

Document Heading

Paragraph with Title (i.e. [Syllabus](#)) to link to Bookmarked Page (inserted at the end of the document).

1. You must create the “Bookmark” Link first.

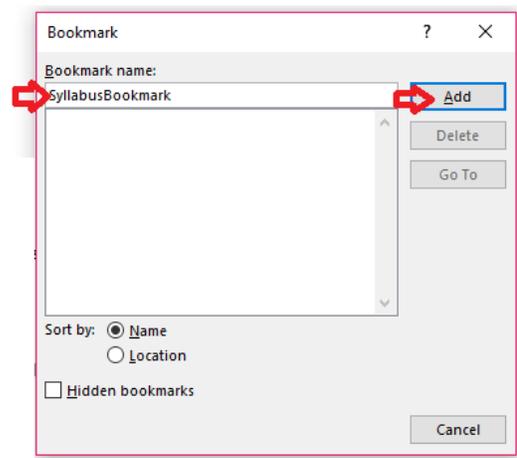
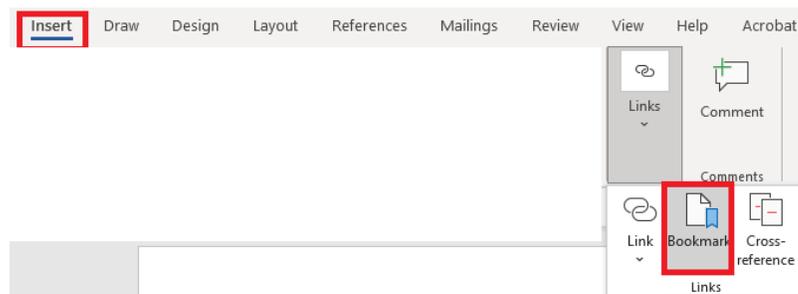
Syllabus Fall 2021 (i.e. the “Bookmark”) – located at the End of Document - supporting document such as Syllabus (either as a screen captured image or text)

The following is the Syllabus for _____ taught online during Fall 2021.

IMPORTANT:

Highlight Syllabus (title) and select Insert/Select Bookmark icon at the top ribbon in MS Word.

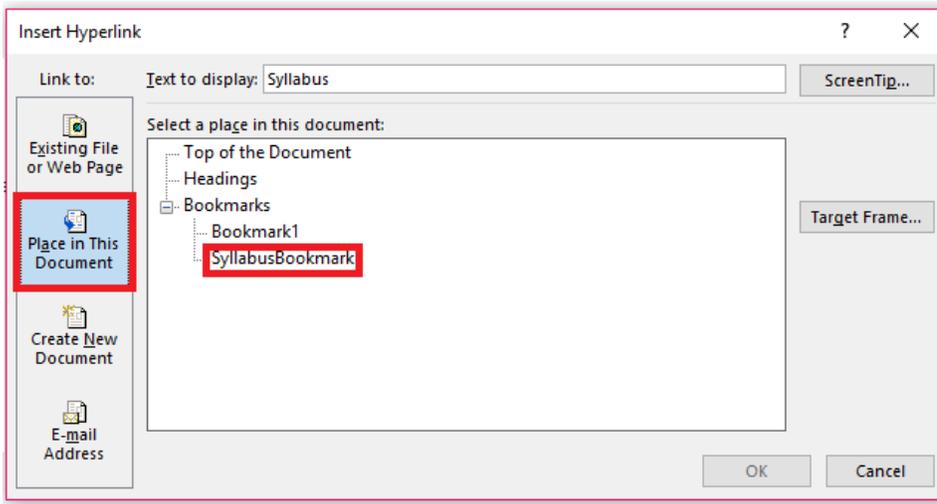
Add name such as SyllabusBookmark (all one word) then select “Add.”



2. Find location in the Document that will pointing to the Bookmark (i.e. Syllabus).

Highlight the Word and select “Insert” and “Links” icon at the top of the ribbon in MS Word; Select “Place in This Document”; select the Bookmark from the List and Ok. The Word in the Document will highlight as blue and will go that “bookmarked” page.

Paragraph with Title (i.e. [Syllabus](#)) to link to Bookmarked Page inserted at the end of the document.



SyllabusBookmark
Ctrl+Click to follow link

Paragraph with Title (i.e. [Syllabus](#))

