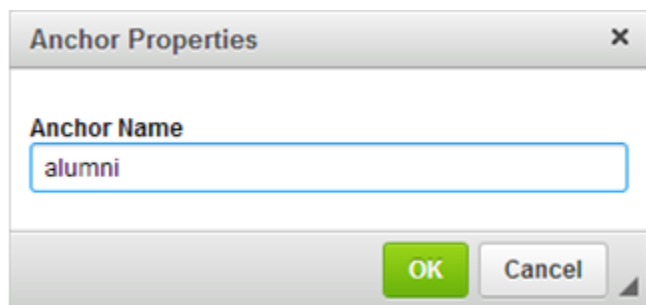


Adding Anchors and Linking Within Your Policy Documents

1. To create an anchor link put the cursor just to the left of what you want to use as an anchor. Do not highlight any characters.
2. Click the flag icon to add the anchor.



3. An “Anchor Properties” window will pop up. Type in an anchor name. Name it something simple and appropriate. If creating multiple anchors, keep a list to refer back to since exact name are required when linking.

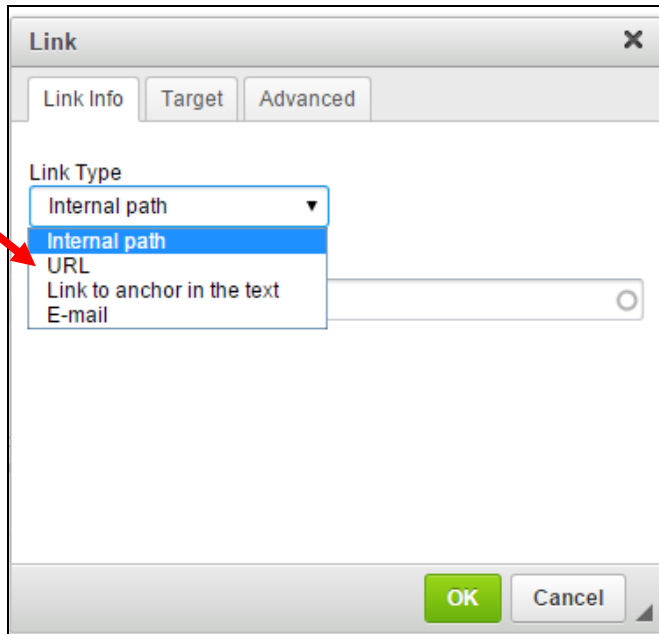


A red flag will appear next to what you just anchored. The flag will not appear on the public facing page.

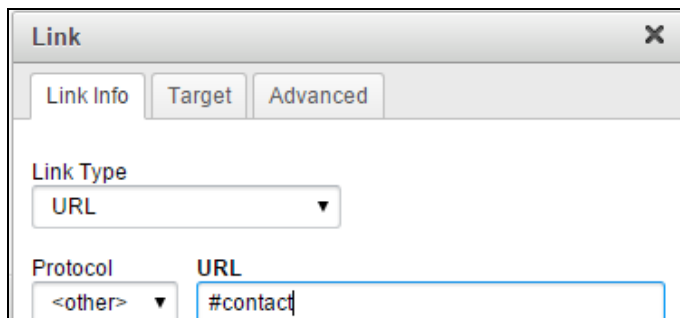
4. Go to the place where you want to provide the link that will jump down to the anchored part of the page (usually in the **List of Sections Included/Contents**), and highlight the text that will be hyperlinked.
5. Click the link button to create a link.



6. A “Link” pop up window will appear. Under **Link Type**, instead of choosing Link to anchor in the text, choose **URL**.



7. All anchors begin with “#” so in the **URL** box that appears, type # followed by the name you provided for the anchor. So, for example, “#contact”. There should be no spaces included, and it will be case-sensitive. It must match exactly what you entered when creating the original anchor.



8. Once you have entered the anchor address in the **URL** box, click **OK**.