Microsoft Word

## **Method 1:** *Creating Bookmarks for Text in Your Document*

1. **Open Microsoft Word:** Launch Microsoft Word and open the document you want to work with.
2. **Select Text:** Click and drag your cursor (by holding down the left mouse button) to select the text you want to bookmark. This can be a single word, a phrase, a sentence, or even a whole paragraph.
3. **Insert a Bookmark:** With the text selected, go to the "Insert" tab in the Word ribbon at the top of the screen.

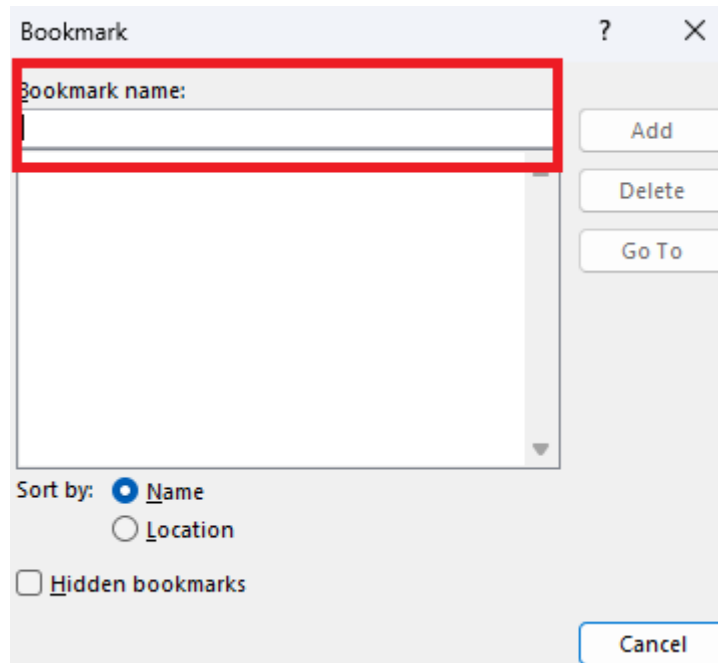


4. **Click on "Bookmark":** In the "Links" group, you'll see an option called "Bookmark." Click on it.

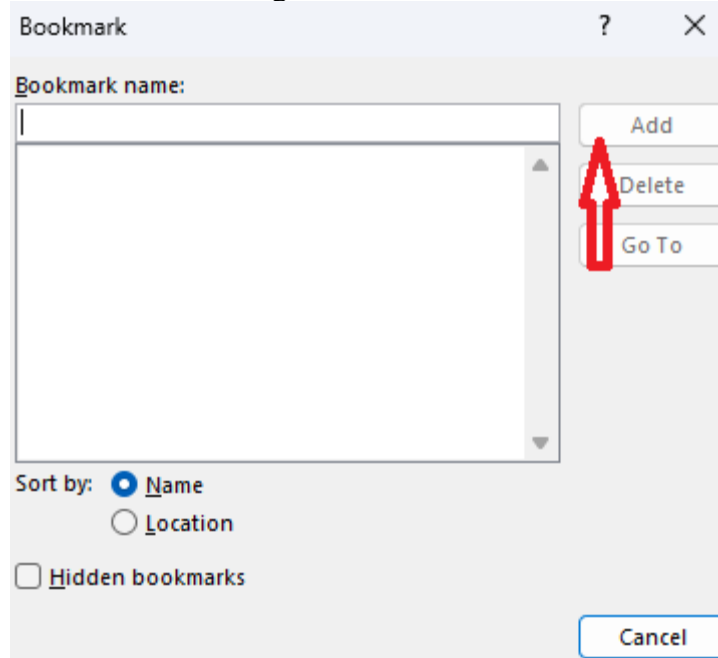


5. **Name Your Bookmark:** A "Bookmark" dialog box will appear. In the "Bookmark name" field, type a name for your bookmark (without spaces). This name will be used to identify the bookmark.

## Creating Bookmarks in Microsoft Word



6. **Click "Add":** After entering the name, click the "Add" button.



7. **Close the Dialog Box:** Click the "Close" button to exit the "Bookmark" dialog box.

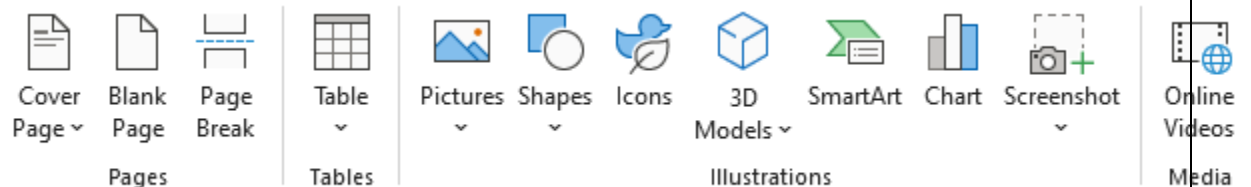
You've now created a bookmark for the selected text. You can repeat these steps to create bookmarks for other sections of your document.

# Creating Bookmarks in Microsoft Word

## **Method 2: Creating Bookmarks for Specific Locations**

If you want to create bookmarks for specific locations, such as headings or sections, follow these steps:

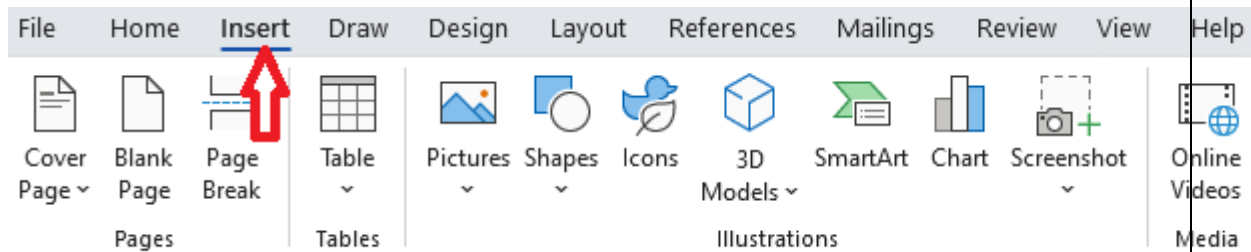
1. **Open Microsoft Word:** Open your document in Microsoft Word.
2. **Navigate to the Location:** Scroll or navigate to the location in your document where you want to create a bookmark.
3. **Place the Cursor:** Click at the beginning of the word or sentence where you want to create a bookmark.



Utilizing bookmarks in Microsoft Word can be a valuable resource, and we trust

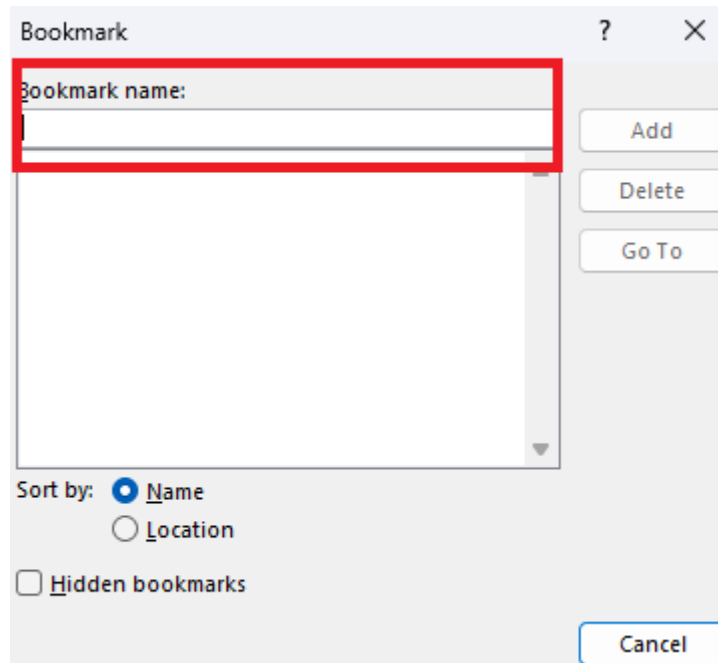


4. **Insert a Bookmark:** Go to the "Insert" tab and click "Bookmark."

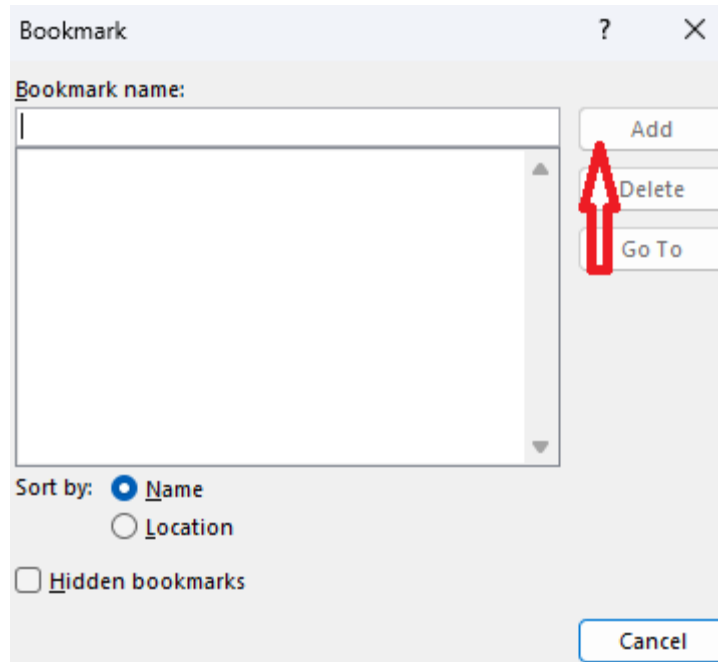


5. **Name Your Bookmark:** In the "Bookmark" dialog box, type a name for the bookmark (without spaces).

## Creating Bookmarks in Microsoft Word

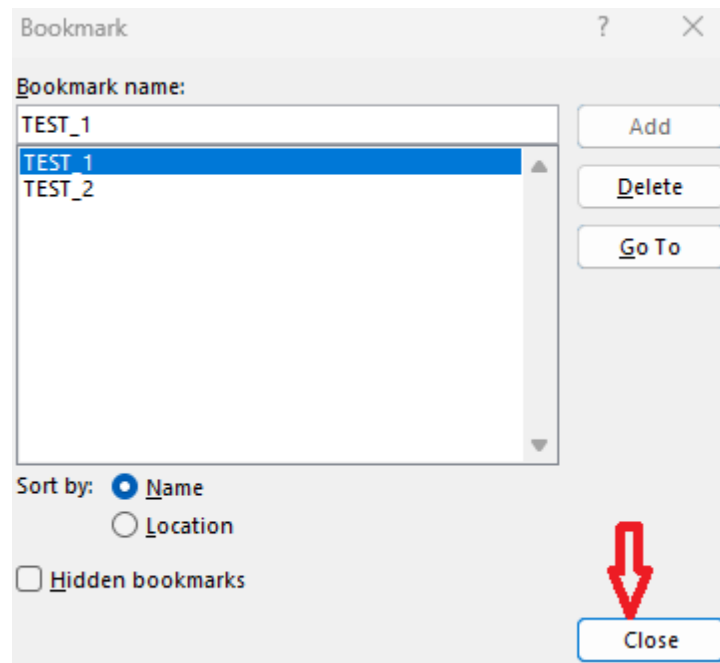


6. **Click "Add":** Click the "Add" button.



7. **Close the Dialog Box:** Click "Close" to exit the dialog box.

## Creating Bookmarks in Microsoft Word

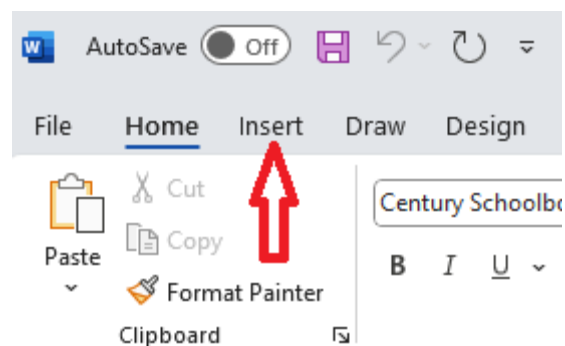


Now you have created a bookmark at a specific location in your document.

### **Method 3:** *Navigating to Bookmarks*

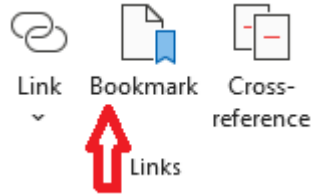
To navigate to your bookmarks within the document, follow these steps:

1. **Open Microsoft Word:** Launch Microsoft Word and open your document (from the file location).
2. **Go to the "Insert" Tab:** Click on the "Insert" tab in the Word ribbon (located at the top).

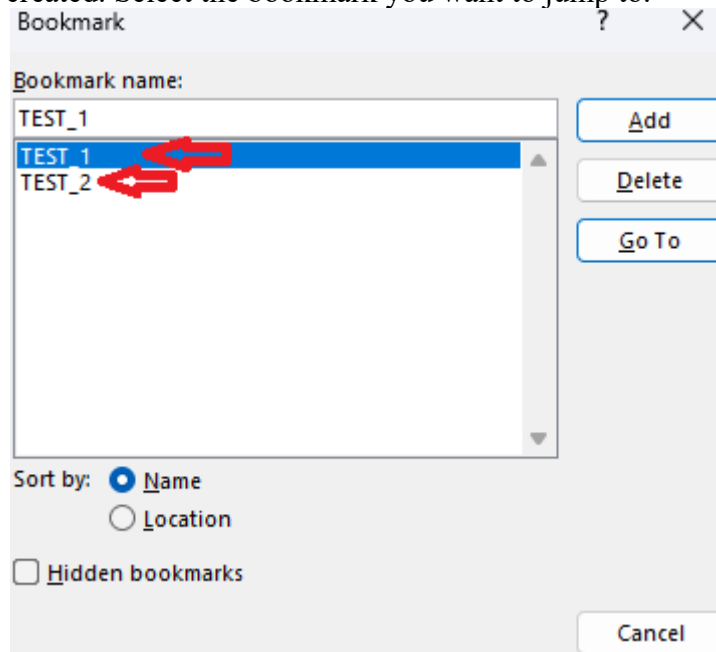


## Creating Bookmarks in Microsoft Word

3. **Click "Bookmark":** In the "Links" group, you'll see the "Bookmark" option. Click on it.

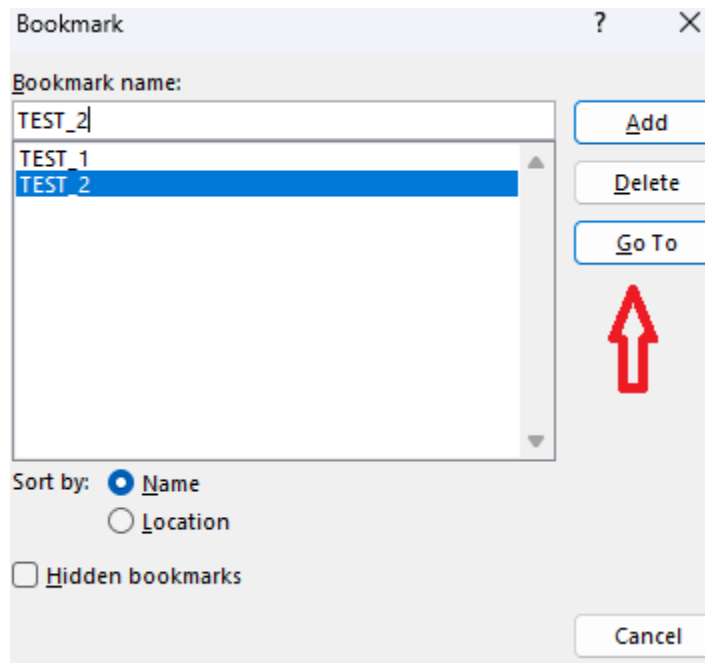


4. **Select a Bookmark:** In the "Bookmark" dialog box, you'll see a list of all the bookmarks you've created. Select the bookmark you want to jump to.



5. **Click "Go To":** After selecting the bookmark, click the "Go To" button. This will take you to the location of the bookmark in your document. You can navigate between bookmarks as needed.

## Creating Bookmarks in Microsoft Word



6. **Close the Dialog Box:** Click "Close" to exit the dialog box.

