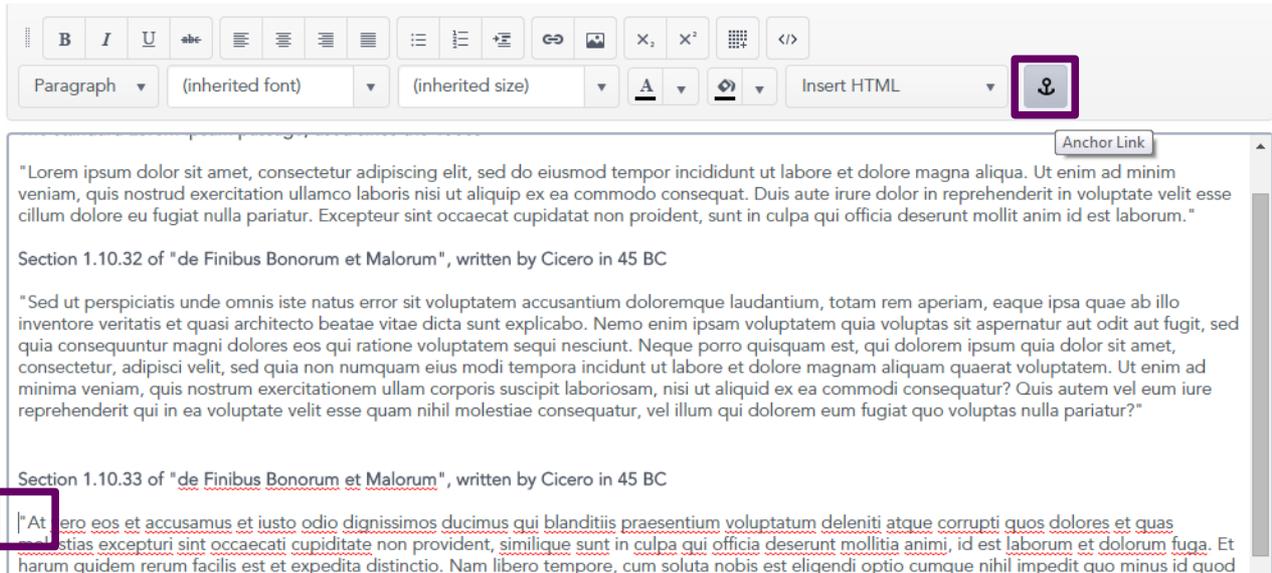


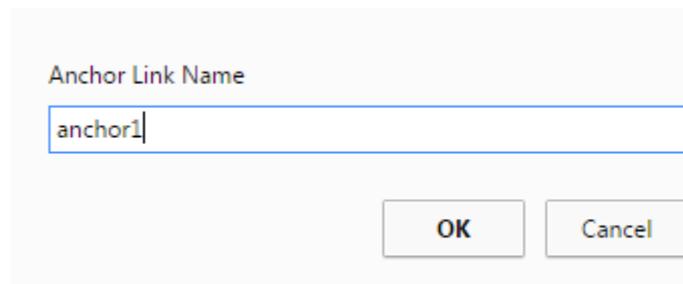
How To: Anchor Links

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.



The screenshot shows a WYSIWYG text editor interface. The toolbar at the top includes various formatting options like bold, italic, underline, and text color. The 'Anchor Link' button, represented by an anchor icon, is highlighted with a red box. Below the toolbar, the text area contains several paragraphs of placeholder text. The cursor is positioned at the beginning of the final paragraph, which is also highlighted with a red box. A small 'Anchor Link' tooltip is visible above the cursor.

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 lowercase characters are used.



The screenshot shows a dialog box titled 'Anchor Link Name'. It contains a text input field with the value 'anchor1' and two buttons: 'OK' and 'Cancel'.

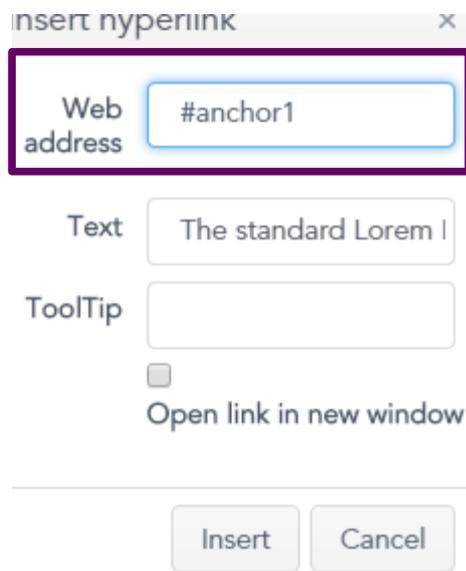
5. Click OK. An anchor icon will now be visible in the specified location.

 At vero eos et accusamus molestias excepturi sint occaecat cupidatat non proident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod

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.



insert hyperlink x

Web address

Text

ToolTip

Open link in new window

Insert Cancel

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