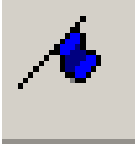


Book Marks

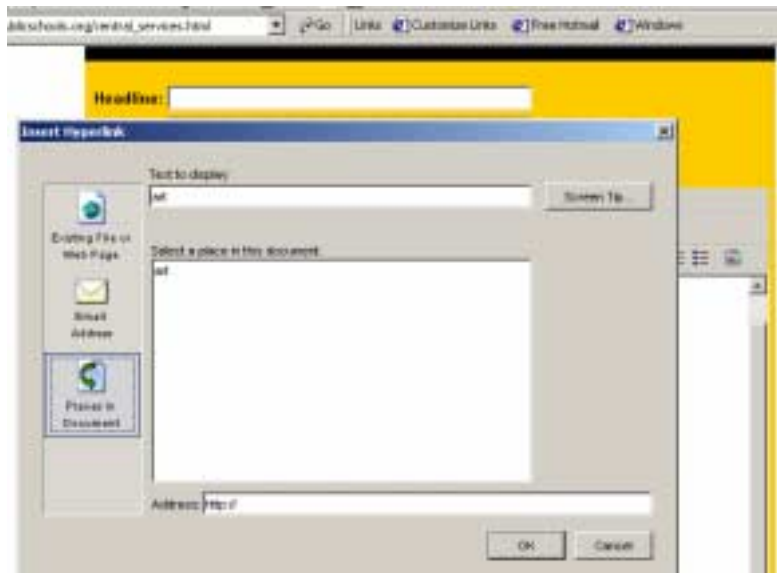


Use the Insert Bookmark icon to create a link between two sections of text in the same article.

To create a bookmark (a link between two sections of text in the same article), you first need to set the bookmark location. To do this, use the bookmark button on the toolbar in the editor. For example, if you want a link between two sections about “Art”, highlight the word “Art” in the bottom link, and then choose the Bookmark option from the Insert list on the toolbar. Enter the Bookmark Name (probably “Art”).



Next, go back to the top link about “Art”, and use the regular Hyperlink button to create the link. Select the button “Place in Document”. A list of all the bookmarks created in the document will be listed. Highlight the one you want (in this case “Art”) and click OK.



The two Art sections will now be linked.