

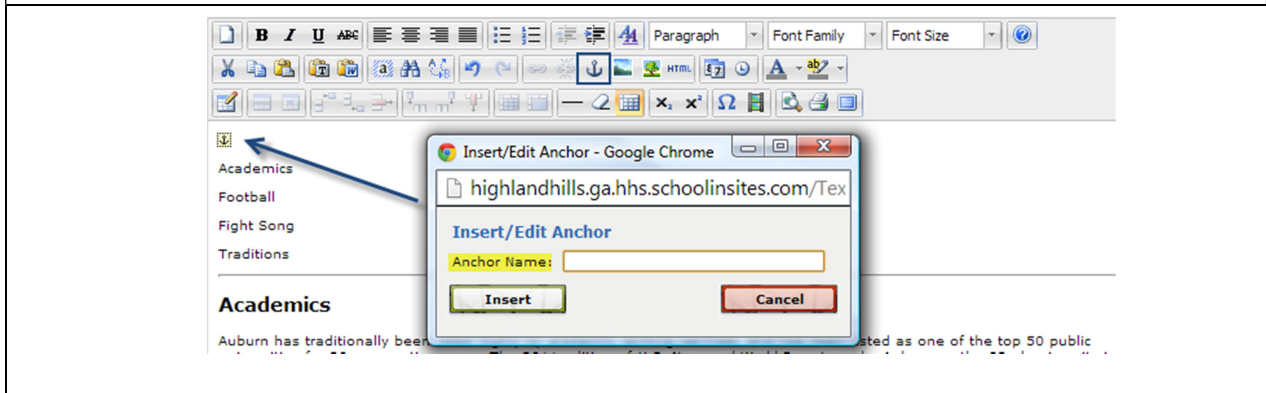
## Content Editor: Anchors

### Anchors

Anchors are used to jump to areas or headings/topics on a single page. This function can be used to help divide information when you have a lot to post on a single page. This activity is very similar to hyperlinking. First you must place your anchors in the desired locations and then link to these anchors. It is much like using “bookmarks” in Microsoft Word®.

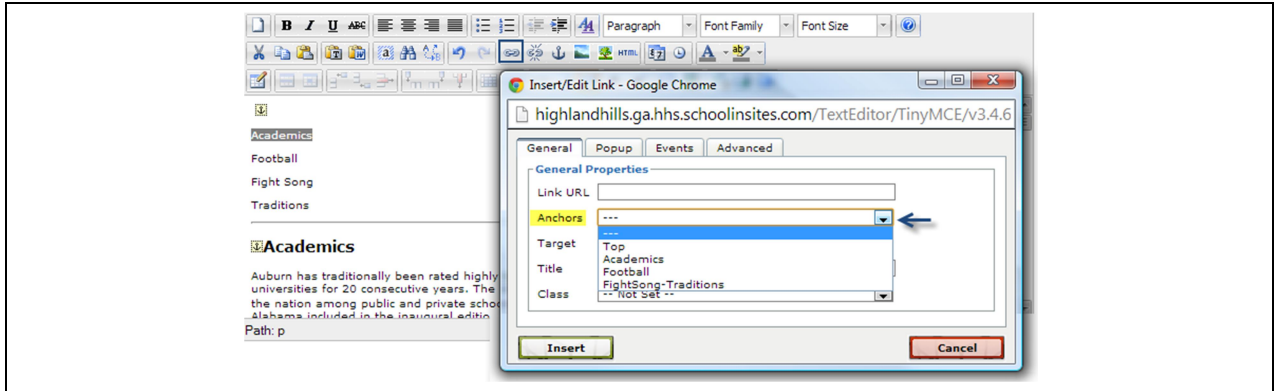
#### Step One:

- Begin by determining the name and locations of your anchors.
- Place your cursor where you would like to establish the first anchor.
- Click the Anchor button from the toolbar
- Enter the name of the Anchor.
- Click Insert to add the anchor to the content editor.

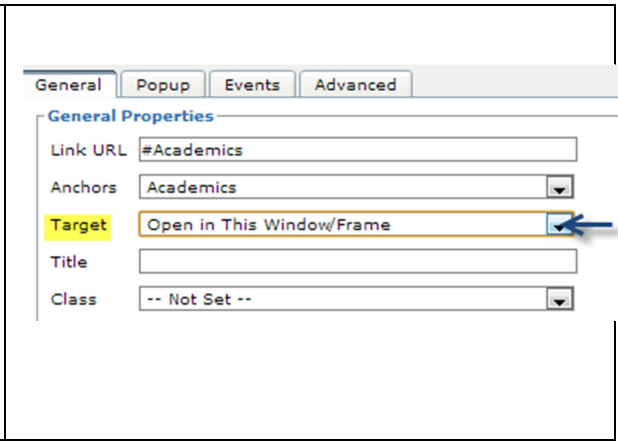


#### Step Two:

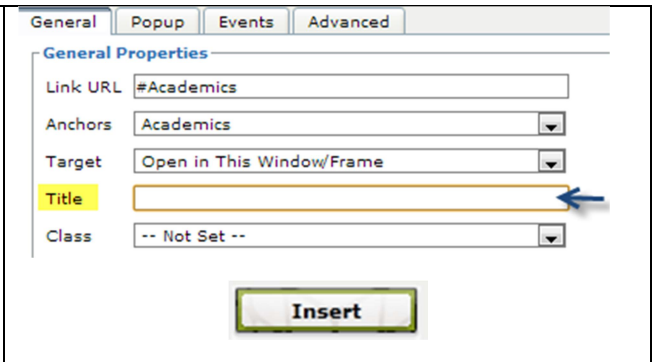
- Type the desired text into your content editor.
- Select the text
- Click on the Insert/Edit Link button
- Select the anchor from the dropdown menu.



- Complete Target information - determine how you want the anchor/link to appear:
  - Open in this window/frame, the anchor/link will open within the page you are viewing.
  - Open in new window blank, the anchor/link will open in a new web page (preferred for external website links).
  - The other two functions: Open in parent window frame and Open in top frame have been deactivated and do not function at this time.



- Type in the Title of the anchor/link. This will constitute a “bubble” or “tool tip” that will appear when a visitor places their mouse over the link.
- Click Insert. This saves your anchor/link within content editor.



### Additional Information:

- Continue to link Anchors until you have established all points of reference throughout your page.
- When building pages using an index and multiple anchors, it is best to create an anchor at the top of the page and link to the phrase “Back to Top” periodically throughout your page. This brings the visitor back to the original index for ease of navigation.