If you are referencing an item in your document, you don’t want to have to update the paragraph or page number every time you make changes. By using bookmarks and cross-references, you can include referenced items that update automatically and also allow you to jump to the referenced location. Using bookmarks With Word’s bookmark feature, you can mark specific locations and chunks of text within a document. Once marked, you can use cross-referencing to create a link to the bookmark location or insert the bookmark text.

**Add a bookmark**

1. Select the text or item to which you want to assign a bookmark, or click where you want to insert a bookmark.

On the Insert tab, in the Links group, click Bookmark. 

Under Bookmark name, type or select a name.

Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words — for example, "First\_heading."

Click Add.

**Go to a specific bookmark**

On the Insert tab, in the Links group, click Bookmark. 

Click either Name or Location to sort the list of bookmarks in the document.

Click the name of the bookmark that you want to go to.

Click Go To.

Delete a bookmark

On the Insert tab, in the Links group, click Bookmark. 

Click the name of the bookmark you want to delete, and then click Delete.