

# BOOKMARK & HYPERLINK CREATED



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Click on the blue, underlined text to go to its linked reference.<sup>1</sup>

One of the powers of WordPerfect is its ability to create hyperlinks (AKA “links”) to bookmarks. Then, even if the document is published to PDF, the links stay active — meaning that if you click on the hyperlink, you’ll be taken to the bookmark.

Here’s how to create bookmarks and hyperlinks.

## BOOKMARK

The first step is to create bookmarks to which you will create links.

**NOTE:** For this lesson, I’m going to create a bookmark to the word “BOOKMARK” right above this paragraph. I’ll show the Reveal Codes, but you do *not* need Reveal Codes showing for this to work.

1-1. Select the word or phrase you want to be bookmarked (**Figure 1**).

### BOOKMARK ¶

The first step is to create bookmarks to which you will create links.  
**NOTE:** For this lesson, I’m going to create a bookmark to t  
“BOOKMARK” right above this paragraph. ¶

Font Size: 20pt | Font: Arial Rounded MT Bold | BOOKMARK | Select | Font: Arial | Font Size: 14pt |  
The first step is to create bookmarks to which you will create links. HRT |  
Font: Arial Rounded MT Bold | NOTE: For this lesson, I’m going to create a

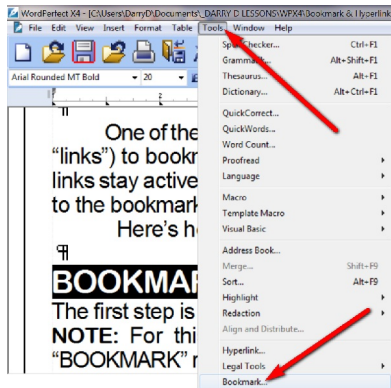


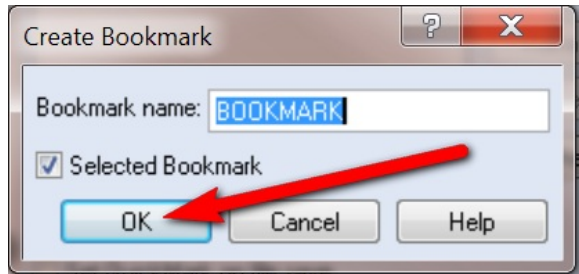
Figure 2

1-2. From the MenuBar, select Tools ► Bookmark (**Figure 2**).

Figure 1

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1-3. Left-click on the “Create” button (**Figure 3**).



**Figure 4**

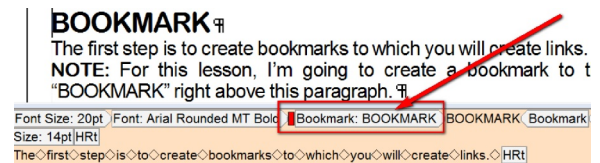
1-4. The selected word or phrase is entered automatically (**Figure 4**).

★ I recommend using “all capitals” for Titles or Paragraph Titles.

★ I recommend “initial capital, lowercase” for all other items.

1-5. The Bookmark appears (**Figure 5**).

Note that it is transparent in the text area but is a button in Reveal Codes.

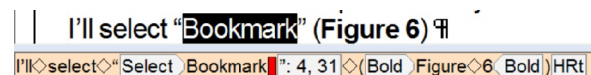


**Figure 5**

## HYPERLINK CREATED

2-1. Select the word or phrase that you want to link to the bookmark.

I'll select “[Bookmark](#)” (**Figure 6**)



**Figure 6**

2-2. To create a hyperlink to the bookmark, select the Tools ► Hyperlink (Figure 7).

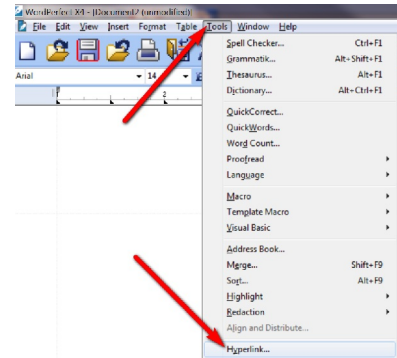


Figure 7

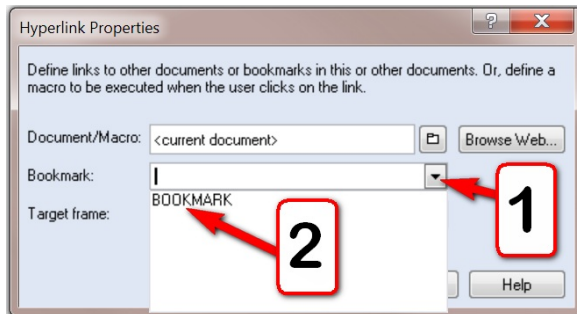


Figure 8

8. Select the desired bookmark (Figure 8):

- ❶ Click on the downward arrow.
- ❷ Click on the bookmark

9. Left-click on “OK” button (Figure 9).

10. Whenever you want to go to the Bookmark, just click on the hyperlink. Click on the hyperlink we just created and you’ll go immediately to the work “Bookmark”.

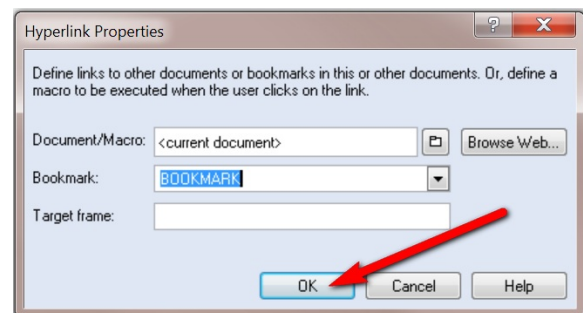


Figure 9