

Bookmarks do not display by default. You must make them visible through Word's **Options** settings. They are non-printing characters, therefore will not appear when you print out your document.

To insert a single bookmark, click on the **Insert** tab and on **Bookmark**. Type in a short name. To insert a wrapped bookmark, select the text first.

Bookmark names cannot contain spaces. If you want to enter a long, descriptive name, use the underline character or a mixture of upper and lower case to make the name easier to read.