

How to create bookmarks in Word 2016

When creating bookmarks in Word 2016, users can easily find important information in the entire text.

Bookmark is a tool for users to find important information such as bookmarks on Chrome or bookmarks on Firefox. With the Word editor, bookmarks will also find the information that users have marked quickly and easily.

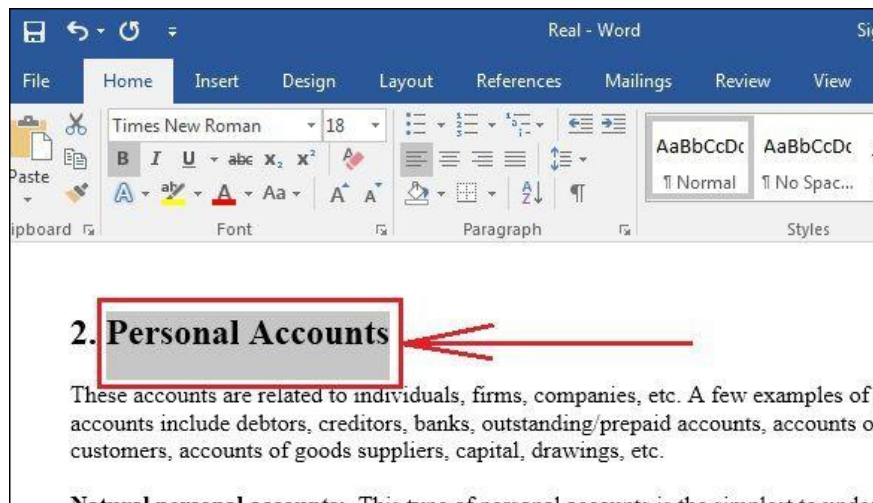
With Word documents with long, multi-character content, creating bookmarks to mark any piece of text will make searching easier, saving processing time in text. The following article will guide you how to create bookmarks on Word 2016.

1. How to create Bookmarks in Word 2003, 2007 and Word 2010
2. How to set up shortcuts on Microsoft Word 2016 yourself
3. Guide to Word Word 2016 (Part 19): Inserting Text Box

GUIDE TO CREATE BOOKMARK IN WORD 2016

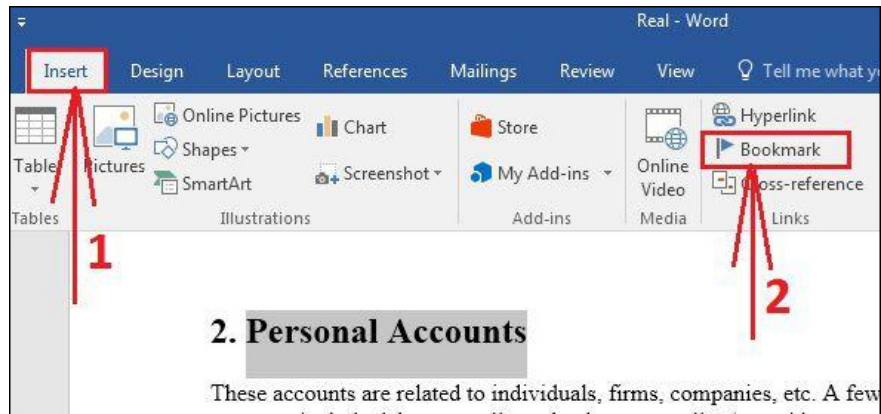
Step 1:

In the content of the **Word 2016** document, you want to create a bookmark, highlight the text you want to create.



Step 2:

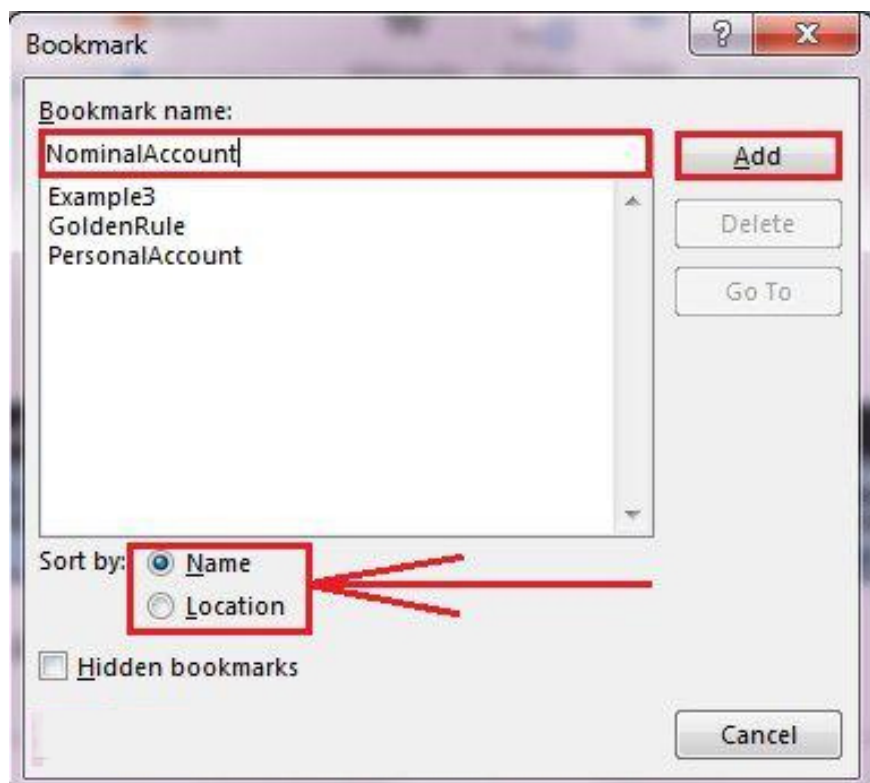
Users click on the **Insert tab** above and then select **the Bookmark item** .



Step 3:

Appears the Bookmark dialog interface. Here, the section **Bookmark name** users enter the bookmark name for the highlighted text. Enter a name that covers the entire text for easy search, in case you create multiple bookmarks on Word.

The name in Bookmark name will not have spaces but must be written immediately. Finally **click Add** to add the name to the bookmark list.

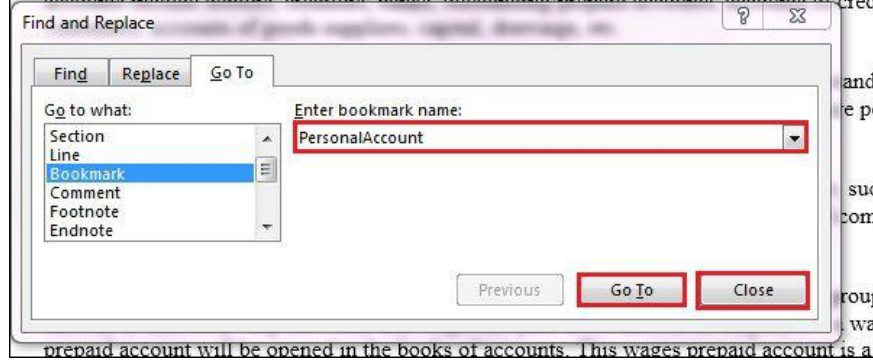


Step 4:

To find the bookmark created in Word 2016, we also click the Insert tab and then select the Bookmark item. Then click on the bookmark you want to find the content and then click **Go To** to move to the text immediately.

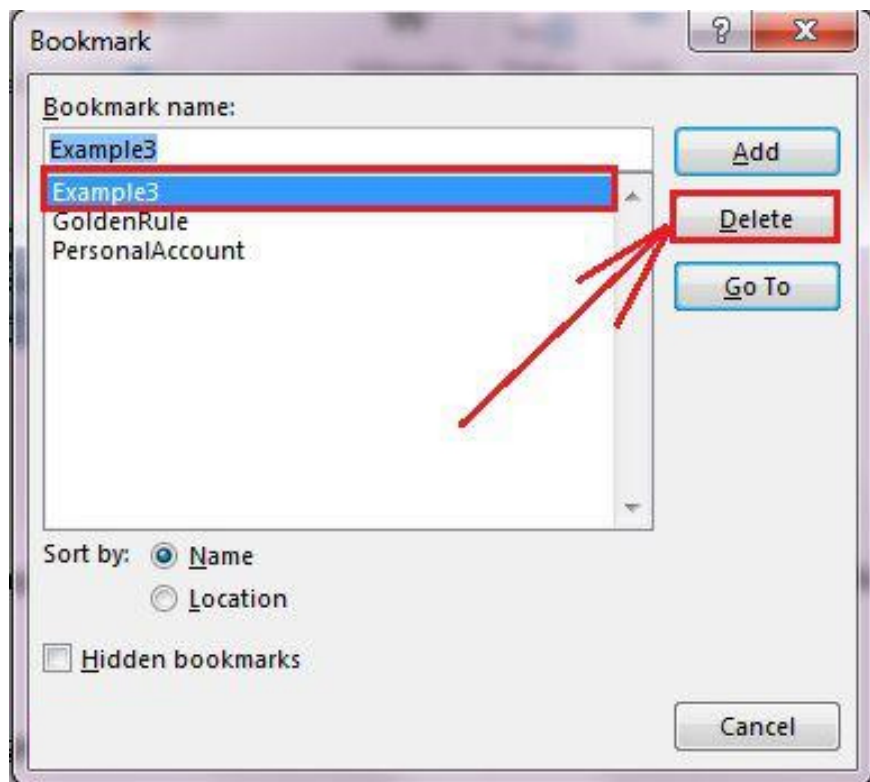
2. Personal Accounts

These accounts are related to individuals, firms, companies, etc. A few examples of personal accounts include debtors, creditors, banks, outstanding/prepaid accounts, accounts of cred



Step 5:

To delete the bookmark created in Word 2016, click on the bookmark and select **Delete** in the dialog interface.



Creating bookmarks on Word makes it easy for users to handle document content, find the necessary information or the fastest text, compared to the traditional way of searching for information. Bookmarking on Word is done and can be deleted when you don't want to use it.

I wish you all success!

See also: Complete Word Guide 2016 (Part 15): Numbering pages

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