

How To Make Hyperlinks to Jump to Specific Locations Inside a Google Doc

CREATING HEADERS/SECTIONS IN YOUR DOC

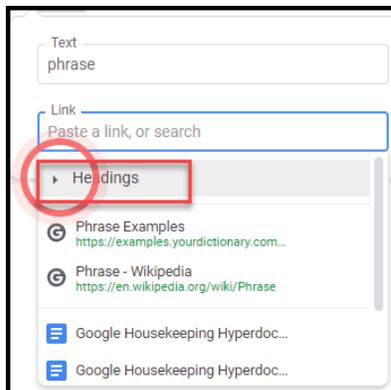
1. Use this [Guide to Create your Headers/Sections](#)

TURNING A WORD INTO A HYPERLINK

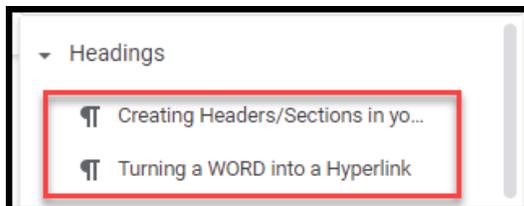
1. Highlight the word or phrase you want to use as the hyperlink.
2. Click on the LINK icon in the menu (or right click on the highlighted word and select LINK in the menu)



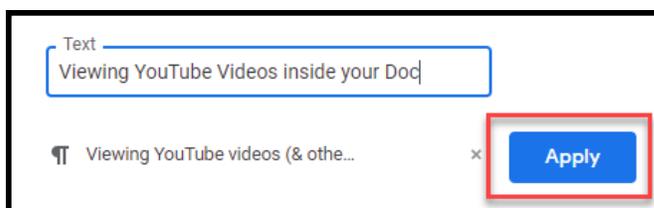
3. In the Menu that appears, select HEADINGS.



4. Your HEADERS/SECTIONS that you created will appear in this list.



5. Select your Heading/Section for this hyperlink.
6. Click APPLY.



7. Repeat as necessary.