A bookmark in Word works like a bookmark you might place in a book: it marks a place that you want to find again easily. You can enter as many bookmarks as you want in your document or Outlook message, and you can give each one a unique name so they're easy to identify.
This document details the process of creating a Bookmark and linking text to it.

Creating a Bookmark

1. Place the cursor at the beginning of the paragraph/heading you like to Bookmark.
2. Click the **Insert** tab in from the Ribbon**.**
3. From the Links category, click **Bookmark** to display the Bookmark window.
4. In the Bookmark Name field **enter the name** of the bookmark (the location the cursor to go to).
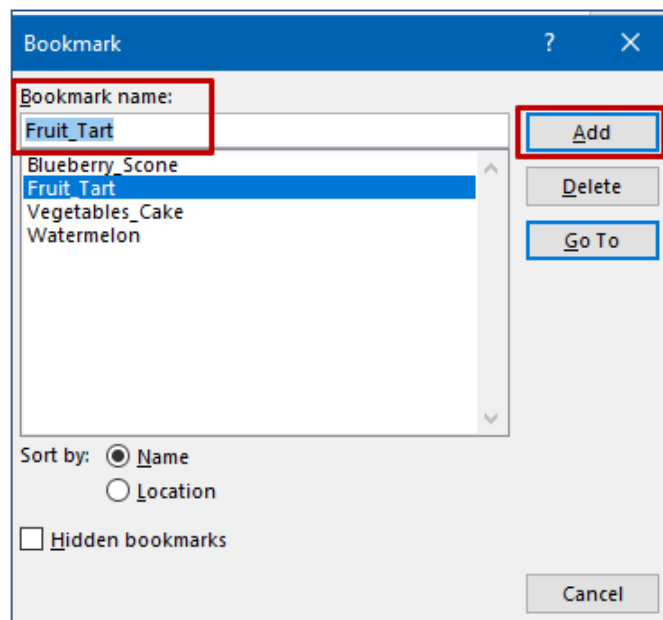
5. Click **Add** to add to the list of Bookmarks.

*Note*: The Bookmark name has to be a string. Users may insert an underscore between words.

6. Repeat the steps 1 through 5

Note: Bookmark indicators are not displayed. To display them go to: File > Options > Advanced > Show Document Content > check the Show Bookmarks. Enabling this will display brackets at the beginning and end of the bookmark at all times.

Linking Text to a Bookmark

Once the Bookmarks were created, users can link text to them. This may be created in a list or table of contents form. Once clicked on the link, the cursor will go to the respective bookmark.

1. Select the **word/s/term** you want to display as a link.
2. Select the Insert tab in Outlook's Ribbon.
3. Click **Link** from the Links category to display the Insert Hyperlink window.
4. From the Links to: menu on the left, click **Place in This Document**.
5. You will see a list of Headings and Bookmarks in the Select a place in this document area.
6. Click the **Bookmark** you like to be linked.
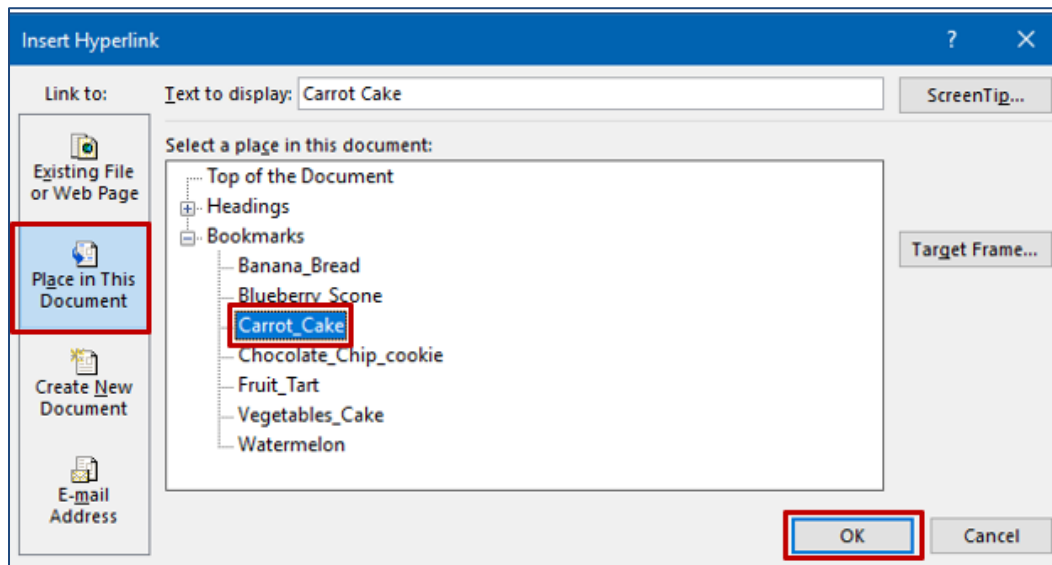
7. Click **OK**.
8. The **word/s/term** will be displayed as a link.