*How to Insert a Hyperlink to Appendix 1 from your Cover Sheet (using a PC):*

1. Go to the “Appendix 1: Implementing Teaching Standards” section at the end your curriculum unit.
2. Highlight the word Appendix.
3. Go to the INSERT tab on your Word menu and click BOOKMARK (next to Hyperlink).
4. Name your Bookmark: Appendix1. (Do NOT leave any spaces in the name you create.)
5. Click “Add.”
6. *Next comes the hyperlinking…*
7. Go back to your Cover Sheet and highlight the words “Appendix 1” on your Cover Sheet (below Keywords, next to “Teaching Standards”).
8. Return to the INSERT tab on the Word menu and click HYPERLINK.
9. This brings up the “INSERT HYPERLINK” box.
10. See the “Link To” options on the left side, and Click “PLACE IN THIS DOCUMENT.”
11. Find “Appendix1” which should appear in the available list.
12. Click on “Appendix1” and then click “OK” and you’re linked!

*How to Insert a Hyperlink to Appendix 1 from your Cover Sheet (using a Mac):*

Follow instructions above for Steps 1-9 and then follow 10-14 here:

10. See the options in the center of the box and click on DOCUMENT.

11. Then in the “ANCHOR” section, click LOCATE.

12. Click the arrow next to “Bookmarks.”

13. Find “Appendix1” which should appear in the available list.

14. Click on “Appendix1” and then click “OK” and you’re linked!