

How to mark in in Word

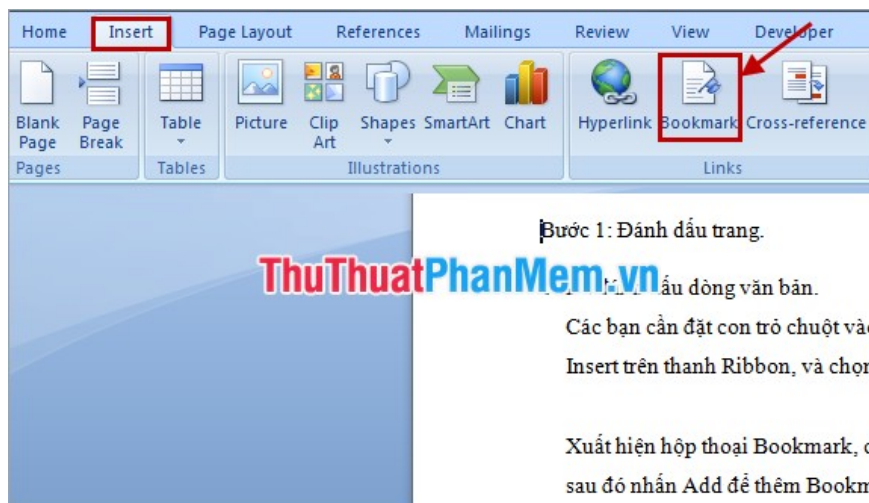
Bookmarking in Word is like bookmarking in web browsers. For long Word documents, marking important lines and paragraphs is essential so that when you need them, you can reopen them quickly.

Bookmarking in Word is like bookmarking in web browsers. For long Word documents, marking important lines and paragraphs of text is essential so that when you need it, you'll need to reopen it in no time.

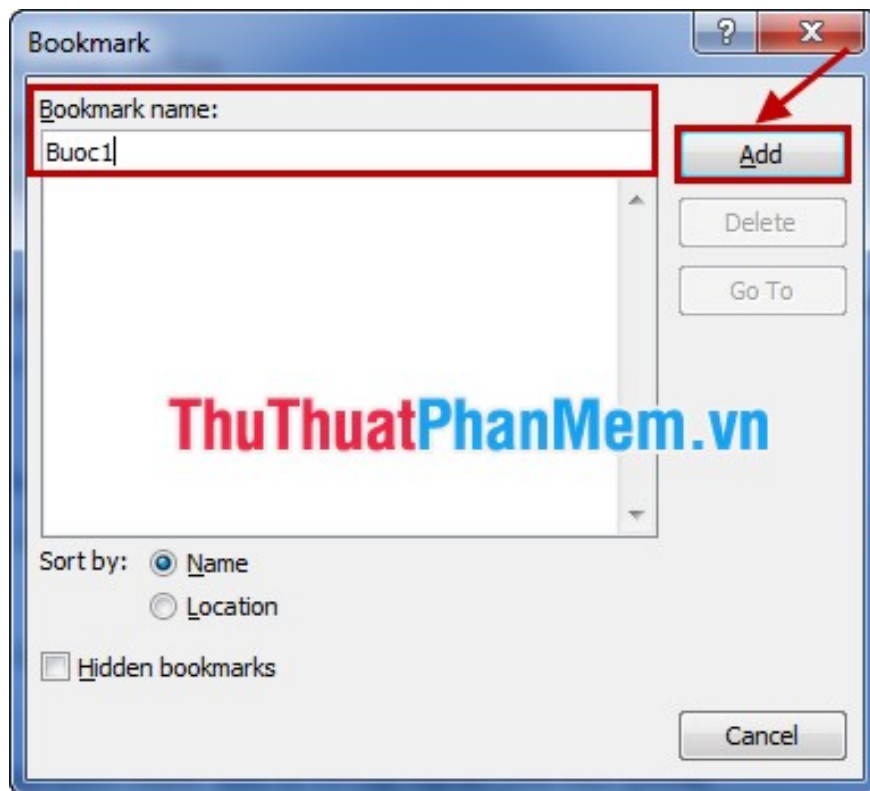
The following article shows how to bookmark pages in Word 2007, with Word 2010 and 2013 you do the same.

Step 1: Bookmark the page.

1. To highlight text lines. You need to put the cursor in the line you want to bookmark, select the **Insert** tab on the **Ribbon** , and select **Bookmark** in the **Links** section .

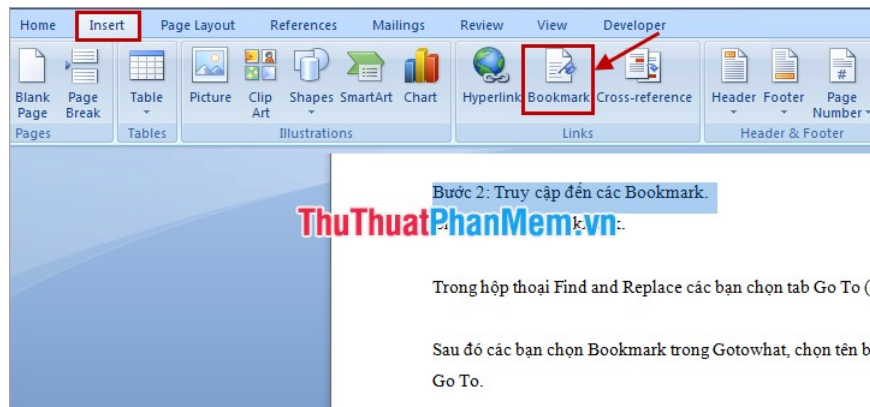


Bookmark dialog box appears , enter the name for the bookmark in **Bookmark name** then click **Add** to add Bookmark.

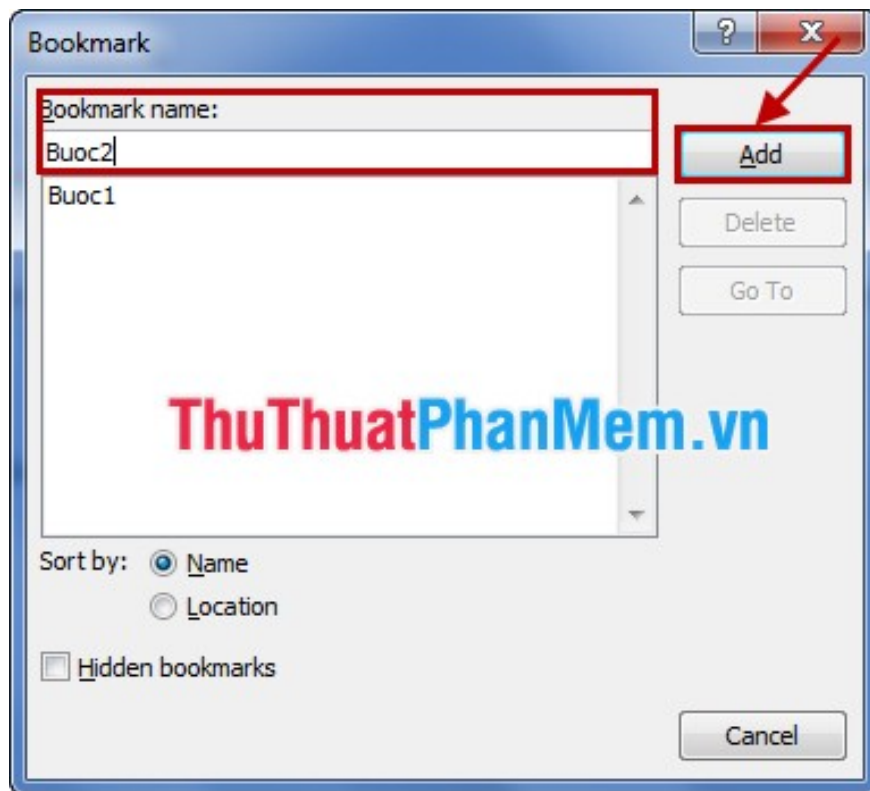


2. Highlight the paragraph.

You highlight the text to tick **Insert** -> **Bookmark** .



Name the bookmark and click **Add** .

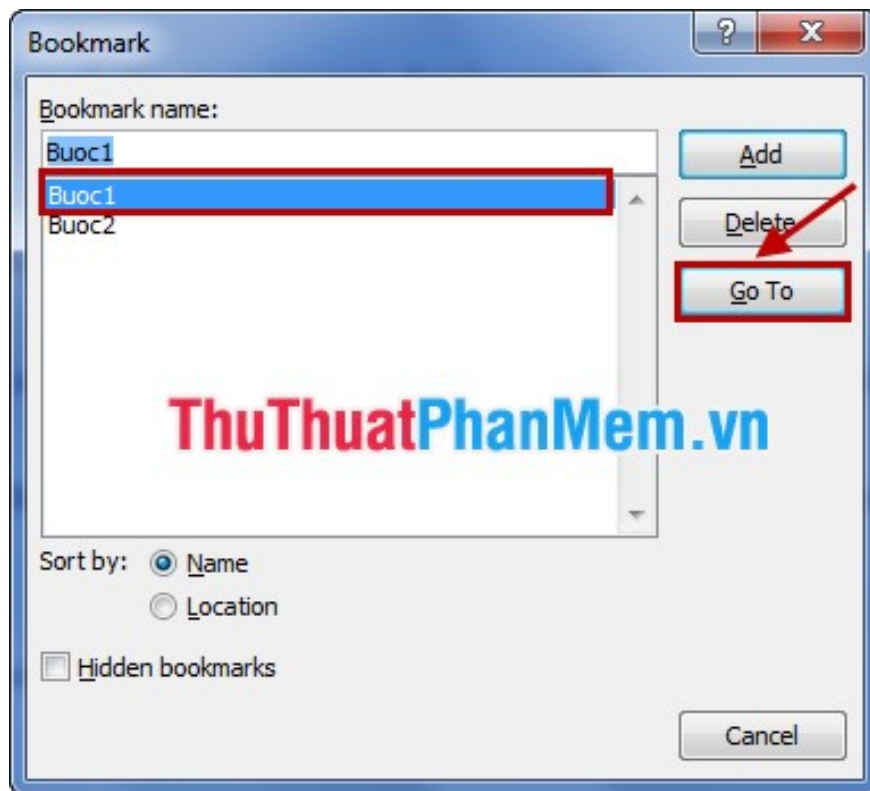


Step 2: Access to the Bookmark.

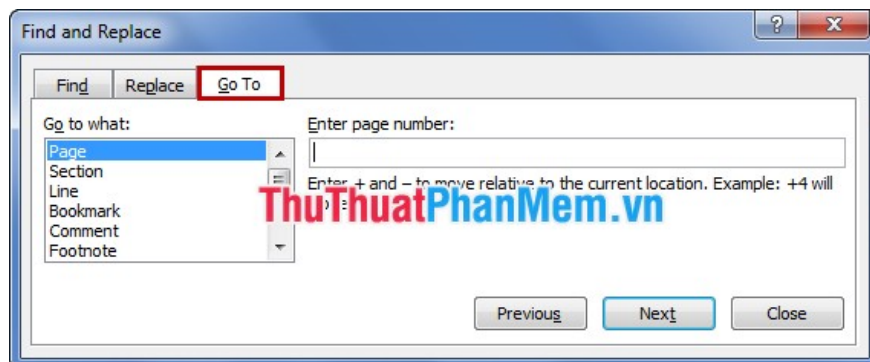
Method 1: Select **Insert** -> **Bookmark** .



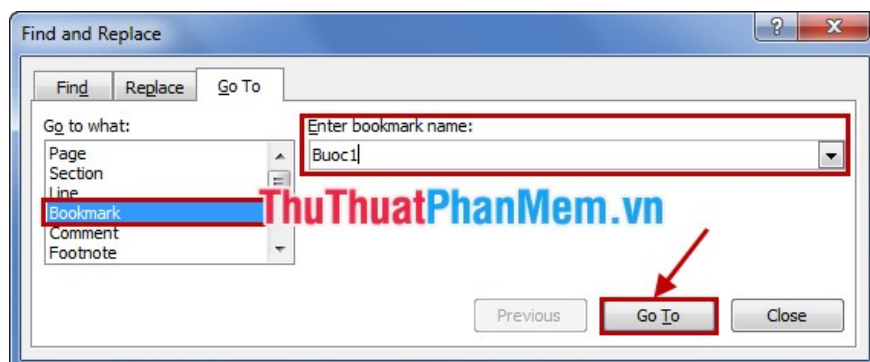
A **Bookmark** dialog box appears, select the bookmark name to access and click **Go To** .



Method 2: Press **Ctrl + G** to open **Go To** in the **Find and Replace** dialog box .

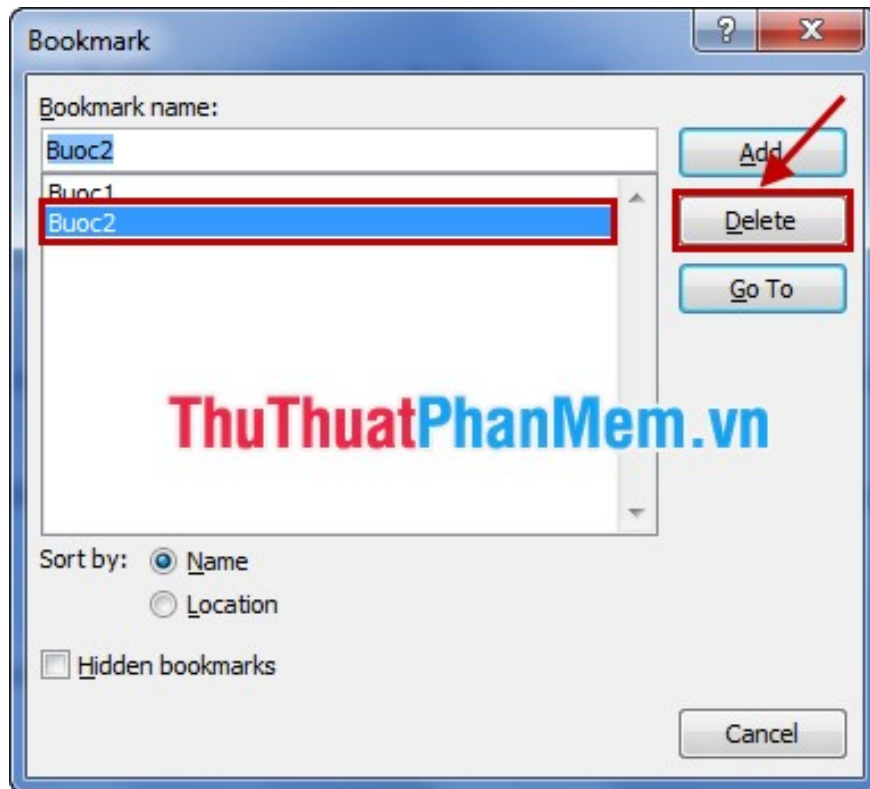


Then you select **Bookmark** in **Go to what** , select the **bookmark name** to access in the **Enter bookmark name** and click **Go To** .



Step 3: Delete Bookmark.

Select **Insert** -> **Bookmark** to open the Bookmark dialog. Then select the name of the Bookmark you want to delete and press **Delete** .



How to create and use bookmarks is very simple but highly useful, you can easily review important content without spending a lot of time searching in Word documents. Good luck!

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