

To create an anchor from one spot on an open page to another, this may help. For example, on my INTASC Standards sheet I have anchors from the bottom of the description to the top of the page.

1. Find the word you want to return to.
2. Click on Insert – Bookmark
3. Give your bookmark a name – I usually name it the same word I am bookmarking.
4. Put your cursor in the spot you want to link from.
5. Type in a word – like “top”
6. Highlight the word “top”
7. Right click and choose hyperlink
8. On the right side is the button bookmark.
9. Click bookmark and then choose the name of the word you want to return to.