

## Inserting a Bookmark Within a Word Document

This document will demonstrate how to bookmark a section of text within a large Word document. By inserting bookmarks, you can jump to different sections without having to scroll through the entire document.

1. Finish typing your Word document. Scroll down to the section you want to bookmark and highlight the title.
2. From the menu bar at the top of the Word document, select **Insert>Bookmark**. The Bookmark screen will open. Type in the name of the heading in the space located directly below **Bookmark name:** When typing the heading in the bookmark space, **do not add spaces to the title** (see Figure 1 below). Click on **Add**.

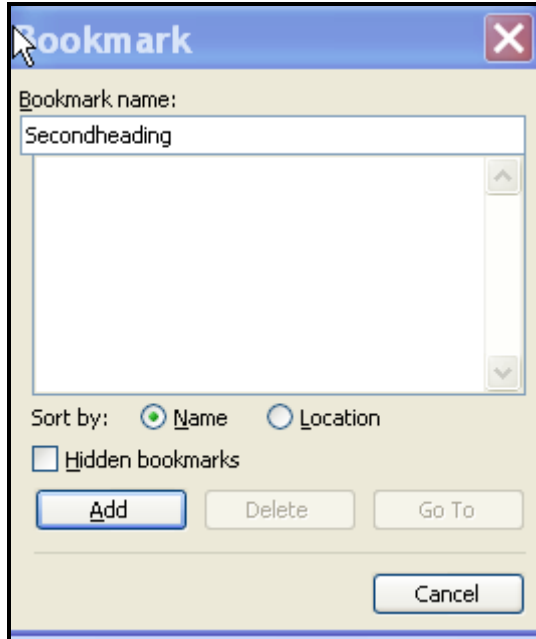


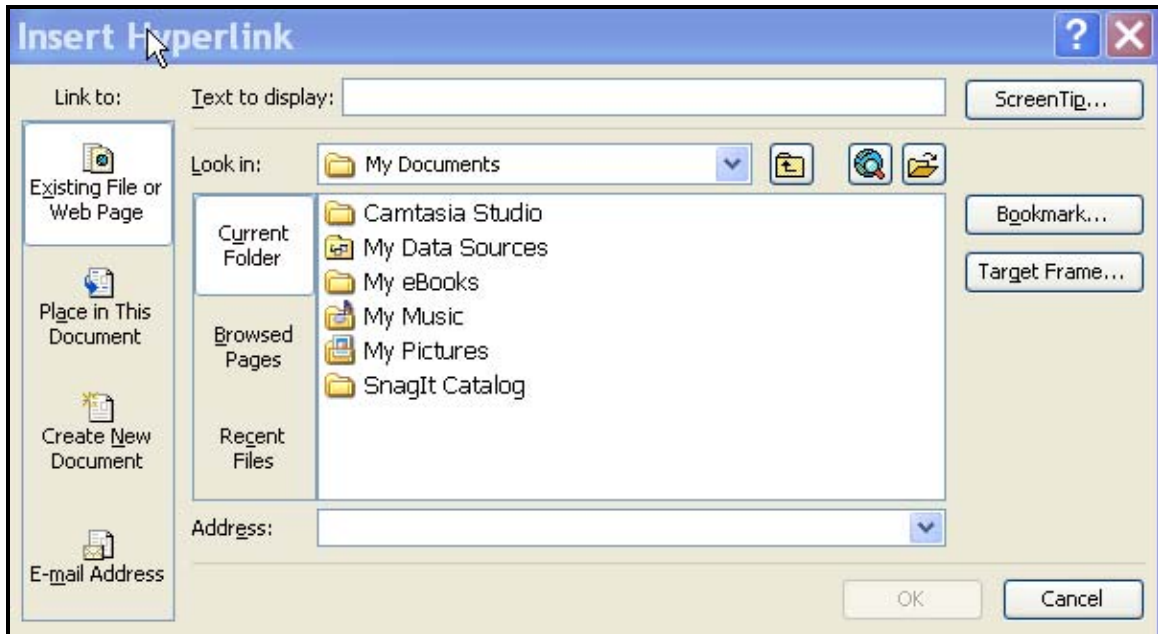
Figure 1

3. Scroll back up to the location of the bookmark title. From the menu bar, select the **hyperlink** icon (see Figure 2 below).



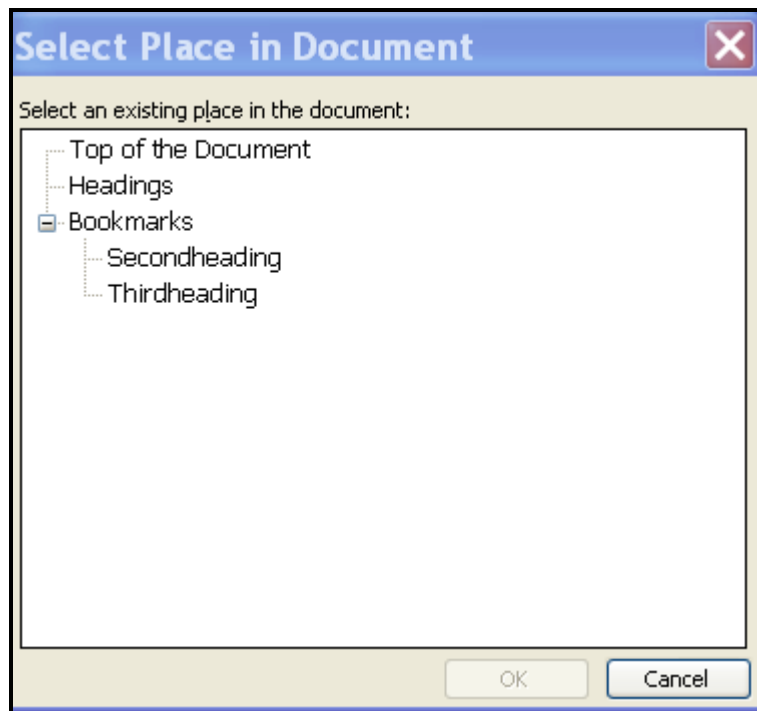
**Figure 2**

The Insert Hyperlink screen will open. Click on the **Bookmark** button located on the right-hand side of the screen. The Select Place in Document screen will open (see Figure 3 below).



**Figure 3**

4. On the Select Place in Document screen, under Bookmarks, select the title you are making a link for (see Figure 4 below). Click **OK**. This will take you back to the Insert Hyperlink screen. Click **OK** again. Once you are back at the main page of your paper, the hyperlink should show on the words that you created it for. Place the cursor on the hyperlink and press **Control, Click** to move to the information within your paper.



**Figure 4**