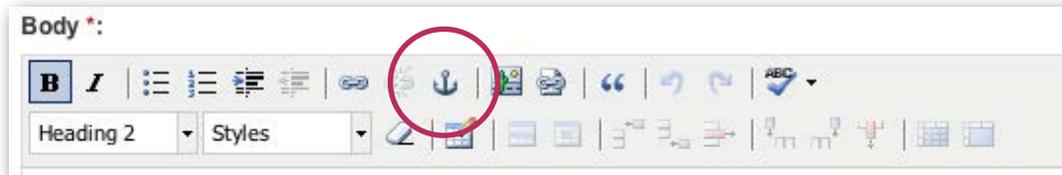


How to add and link to anchors

Add an anchor

1. Log in to the website and find the page you wish to add anchors to.
2. Click the pencil icon to enter page editing mode.
3. In the text, click your cursor where you want the anchor to be inserted.
4. Click the “Insert/edit anchor” button.



5. In the box which appears, type the name of your anchor – this should be a single word with no punctuation or spaces. All anchors on a page must have unique names.

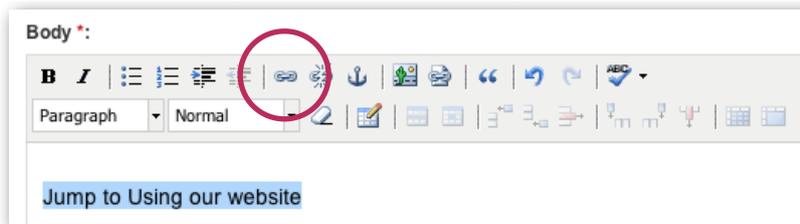


6. Click “Insert”. You have now added an anchor and should see a small anchor icon next to your text (this icon won't be seen on the 'live' page – your text will appear as normal).

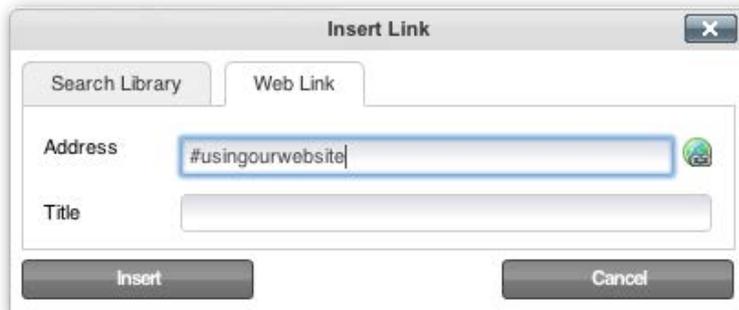


Link to an anchor

1. Select the text you want to use as your link and click the “Link” button.



2. Click the “Web link” tab then enter a hash symbol (#) followed by your anchor name.



3. Click “Insert”. You have now added your link.
4. Remember you can use “Save and Preview” to test your links and make sure you're happy with your page before using “Save and Publish” to make the page live.