

## Creating Links to Other Parts of Your WORD Document

Bookmarks are the perfect way to move efficiently through a large Word document.

To add bookmarks, items you are book marking must be labeled as a heading.

To make text a heading simply:

Step 1: Highlight the text you want to bookmark

Step 2: **Click the left most drop menu on the formatting tool bar**

(If you do not see this tool bar **right click** anywhere on the **existing tool bar**. Then **select Formatting**)

Step 3:**Select a heading** (any heading will do because you can change the font style after it's labeled as a heading).

✳ **At this point you must decide where you want the bookmark (link) to take you. Highlight the text you want to end up at and follow steps 1-3 again.**

Step 4: Once you have your text labeled as a heading and looking the way you want, make sure the text you want to **make the link is highlighted**.

Step 5: **Click on Insert** from the main menu

Step 6: **Select Insert Hyperlink**

Step 7: Then **click the bookmark button**

✳ This will give you a list of available areas to link to.

✳ If you do not see the text you want to link to then follow steps 1-3 with the text you want to link to.

Step 8: **Select the appropriate text** and then **Click OK**

✳ **Congratulations! You just made a bookmark. Try it out!**

Step 9: In order **to adjust the color of your bookmark** just **highlight text** and **click on Format** from the main menu.

Step 10: **Click on Font** and change away!