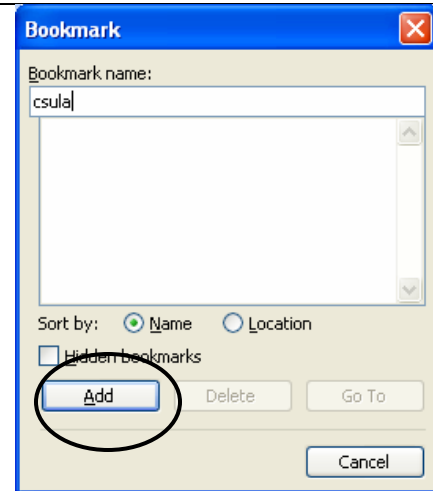
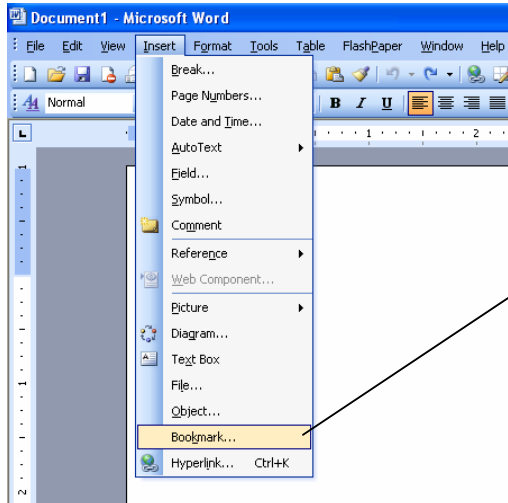


Creating Bookmarks in MS Word

- * Locate a section in your syllabus where you would like the bookmark to be anchor.
- * You will find **Bookmark** under the **Insert** Menu

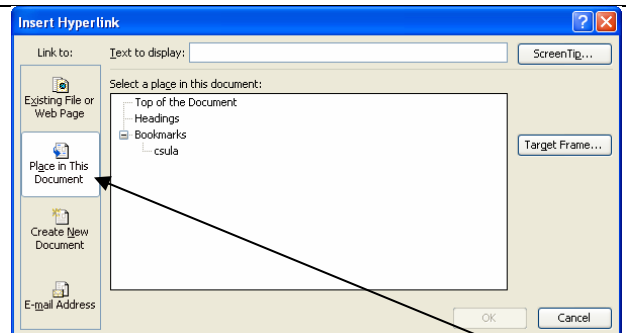
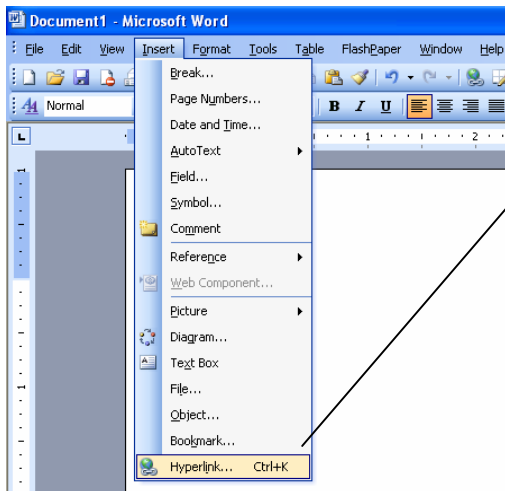


Provide bookmark name and Click **Add**

Note: You can insert a bookmark anywhere in you syllabus. Bookmarks are use to navigate within your syllabus.

Step 1 Inserting a Bookmark

Inserting a bookmark is similar to inserting a hyperlink. The same keyboard shortcut applies to both, which is **Control+K** or Selecting **Hyperlink** from the **Insert** Menu.

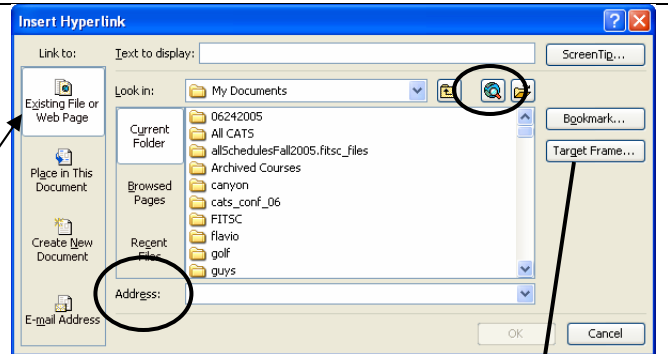
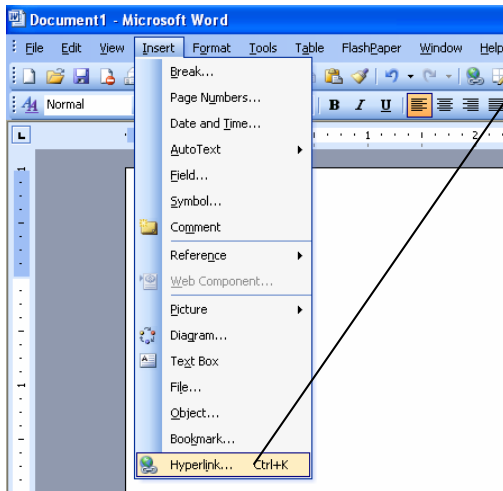


Make sure you click on the **“Place in This Document”** button on the left toolbar to access your bookmarks.

Inserting a Hyperlink

Hyperlinks can be used to link to places within your document or to a website.

Inserting a hyperlink can be accomplished by using a keyboard shortcut, which is **Control+K** or selecting **Hyperlink** from the **Insert** Menu.



You can create a hyperlink to a website by typing the url in the **Address** field. You can also use the **Globe** icon to find your website on the internet. The url will be inserted in the **Address** field for you.

You can use the **Target Frame** button to open the website in a new window.

