

Working with Bookmarks

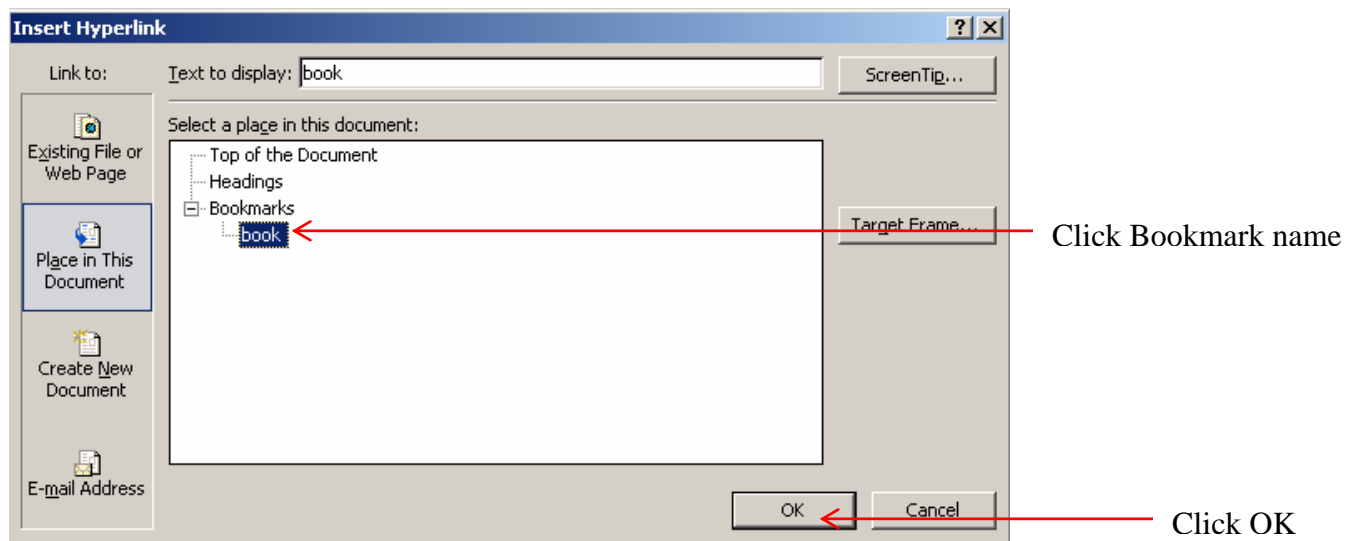
A bookmark identifies a location in the document that you may identify for future reference. For example, you might use a bookmark to locate the text instead of scrolling through the document.

How to create a bookmark?

1. Highlight the text to assign a bookmark.
2. Click **I**nsert
3. Type bookmark name
4. Click **A**dd

How to link to a Bookmark?

1. Highlight the text to link to bookmark
2. Insert **H**yperlink
3. Click **P**lace in this document tab



4. Click Bookmark name
5. Click **O**K

How to delete a Bookmark?

1. Click **I**nsert
2. Click **B**ookmark
3. Click Bookmark name
4. Click **D**elete