Creating and Using Anchors

An anchor can be thought of as a bookmark on a page. Once the anchor has been added, a link can be created to it. Anchors can used to link to a specific location within a web page.

To Create an Anchor [this step must be done first]
1. Place the cursor where the anchor is desired, or select the text or image for the anchor.
2. Click the Insert/Edit Anchor button. This displays a dialog box.
3. Enter a short name for the anchor.
4. Click Insert. This adds the anchor and a small anchor icon will appear (only while in the Edit mode).

Note: More than one anchor can be added to a page, but each should have a unique name. Best practice for anchor names include using lower-case letters, numbers, and hyphens and no spaces. An anchor name should be short and cannot start with a number or symbol.

To Link to an Anchor
1. After creating the anchor in the previous step above, type or select the text that you want users to click on. This text is usually found at the top of the page.
2. Select the Insert/Edit Link.
3. In the Anchors field, use the drop-down to select the anchor from the list.

Note: The Anchors drop-down is only shown if an anchor has been created for the page you are on.

If the anchor is on a different page, you will need to browse to the page and then add # and the anchor name in the Link URL field, after the path or Dependency tag. You won’t be able to use the Anchors field.

YOU CANNOT TEST THE ANCHOR IN OU CAMPUS. IT WILL ONLY WORK ON THE LIVE SITE.