

Microsoft Word 2013: Bookmarks

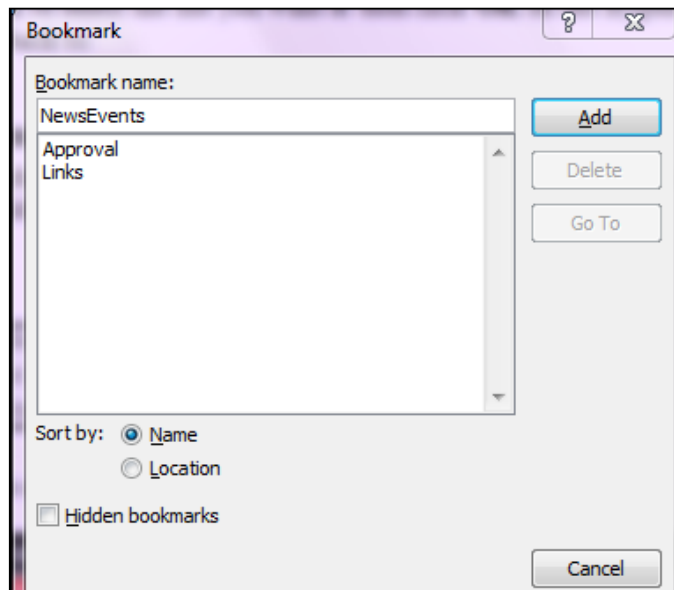
If you're working on a long Word document, navigating through it can be a hassle. This makes it difficult if you need to return to a specific location for further editing, especially for those long documents.

But Word 2013 lets you bookmark specific parts of your document. Then, you can easily return to the location.

Adding Bookmarks in Word 2013

To insert a bookmark in Word 2013 follow these steps:

1. Select the portion of your document you'd like to bookmark
2. On the ribbon, click the **Insert** tab
3. Click **Bookmark** in the **Links** grouping.
4. Type a name under **Bookmark name**. **Bookmark names must begin with a letter and cannot contain spaces or special characters**
5. Click **Add**

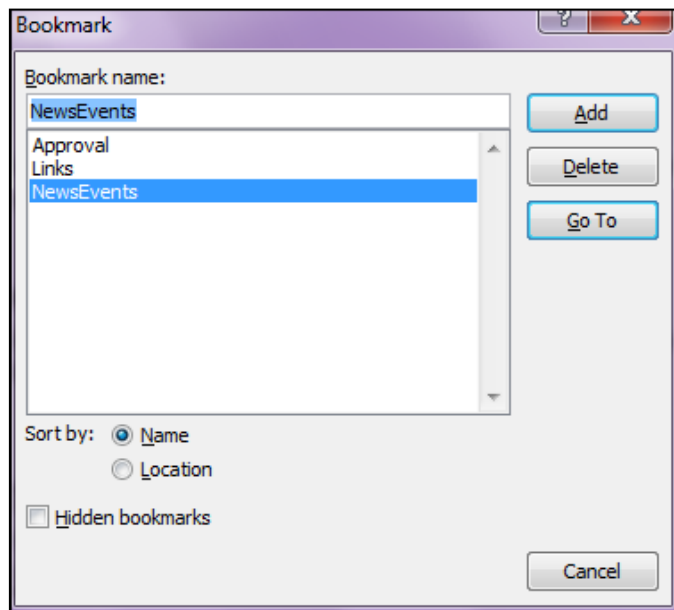


Opening Bookmarks in Word 2013

Once you insert bookmarks in your Word 2013 documents, you can open them easily. This makes navigating through long documents a breeze.

1. Click the **Insert** tab on the ribbon
2. Click **Bookmark** in the Links section

3. Select the name of the bookmark you would like to open
4. Click **Go To**



Deleting Bookmarks in Word 2013

After you're done editing your document, you'll probably want to delete any bookmarks you've created. Or, you may wish to delete the bookmarks after you're done editing the bookmarked locations.

This will make it easier to navigate through the remaining bookmarks. To delete bookmarks in Word 2013 documents, follow these steps:

1. Click the **Insert** tab on the Office ribbon
2. In the **Links** section, click **Bookmark**
3. Select the bookmark you'd like to delete
4. Click **Delete**