

## **Anchors (in a Text/Graphic Editor)**

Anchors are most commonly used to create links for jumping around on a page of your site. The most common use is in a Frequently Asked Question list where all the questions are on the top of the page and they link to the answers lower on that same page. People also commonly use Anchors to create a link for a user to move from the bottom to the top of a page quickly.

**To create an Anchor within a single text editor**, click on the Anchor tool to place it on your site somewhere within the Text/Graphic Editor. For example: on the top of your page... When the Anchor box opens, name the anchor appropriately - in this case, I might call it "Top." Then type text that you want to link to the Anchor somewhere in the text editor, in this case I might go to the bottom of the page and type "Go to top of page" then highlight that text and click the Insert/Edit Link button. For link type, choose "Link to anchor in text" and choose the name of the anchor you just created, in this case "Top."

You can also **use anchors to go to other text editors or pages of your site and have people land in a specific spot on that page**. You would create an anchor where you want users to jump to, and make a note of the anchor name and copy the user-side URL from that webpage. Then go to another page and type the text you want to link to that anchor. Click the Insert/Edit Link button. For link type, choose "URL" and type or paste the URL of the page your anchor is on – then add #anchortext to the end of the URL.

This can be done to add a Left Navigation link directly to an anchor by adding a new "Website Link" page to the anchor URL.