



Anchors

Anchors allow users to click on a link and jump to a different location on the same page where content can be found. They are very useful on pages that have a lot of information such as FAQ pages.

1. To create an anchor, place the cursor where the anchor is desired (where you want to jump to). You may choose for the anchor to appear in front of text, a link or an image.
2. Then click on the "Insert/edit anchor"  button.
3. When the pop-up window appears, enter a descriptive name for the anchor (no spaces, numbers or special characters) and click on the "Insert" button. When naming anchors, it is best practice to use only lowercase letters.



4. To place the link to jump to your anchor, highlight the text you want users to click on to jump to the anchor. Click the insert/edit link  icon in the toolbar.
5. You will notice a new field called Anchors. Use the dropdown menu in the Anchor field to choose the desired Anchor. Upon choosing an anchor the Link URL will automatically populate with a pound sign and the name of the anchor.
6. Type the Title of the link, and then click "Insert".
7. Save the page and publish it for the anchors to work.

