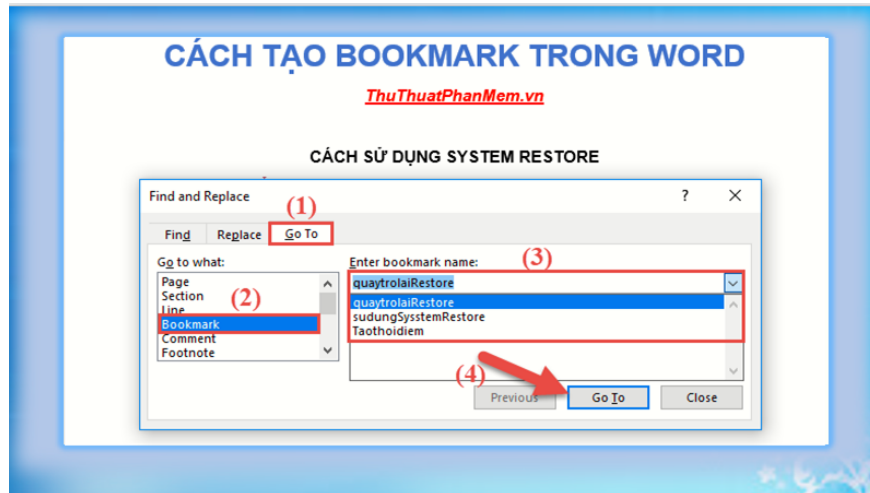


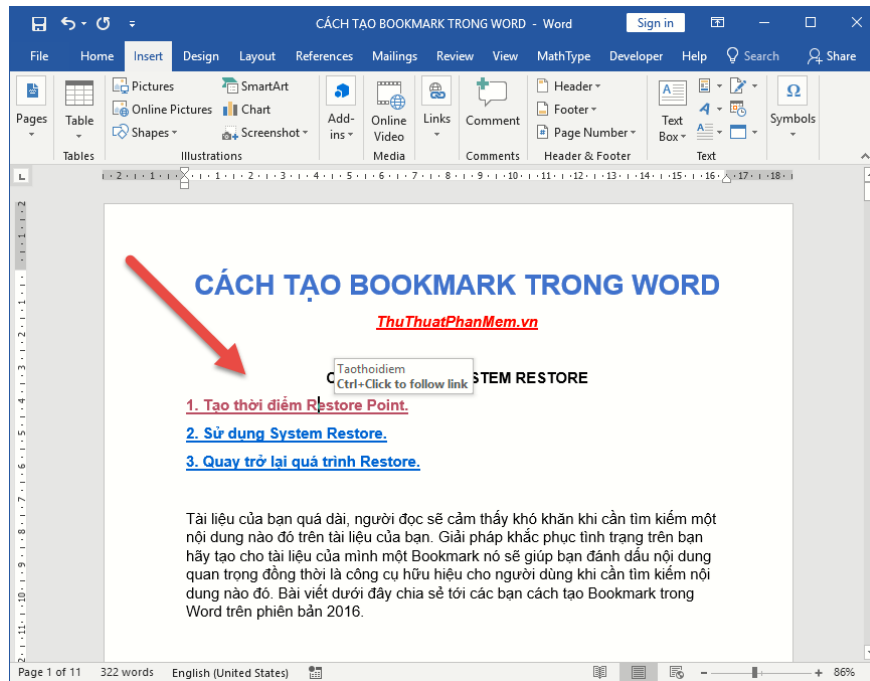
How to create Bookmark in Word

The content of your essay has too many pages, so readers will find it difficult to search for an content. Solution to overcome the above situation, please give your document a Bookmark that will help you to mark important content at the same time.

The content of your essay has too many pages, so it will be difficult for readers to find something on your essay. Solution to overcome the above situation, you should give your document a Bookmark that will help you to mark important content and be an effective tool for users when they need to search for something. The following article shares with you how to create bookmarks in Word on version 2016.

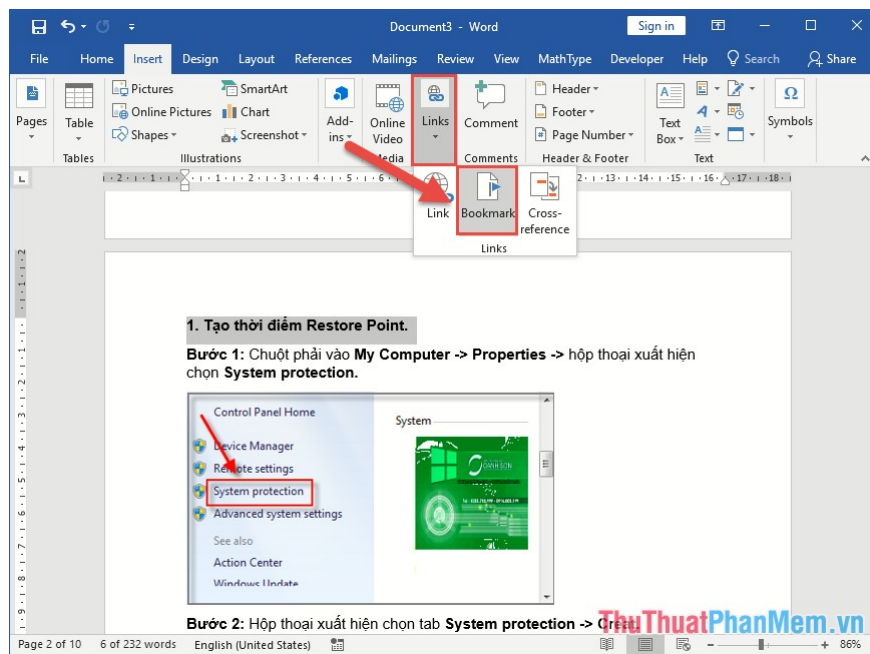


For example, right in your essay you create hyperlinks thanks to Bookmark:

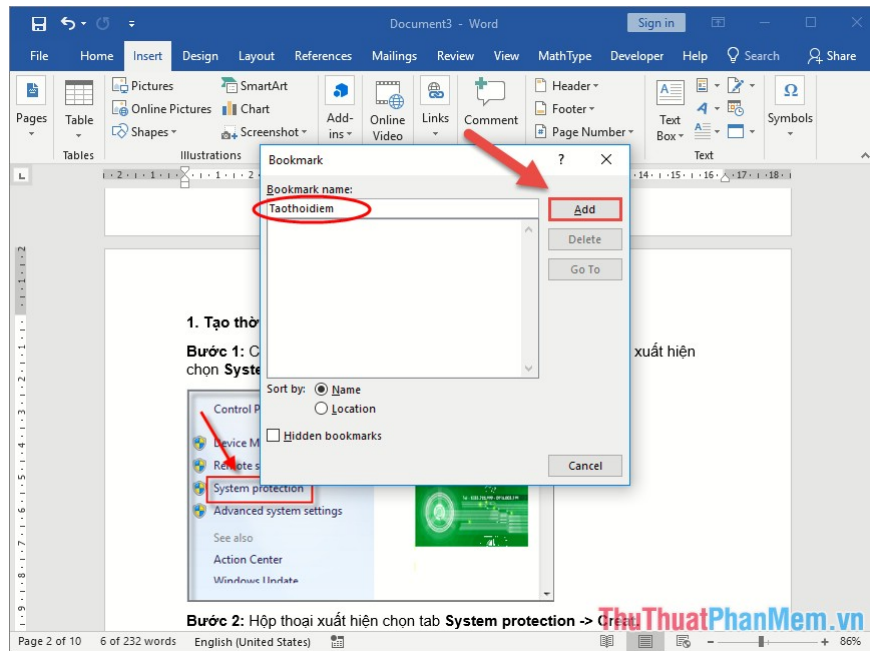


1. Create bookmarks in Word

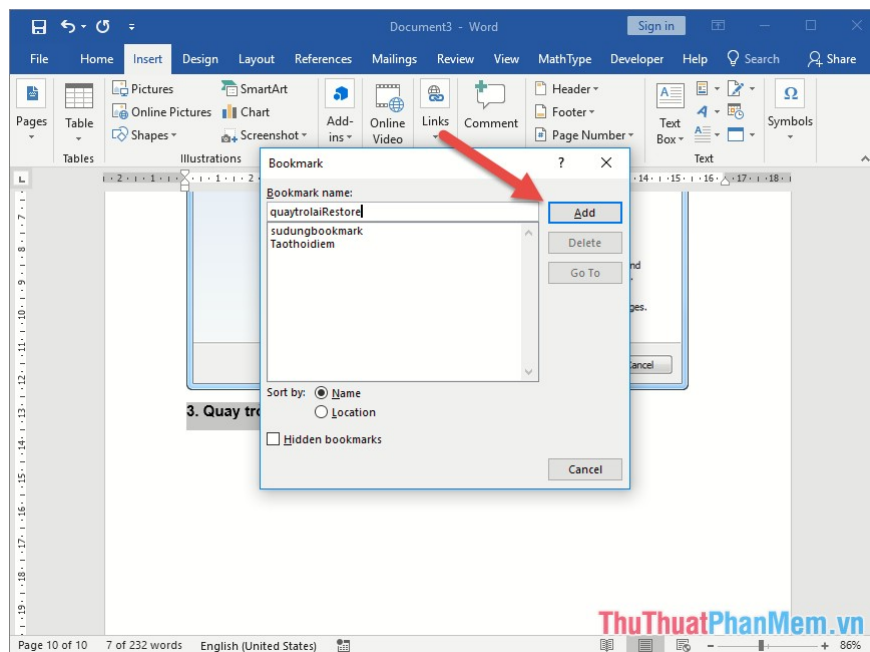
Step 1: Highlight the first data line that needs to be bookmarked for Bookmark -> go to **Insert** tab -> **Links** -> **Bookmark**:



Step 2: A dialog box appears -> enter a name for the **Bookmark** you want to create -> click **Add**:



Similarly create the remaining **Bookmark** results:



Thus you have created **Bookmark**, you follow up Part 2 to learn more about how to use **Bookmark** nhé

2. Use **Bookmark** in Word

There are 2 ways to use **Bookmark**:

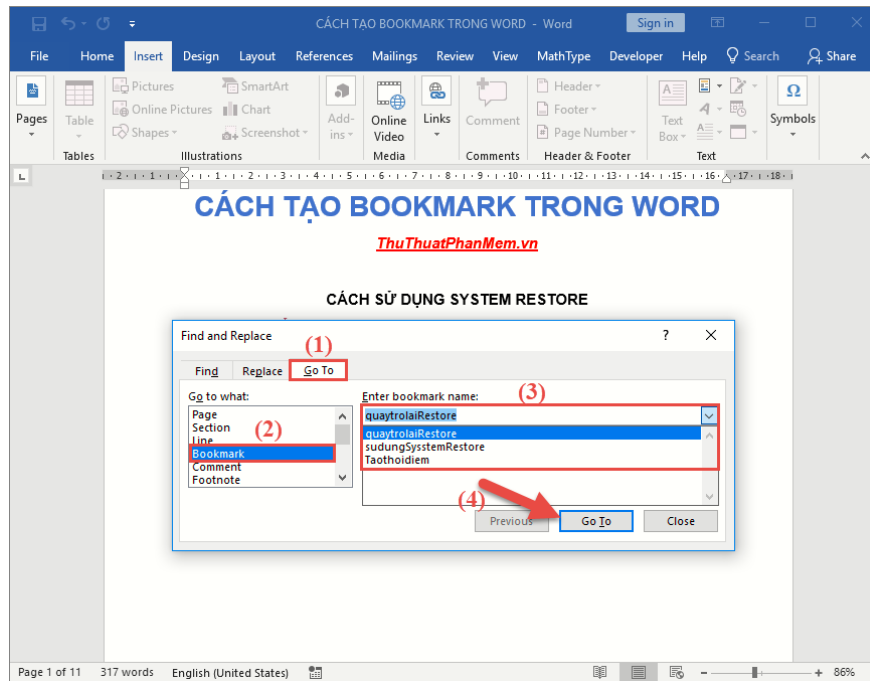
- Option 1: **Bookmark** application helps you search quickly, move quickly to the desired location.
- Method 2: Use the internal hyperlink feature to use **bookmarks**.

Method 1: BOOKMARK APPLICATION WHEN MOVING DOCUMENT LOCATION

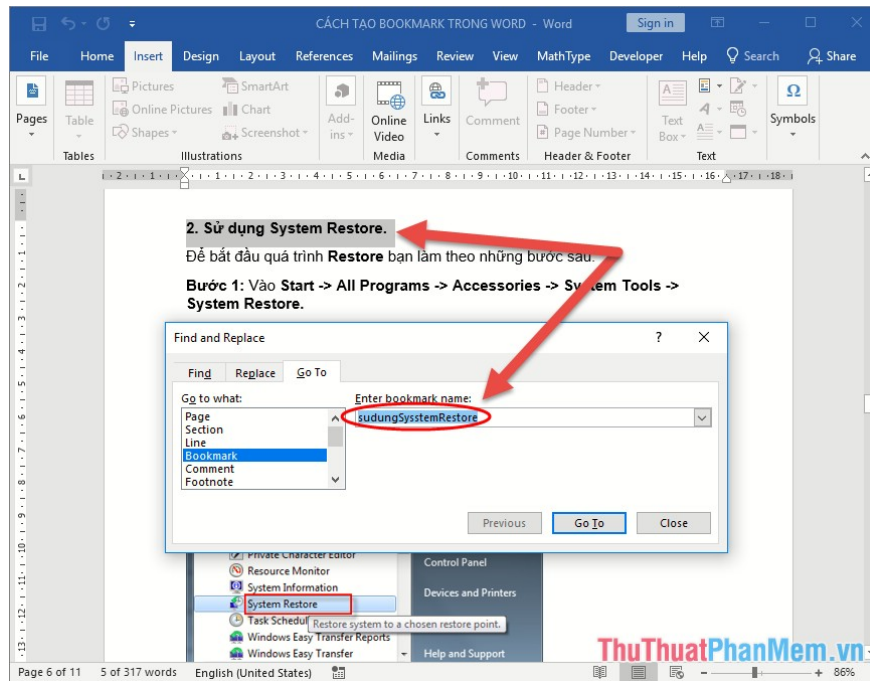
Open the document you created **Bookmark** -> press **Ctrl + H** -> the dialog box appears move the **Goto** tab and make the following options:

- In **Go to What** : You select **Bookmark**

- Section **Enter Bookmark name**: Select **Bookmark** corresponding to the location you need to move to -> finally click on **Goto**:

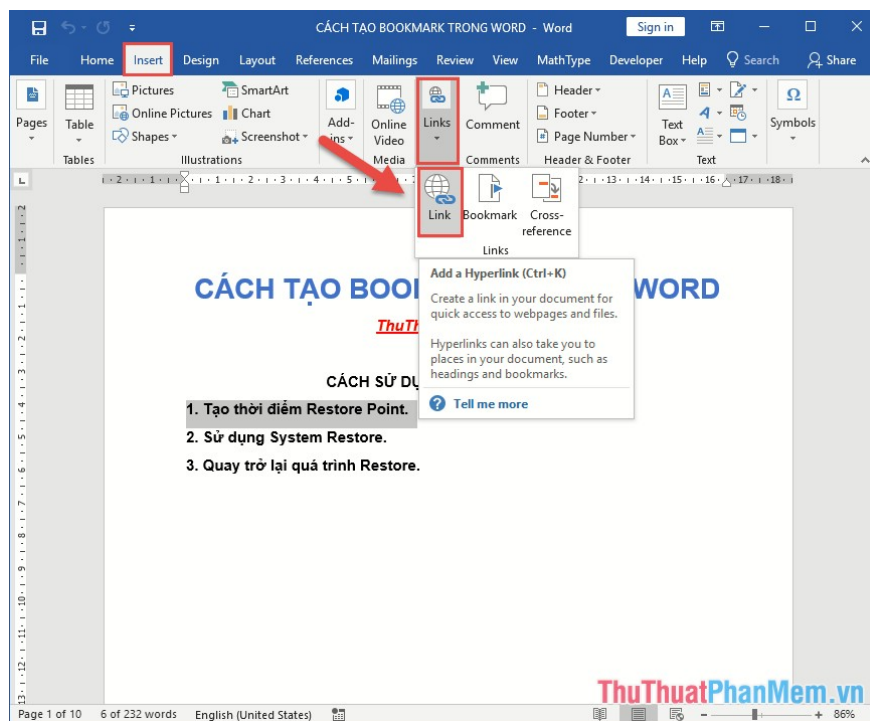


The example here moves to the section using System Restore corresponding to the **bookmark** created **sudungSystemRestore**:

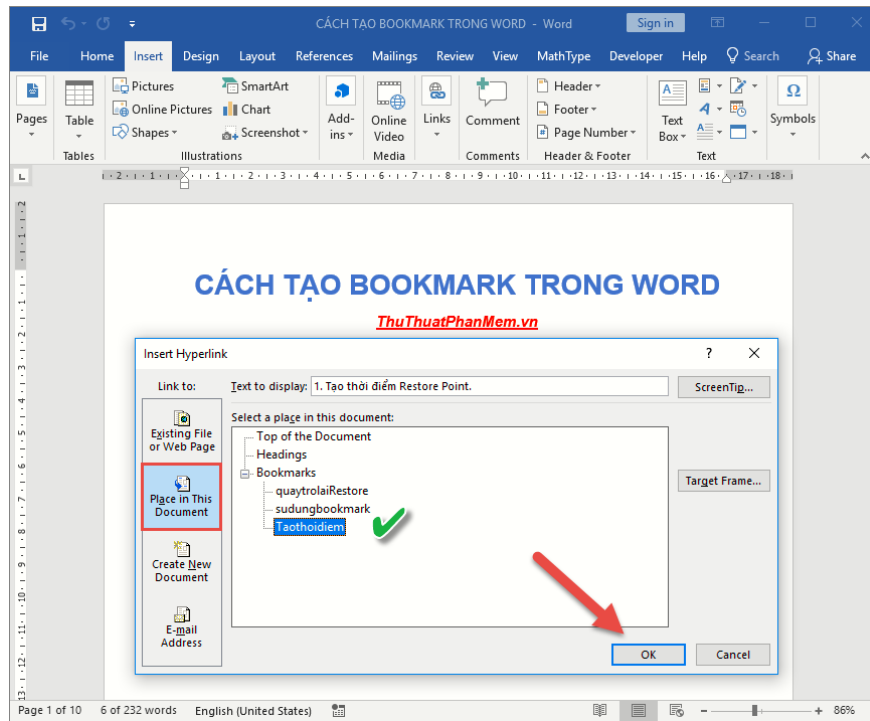


Method 2: CREATE hyperlinks internally on documents using BOOKMARK

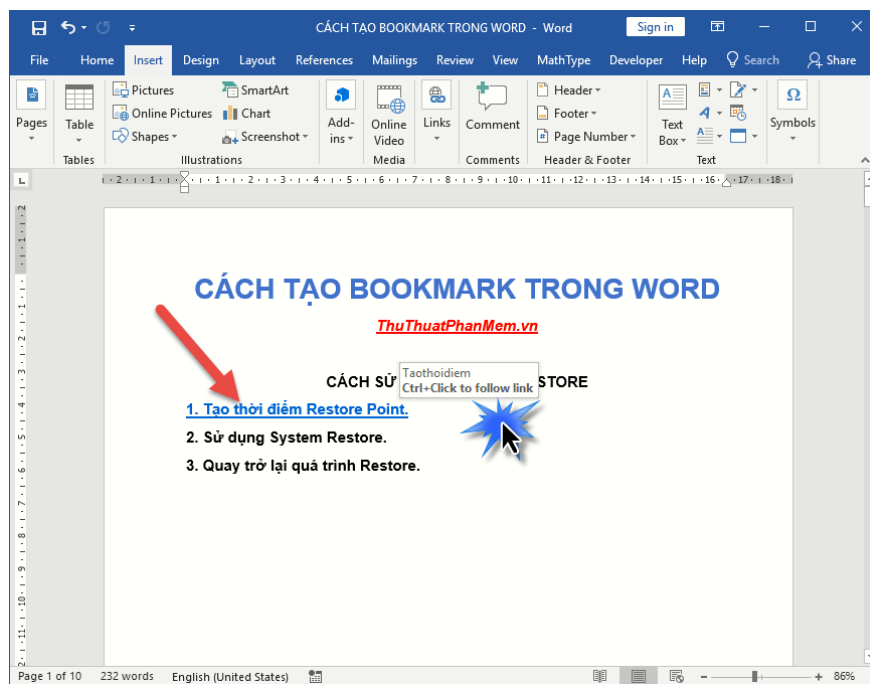
Select the data you want to create a link to **Bookmark** -> go to the **Insert** tab -> **Links** -> **Links**:



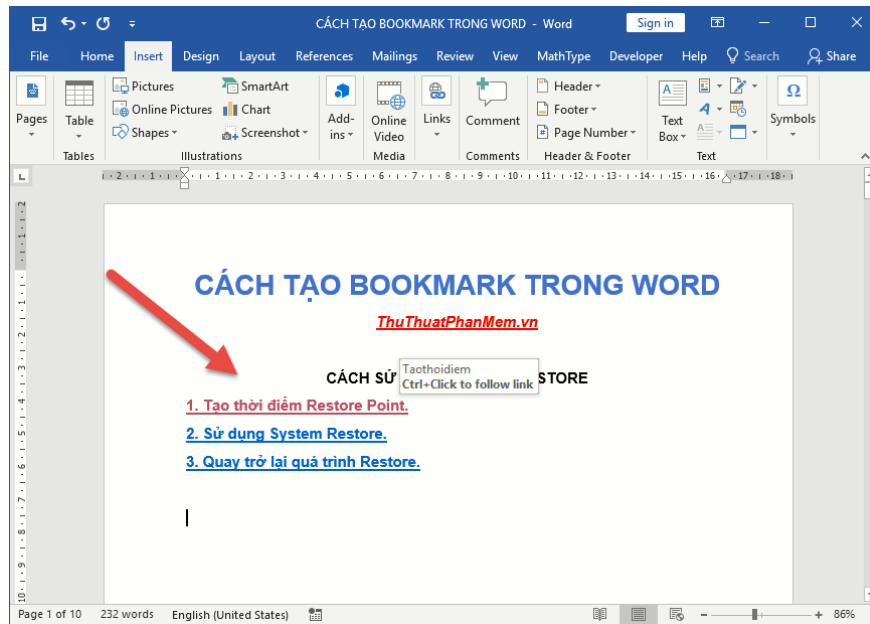
A dialog box appears, click **place in this Document** -> move to the content, click **Bookmark** you want to create the link -> click **OK**:



The result you have created a link to **Bookmark** , when you need to move to the corresponding Bookmark you just need to hold **Ctrl** + **Click** the link:



Similarly you create links for the remaining items in the document to get results:



Instead of moving the mouse to the desired position you just need to click the mouse to be able to move to that location. Very quickly is not it.

Above is a share on how to create **Bookmark** in Word and how to use **Bookmark** hope to help you. Good luck!

You finished reading the article "**How to create Bookmark in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.