

# Microsoft Word – Creating a Bookmark



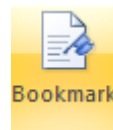
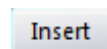
## Creating a Bookmark.

Bookmarks can be used to mark text so that you / reader can quickly return to it.

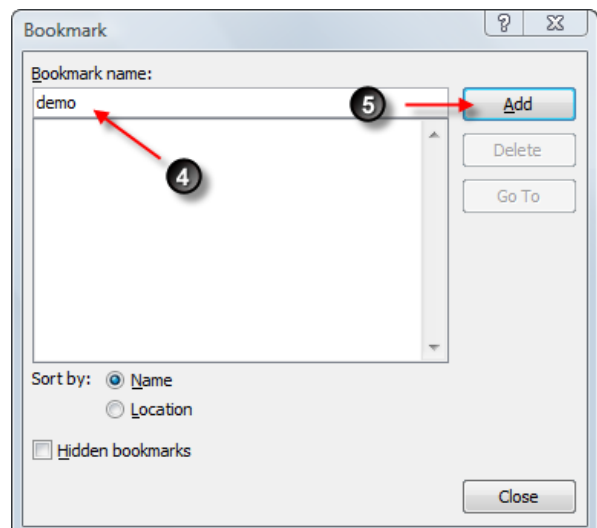
Using bookmarks as a destination can make it easier to navigate through long documents.

When using the Go To dialog box it is possible to select bookmarks and select from the list the require bookmark to navigate to.

1. **Select** the location form the Bookmark.
2. **Click** → **Insert** tab.
3. **Click** the **Bookmark** button.



4. **Select** a one **word name** for your Bookmark.
5. Click **Add**.

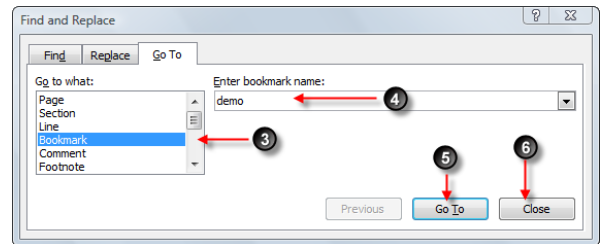


## Navigating to a Bookmark Location.

1. Open the document.
2. **Display** the **Go To** dialog box by **pressing** the **F5** key on your keyboard.
3. **Select** from the **Go To tab** → **Bookmark**.

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4. From the **Enter bookmark name** list **select** the required bookmark.
5. Click **Go To** button.
6. Click **Close**.



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### Removing a Bookmark.

1. **Open** the document.
2. **Click** → **Insert** tab.
3. **Click** the **Bookmark** button.
4. **Select** the **Bookmark** that you wish to **delete**.
5. **Click** on the **Delete** button.
6. **Click** on the **Close** button to close the **Bookmark** dialog box.

