**Bookmarks**

Bookmarks are simply selected text, graphic, table or row within a table that have been marked and named so that you can quickly refer back to this location or create a cross-reference back to this location.

**To create a bookmark**

- Select the text you wish to use for the bookmark
- From the *Insert* menu, choose *Bookmark*.
- Type a name for the bookmark and click *Add*.

**Bookmark Uses**

Once the selected text is marked, you can use the bookmark to:

- Quickly go to that item
- Create a cross-reference to the item
- Mark a range of pages to include in an index
- Perform calculations on numbers in different locations and insert the result into the document.

**To go to a specific bookmark**

- From the *Edit* menu, choose *Go To*
- In the *Go to what* box, select *Bookmark*
- Choose the bookmark name and click the *Go To* button.
  
  OR

- From the *Insert* menu, choose *Bookmark*.
- Under *Sort by*, choose the way you want to display bookmark names.
- If you want to display hidden bookmarks, such as cross-references, select the *Hidden bookmarks* check box.
- Under *Bookmark name*, click the bookmark you want to go to.
- Click the *Go To* button

**Displaying Bookmarks**

When text is marked as a bookmark, you can display the text in square brackets.

[text is enclosed in square brackets]

**To display or hide brackets**

- From the *Tools* menu, choose *Options*.
- Choose the *View* tab.
- Under *Show*, select or clear the *Bookmarks* check box and Click *OK*. 
**Copying and cutting bookmarks**

When you copy a marked item within the same document, the bookmark remains with the original item, it is not copied to the new one. However, when you copy a marked item to a new document, the bookmark is in both documents. When you cut a marked item, the bookmark moves to the new location of the pasted item. If you delete part of a marked item, the bookmark stays with the remains of the item.

**Deleting bookmarks**

You can delete the mark from the text and not the text itself by;

- From the **Insert** menu, choose **Bookmark**.
- Select the bookmark and Choose **Delete**.

This doesn't delete the text.