



How to link to a document within your Narrative Text

1. Navigate to the Standards Date Entry page for the standard that you are working on.
2. Click the Edit button next to Narrative:

Narrative



3. Click and highlight the word(s) that you want to serve as the hyperlink for the document.
4. Click on the hyperlink icon in the text editor: 
5. This opens the Link Manager.
6. The first box reminds you of the word(s) you highlighted and that will serve as the hyperlink.
7. Click to select the document you'd like to link from the list under the black bar" (it will turn light yellow)



8. If you want to bookmark so that your hyperlink goes to a specific page in your document, click the drop down next to Bookmark Type (default = None). Change it to Page and in the Bookmark Value box, type in the page # of the page you'd like that link to jump to. Click Save Link.
9. The word you chose earlier is now your active hyperlink. It will work within this standard entry screen, and the document and link will work when the report is exported for your SACS review.