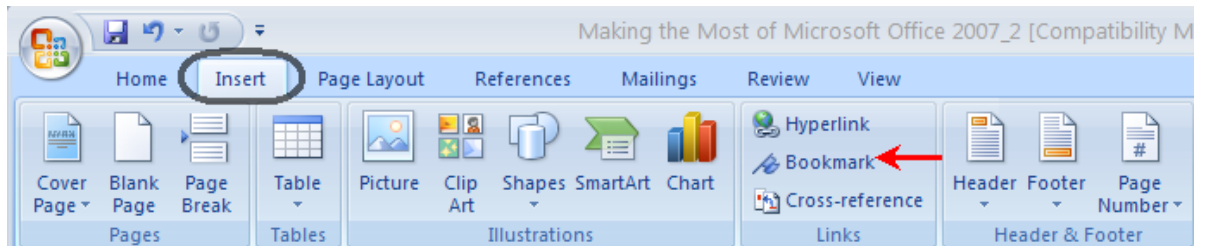


Bookmarks: Create a name to mark an important spot in a Word document, then jump to that location.

1. Click where in your document you want the bookmark to go
2. Click **Insert** tab, click the **Bookmark** button



3. Type a descriptive name in the **Bookmark name** dialog box and click the **Add** button

