

Creating Anchors

Last updated 6/16/20

What is an Anchor?



Anchors allow you to click a link at the top of the page and jumps you down to another section of the page.

What component should I use?



More than one Text Window component!

View Page

Delete Page

Copy Page

Add Window

WAVE Page

General Settings

Window #1 Content

Move Content

Move Page

Window 1 Content

Delete Window

Add Page Component

Text Window



Cannot be deleted



12 columns (12/12) ▼



Edit

Delete

Place the text window at the top of your page (as the first component)

I usually label mine
"Anchors"

WEBMASTER TRAINING

[Home](#) | [Employees](#) | [Employee Training](#) | [Digital Communications Training Portal](#) | [Webmaster Training](#)

 **Anchors**

Use these anchors to jump around to different sections of the page.

[eSchoolView Help Portal >>](#)

[Web-Wise Newsletters](#)

[Recent Video Tutorials](#)

[PDF Tutorials](#)

[Photos of Students - Policy](#)

[FAQs](#)

Create a Table in your text window.

Add titles of the sections you want to jump to on your page.

Don't link them yet.
Save the Titles.

Page will auto save at 10:56:23 AM

TW Title:

Text:



Use these anchors to jump around to different sections of the page.

eSchoolView Help Portal >>	Web-Wise Newsletters	Recent Video Tutorials
PDF Tutorials	Photos of Students - Policy	FAQs



Words:29 Characters:2963

Either add a NEW text window or go into edit an existing text window.

These text windows need to be placed ABOVE the location you are wanting to “jump to”

I often place these in a “spacer” text window, but they can also be placed into an existing text window.

spacer

Website Tutorials

Website PDF Tutorials

Getting Started

Getting Started

- [START HERE > Introduction to Webmastering - The Basics \(.rtf\)](#)

Homepage

The Homepage

- [Homepage Slider Images Tutorial \(.rtf\)](#)
- [News Article Thumbnails TEMPLATE](#)
- [News Article Thumbnails Tutorial](#)

PDFs

PDFs & Documents

- [How to add a PDF file](#)
- [How to add a PDF file \(.rtf\)](#)
- [NEW - Displaying PDFs \(iframing vs photo galleries\)](#)
- [NEW - Displaying PDFs \(iframing vs](#)

Now we link these titles to the anchors
you've created!

Page will auto save at 10:56:23 AM

1. Highlight your title
2. Click the hyperlink icon

TW Title:

Text:

Font name | Font size | **B** | *I* | U | abc | | | x^2 | x_2 | | | | | | | | | | | | | |

Use these anchors to jump around to different sections of the page.

eSchoolView Help Portal >>	Web-Wise Newsletters	Recent Video Tutorials
PDF Tutorials	Photos of Students - Policy	FAQs

<div>

Words:29 Characters:2963

Link

Link Common Styles

Link

URL: #Web-Wise Newsletters

Type: Other Target: Not Set

ID: Class: Nofollow:

Access Key: Tab Index:

Cursor: Not Set Color:

Link Text: Web-Wise Newsletters

Tooltip:

OK Cancel

In the URL, add a # and then the same title you'd placed in your anchor. These must be EXACTLY the same.

Click OK and save the text window.

SchoolView Help Portal >>

Web-Wise Newsletters	Recent Video Tutorials	
PDF Tutorials	Photos of Students - Policy	FAQs

Go to link: [#Web-Wise Newsletters](#) - [Change](#) - [Remove](#)

To test it: click the link at the top and make sure it jumps down to where you placed your anchor!

Tip:

- Create your titles all at once. Copy them to a word doc. So you can remember for when you create the anchors.
- Place all of your anchors throughout the page at once.
- Then, link to all of your titles at one time.