

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

1. Go to the "Appendix 1: Implementing Teaching Standards" section WITHIN your curriculum unit (not the one you created as a separate document).
2. Place your cursor before 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!