

Anchor Links

Pages that are particularly long, meaning that it involves a lot of scrolling with the mouse, can be more easily navigated with anchor links.

Anchor links enable users to go directly to a particular section of a page by simply clicking on the heading found at the top of the page.

An example can be found at

<http://www.pointloma.edu/Catalog/AdmissAid/Finance/Tuition.htm>

In CMS, you can create anchor links by using either ‘quick edit’ or ‘full edit’ and the process involves 6 easy steps.

Step 1: Put Content on Page

Once you have all the content on your page (content being what the page contains as far as information, pictures, etc.), make headings for the sections that you would like users to go directly to. On the example page in the link above, these section headings would be Tuition, Fees, Specials Fees, Music Fees, etc.

Step 2: Create Bullet Points at the Top

Now create bullet points for these sections at the top of the page by clicking the bullet point button and typing the name of the section heading in the order that they appear.

Step 3: Insert Anchor on the Section Heading

This next step will be repeated for each section that has a bullet point.

1. Scroll down to a section heading.
2. Highlight only that heading with the mouse and click on the ‘Create Link’ button.
3. When the Insert Link dialog box pops up, click on the last tab which is ‘Insert Anchor.’
4. Type in the exact name of the section heading in the blank ‘Name box.’
5. Click the ‘Insert’ button.

This has created the anchor for that section. You can repeat this step for all the section headings on this page before moving on to step 4.

Step 4: Choose the Anchor Link

Now that you have created an anchor for all the section headings, scroll up to the top of the page where the bullet points are. This next step will be repeated for each bullet point.

1. Highlight the words on that line of the bullet point.

2. Click on the 'Create Link' button
3. When the Insert Link dialog box pops up, click on the tab that says 'Anchor Link'.
4. In the 'Target' box, click on the drop down box and pick the name that corresponds with the line that you have highlighted.
5. Type that name again in the blank 'Title' box.
6. Click Insert.

This has completed the anchor for that section. You can repeat this step for all the bullet points on this page before moving on to step 5.

Step 5: Create Top Links

Now that users can jump directly to the section, that last thing to do is to create a link that will take them back to the top of the page, without scrolling.

1. Go to the last line of the first section (not the heading, but the end of that section) and press 'Enter' to start a new line
2. On that new line, click the 'digital asset' button. When the 'Insert Asset' dialog box pops up, scroll down to the word 'Top Button' (words are in alphabetical order).
3. Click on the word and press 'Insert.' This will put the top button image on your page.
4. Click on the image so that it is selected and click the 'right align' button on the top.
5. Click on the 'Create Link' button and when the dialog box pops up, click the 'Anchor Link' tap.
6. In the 'Target' box, select the word '#Top' and for the title type the word 'top.'
7. Click Insert.

This will enable users to jump back to the top of the page. Repeat this step at the end of each section on the page.

Step 6: Publish your work