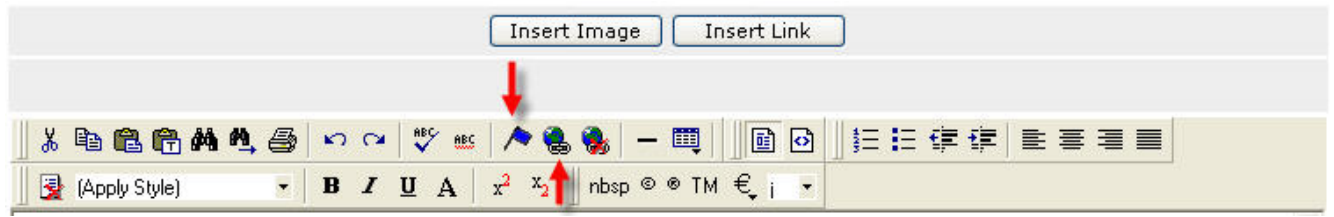




How to Place Bookmarks/Anchors Within a Page



1. Go to the text you want the bookmark to go to
2. Hi-light the title
3. Click on the [Blue Flag](#) () in the toolbar at the top of the page
4. Type in the name of the bookmark and click Add
5. Go to the actual bookmark and hi-light it (usually at the top of the page)
6. Click on the [Hyperlink Icon](#) () in the toolbar at the top of the page
7. Take out the text (http://) in the link box and leave it empty
8. Type name of the bookmark in the Bookmark Box
9. Click OK