How To: Anchor Links

- 1. Login to the CMS and navigate to the relevant section you wish to edit (Publications, News & Insights, etc.)
- 2. In the WYSIWYG text editor, click the cursor where you would like to place an anchor. As illustrated in the example below, the anchor will be positioned at the beginning of the last paragraph.

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- 3. Click the anchor button.
- 4. A pop-up window will appear. Enter a unique ID for this anchor in the field provided (example below uses 'anchor1'). Any name can be chosen but, for simplicity, it is recommended that only lower-case characters are used.

Anchor Link Name		
anchor1		
	ок	Cancel

- 5. Click OK. An anchor icon will now be visible in the specified location.
- 6. This anchor is useless without a link elsewhere in the text that will lead to it. Create a link by highlighting a particular word or sentence.

The standard Lorem Ipsum passage, used since the 1500s



7. Click the 'Insert Hyperlink'

button to open the pop-up window.

8. In the 'Web Address' field, delete 'http://', and type '#' and the ID of the anchor you created earlier.

Web address	#anchor1						
Text	The standard Lorem I						
ToolTip							
	Open link in	new window					
	Insert	Cancel					

- 9. Click 'Insert'.
- 10. This text is now a link to the anchor.