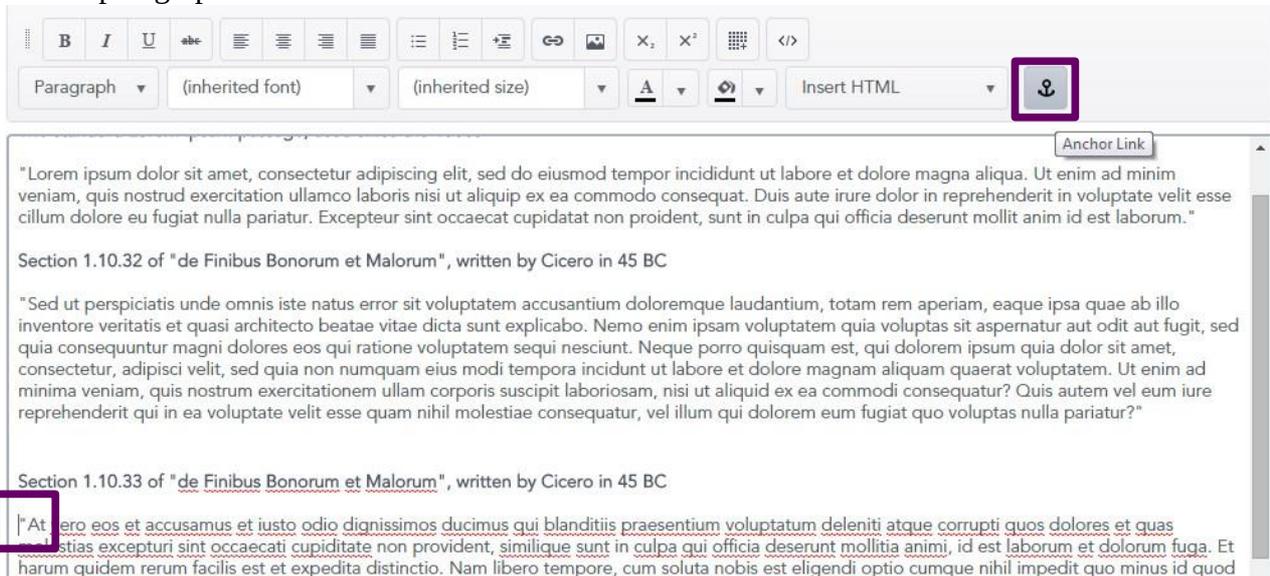## How To: Anchor Links

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.

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.
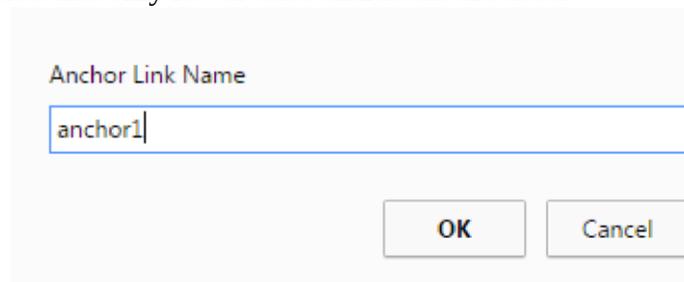

5. Click OK. An anchor icon will now be visible in the specified location.

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.

7. Click the 'Insert Hyperlink' ![link icon] 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.
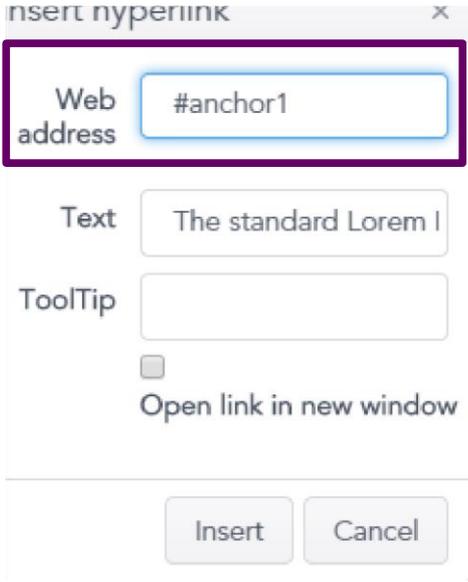
nsert hyperlink   ×

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.