

# Use Anchors to Link Within a Page

Anchors give you a way to link to a specific section, image, table, or even paragraph on a web page.

An example would be a long web page with multiple sections. To save your users having to scroll down the entire page, looking for the section they need, you could list all of the sections at the top of the page as links.



There are two procedures involved in creating anchors and links to anchors.

1. Point to **Site** and click **Article Manager**.
  2. Click the article you want to edit.
  3. Under **Actions**, click **View/Edit Properties**.
  4. In the text of the article, place your cursor where you want to put an anchor.  

  5. In the toolbar, click .
  6. In the Anchor Name field, enter a unique name for the anchor. Each anchor on the page must have a different name. Anchor names can only contain letters and numbers. They cannot contain blank spaces. An example would be "our\_future\_plans".
  7. Click **OK**. An Anchor icon displays where you inserted the anchor link. This icon does not display on the live Web site.
  8. If you are a site administrator or network administrator, click **Save & Approve**. Otherwise, click **Save**. If the **Approve** tab displays, approve the article for the roles that you are assigned.
1. Point to **Site** and click **Article Manager**.
  2. Click the article you want to edit.
  3. Under **Actions**, click **View/Edit Properties**.
  4. In the article, select the text that you want to make a link and click . The Link dialog box displays.
  5. In the **Link Type** drop-down list, select **Link to anchor in the text**.
  6. In the **By Anchor Name** drop-down menu, select the anchor name.
  7. Click **OK**.
  8. If you are a site administrator or network administrator, click **Save & Approve**. Otherwise, click **Save**. If the **Approve** tab displays, approve the article for the roles that you are assigned.