

## Create Bookmarks in Google Docs

**Sender:** Project coordinator

**Subject Line/Headline:** Learn how to create bookmarks in Google Docs

**Body:**

Hello [recipient first name],

By now, you've probably already created a few Google Docs, some of which may be quite lengthy. For students, staff or administrators reading through these longer documents, it may prove helpful to offer a way to "skip ahead" to specific sections that are relevant to a particular task or lesson. That's where *Google Docs bookmarks* come in.

Google Docs bookmarks let you create a web link to a specific place within a document. To create a Google Docs bookmark, follow these steps:

1. Open a Google Doc
2. Scroll to the section you'd like to bookmark
3. Place the cursor at the beginning of the section
4. Open the *Insert* menu and select *Bookmark*
5. Now scroll back to the beginning of the document
6. Write a label for the section you just bookmarked
7. Highlight the label text
8. Open the *Insert* menu and select *Link*
9. In the *Edit Link* window, select the *Bookmark* option to see the bookmarks you've created.
10. Select the bookmark you'd like to link to
11. Select *OK*

You can learn more about Google Docs Bookmarks here: <https://support.google.com/docs/answer/45352?hl=en>

If you have any questions, please feel free to contact me at [project coordinator's email].

Good luck, and happy bookmarking!

[program coordinator's first name]

