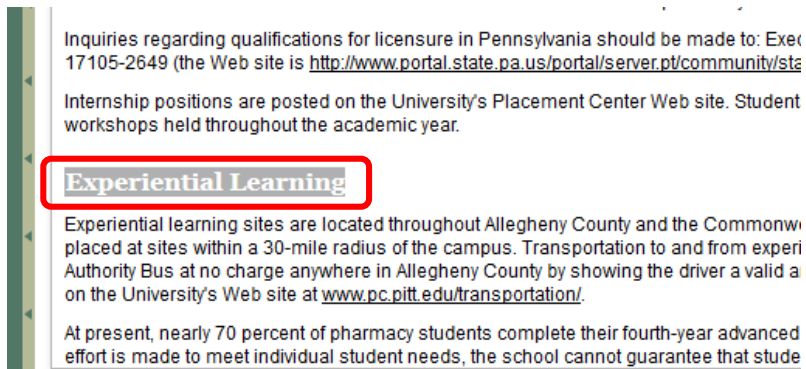
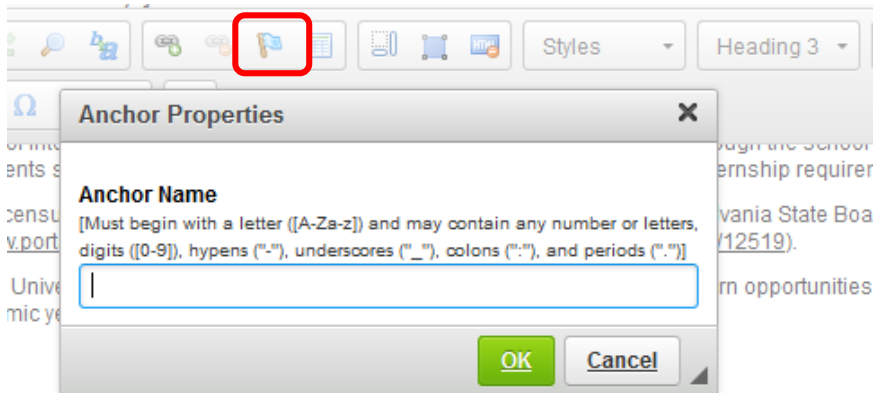


CREATING AN ANCHOR LINK

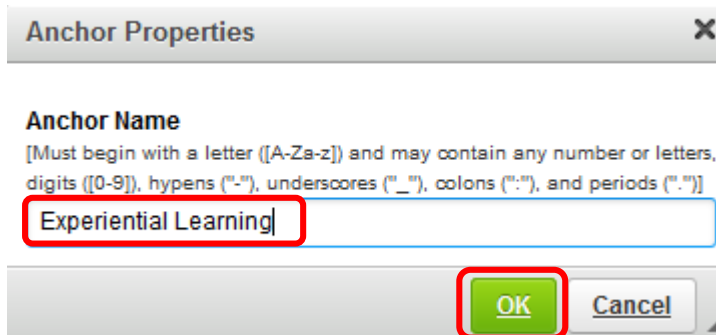
1. Go to the heading that you would like to anchor link and highlight it.



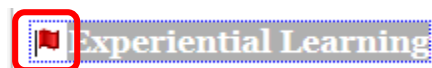
2. Click the Anchor Link icon (the flag)



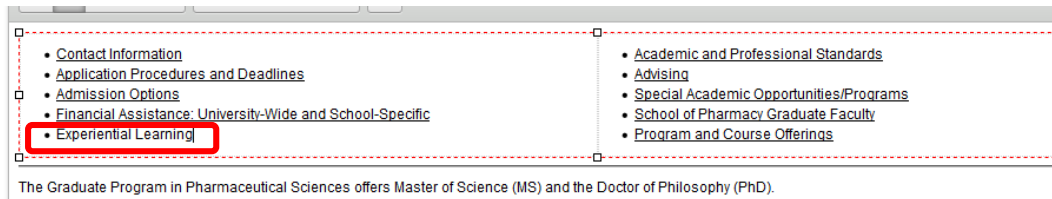
3. Type in the Anchor Name and click the OK button.



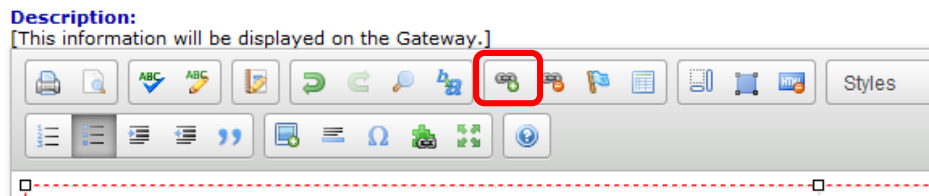
4. You will notice there is now a flag in front of the text.



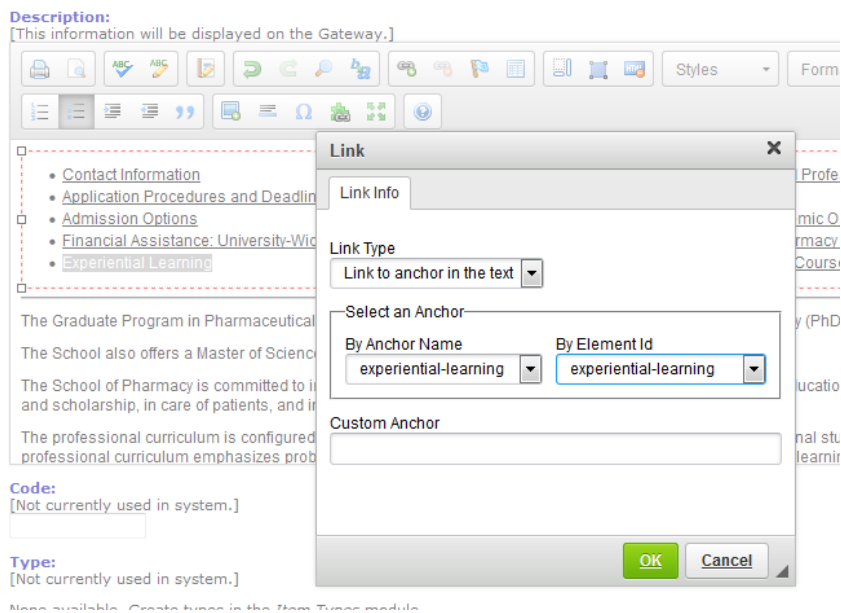
5. Go up to where you would like the Anchor Link to be listed and add the heading.



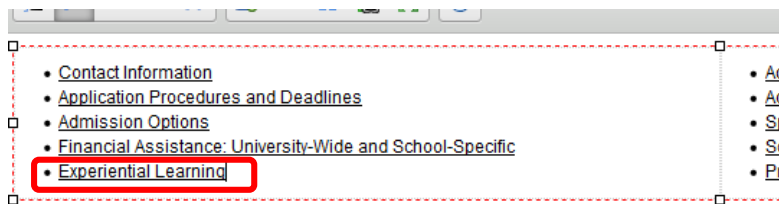
6. Highlight the heading and click on the Link icon.



7. Under Link Type, select "Link to anchor in the text". Then select the anchor name that you just listed for the heading. Please note the system adds a dash between words in the name.



8. You will then see the heading is linked.



9. Click the Next button to save. Click on the Complete Snapshot button.