Link to a specific location in your webpage – Bookmarks

**BookMarks** are locations or selected text down in a document that you want someone to see when they click on a hyperlink in a table of contents of that same document.

**Hyperlinks** are in the Table of Contents at the top.

![Table of Contents Image](image)

Bookmarks are inserted down in the document (destination for hyperlink at the top of the page)

![Registration Process Image](image)

1. **Create bookmarks down in the document first**
   - Highlight ONE word down in the document where you want a bookmark for your table of contents
   - Click Insert on the menu, Bookmark
   - Type the same word as the name for the bookmark and click Add
   - Repeat for all bookmarks

2. **Hyperlink the words in the Table of Contents**
   - Highlight a word in the Table of Contents
   - Click Insert on the menu
   - Hyperlink
   - Select Place in the Document on the left
   - Select the bookmark.
   - Click OK