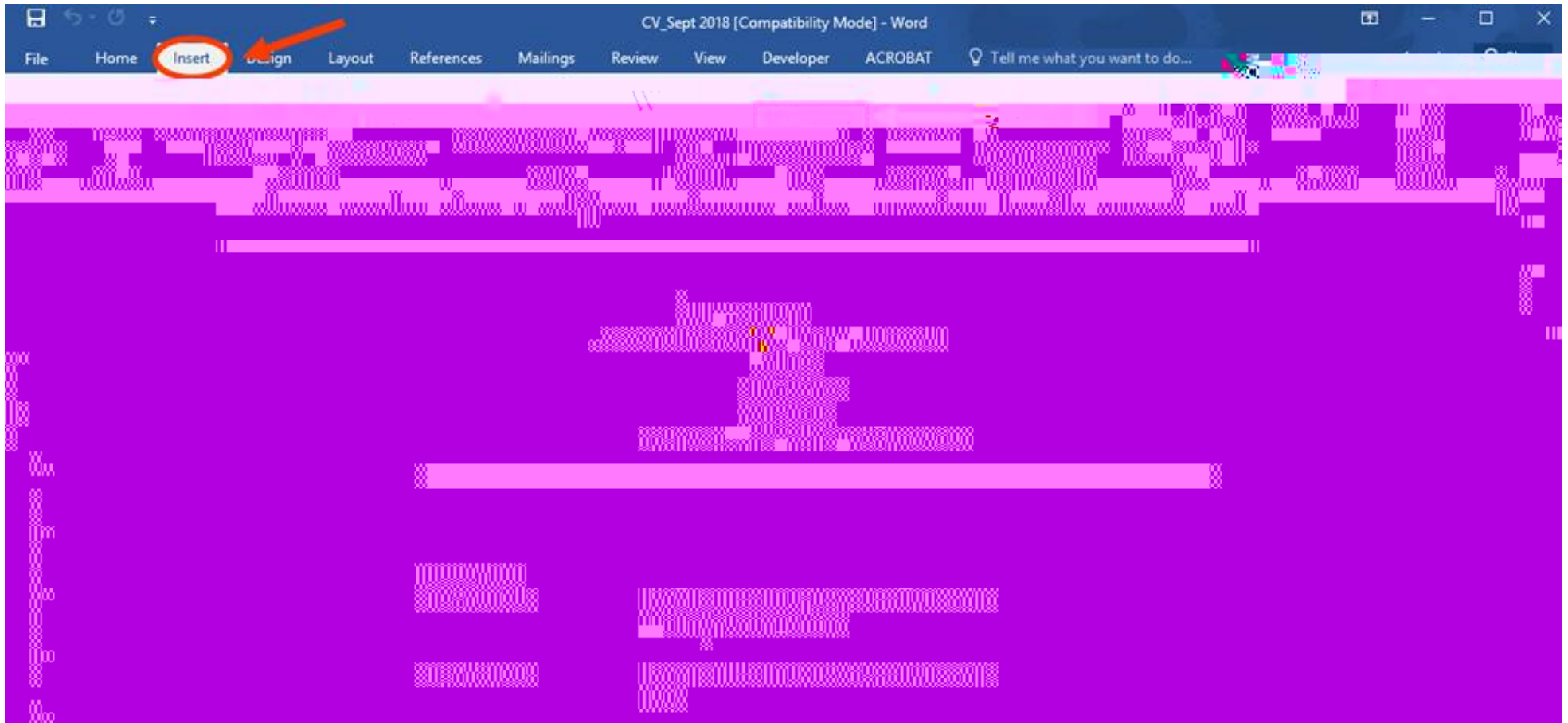


# How to Create Bookmarks in Microsoft Word Docs and Adobe PDFs

## Microsoft Word Documents (may vary depending on your version of Word)

1. Select the portion (text, photo, etc) of the document you'd like to bookmark.
2. Click Insert, and select Bookmark.
3. Name the bookmark and click Add.



**Note:** We recommend creating bookmarks in PDFs due to character limitations in Word.

# How to Create Bookmarks in Microsoft Word Docs and Adobe PDFs

## Adobe PDFs:

1. Select the portion of document you'd like to bookmark.