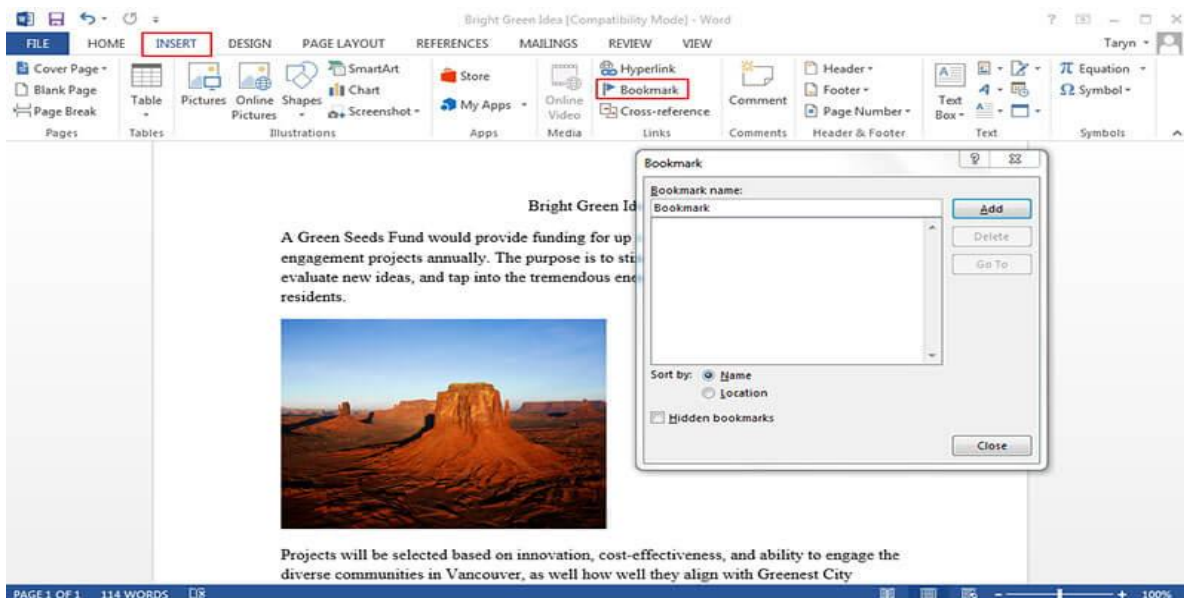


Book Mark

A bookmark in Word serves the same purpose as the bookmark you put in place in a book. The bookmark marks a place that you want to find easily, and one that you want to return to when you need.

All you have to do is mark the location in the document, and then go to the toolbar menu and click

- **Insert**
- **Bookmark**
- **Type Bookmark as per last section**
- **Add**

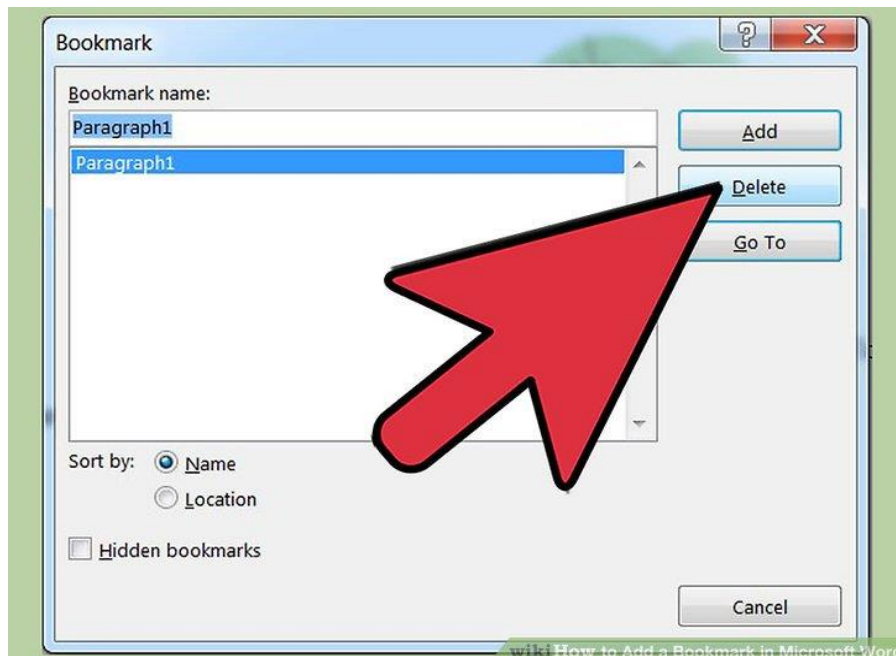


You'll need to select a name for your bookmark, so that you can easily find it later on. In Word, bookmarks are saved with the document file. Therefore, you can assign bookmarks with same name in different files.

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Deleting a Bookmark

Click the "Delete" button. Your bookmark is deleted. Any text associated with the bookmark remains, however. To delete the bookmark and its associated text, select the item and press the "Delete" key on your keyboard. To make sure the bookmark is also deleted, follow the instructions under "Show Bookmark Brackets in Text."

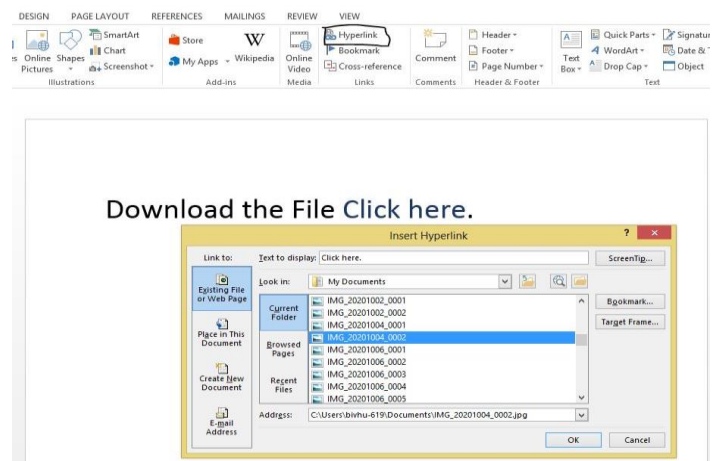
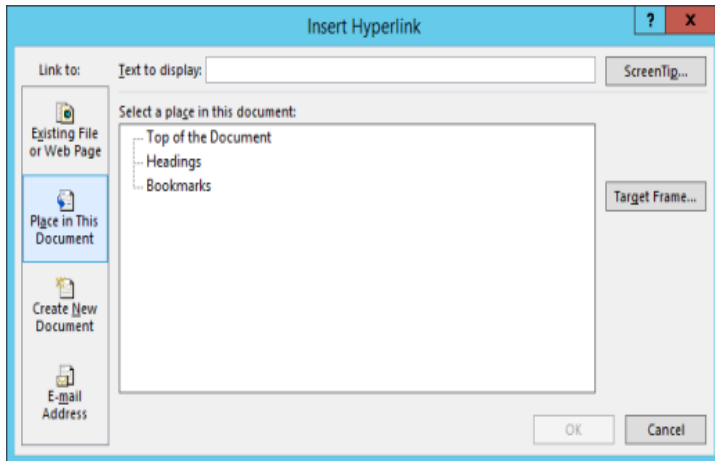


Insert a Hyperlink in Microsoft Word

You can make any text or image in your document a hyperlink that, when clicked, brings the reader to another place in the document, an external website, a different file, and even a pre-addressed email message. The links you create will remain active even if you convert the Word document to the PDF format.

Press Ctrl+K (PC). This opens the Insert Hyperlink window. You can also get to this menu by clicking the Insert tab and then clicking the Link button in the toolbar.

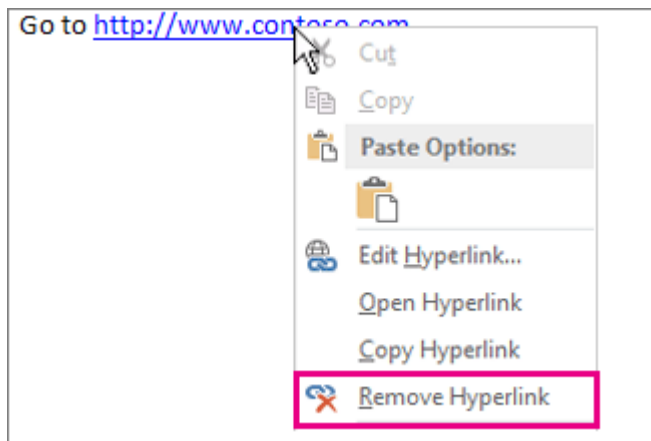
- Select the text or picture that you want to display as a hyperlink.
- Press Ctrl+K.
- You can also right-click the text or picture and click Link on the shortcut menu.
- Under Link to, click Place in This Document.
- Then click OK



Remove or turn off hyperlinks

To remove a hyperlink but keep the text, right-click the hyperlink and click Remove Hyperlink.

To remove the hyperlink completely, select it and then press Delete



Remove all hyperlinks at the same time

If you're using Word or Outlook, or Excel 2010 or later, you can remove all hyperlinks in a file by using a keyboard shortcut.

In Word and Outlook:

Press Ctrl+A to select all text.

Press Ctrl+Shift+F9.