Anchor Links

Set Your Anchor

1) Put cursor directly to the left of the region you would like to link to. Click on the Anchor button in the toolbar.

2) Name your anchor and click OK.

Create your link

1) Highlight the text you would like to link to your anchor and click on the link icon.

2) From the Link Type dropdown box, select “Link to anchor in the text” and select your anchor in the “By Anchor Name” dropdown box. Click OK.