



CREATING

ANCHORS

with eSchoolView

WHAT IS AN
ANCHOR?



WHAT IS AN ANCHOR?

- Allow you to click a link at the top of the page and be taken down to another section of the same page.
 - Anchors are added using more than one Text Window component.
- Clicking on the link here...
 - Brings you to this part of the page!

WEBMASTER TRAINING

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

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](#)

Stay up to date with the latest tips & tricks for school webmasters!

WEB-WISE
The newsletter for CUSD Webmasters!

2020-21 Newsletters	2019-20 Newsletters	2018-19 Newsletters
<ul style="list-style-type: none">• May 21: Summer-izing Your Website• Apr. 21: Web Audit Take-Aways & FAQs• Feb. 21: Web Audits Update for School Sites & District Departments• Dec. 20: Preparing for the Web Audit• Nov. 20: Preparing for a Return to In-Person Instruction• Sept. 20: Back to School...Online!	<ul style="list-style-type: none">• Mar. 20: Preparing for Closures• Feb. 20: Displaying PDF Files• Jan. 20: Prepping for Site Visits• Nov. + Dec. 19: Audit Review• Oct. 19: Prepping for the Audit• Sept. 19: Settling In!• Aug. 19: Back to School	<ul style="list-style-type: none">• Folder of free icons / news thumbnails >>• News Content You Can Copy! >>>• May 19: Last updates of the year!• Apr 19: Getting Ready for Summer• Mar. 19: Power of Images

HOW TO CREATE AN ANCHOR



1. Place the Text Window at the top of your page (first component).

a. "Anchors" is generally a good name for the component.

2. Create a table in your text window.

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

b. Keep an empty row between titles for spacing.

c. Do not hyperlink them yet! You must create the anchor links first.

3. Save the component.

The screenshot shows a web editor interface for 'WEBMASTER TRAINING'. The top navigation bar includes links for Home, Employees, Employee Training, Digital Communications Training Portal, and Webmaster Training. A blue circle with the number '1' highlights the 'Anchors' component in the top toolbar. Below the toolbar, a text window is open, containing the text 'Use these anchors to jump around to different sections of the page.' and a table of links: 'eSchoolView Help Portal >>', 'Web-Wise Newsletters', and 'Recent Video Tutorials'. A blue circle with the number '2' highlights the table. Below the table, there are fields for 'TW Title:' and 'Text:' with a rich text editor toolbar. A blue circle with the number '3' highlights the 'Save' button at the bottom of the editor. Red circles highlight the 'Anchors' component in the toolbar and the 'Save' button.

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.

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[PDF Tutorials](#) [Photos of Students - Policy](#) [FAQs](#)

TW Title:

Text: **B** *i* U **A:** **F** **F** **≡** **¶** **↶** **↷** **↺** **↻** **⌂** **+** **↶** **↷** **⌂** **⋮**

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Characters : 200

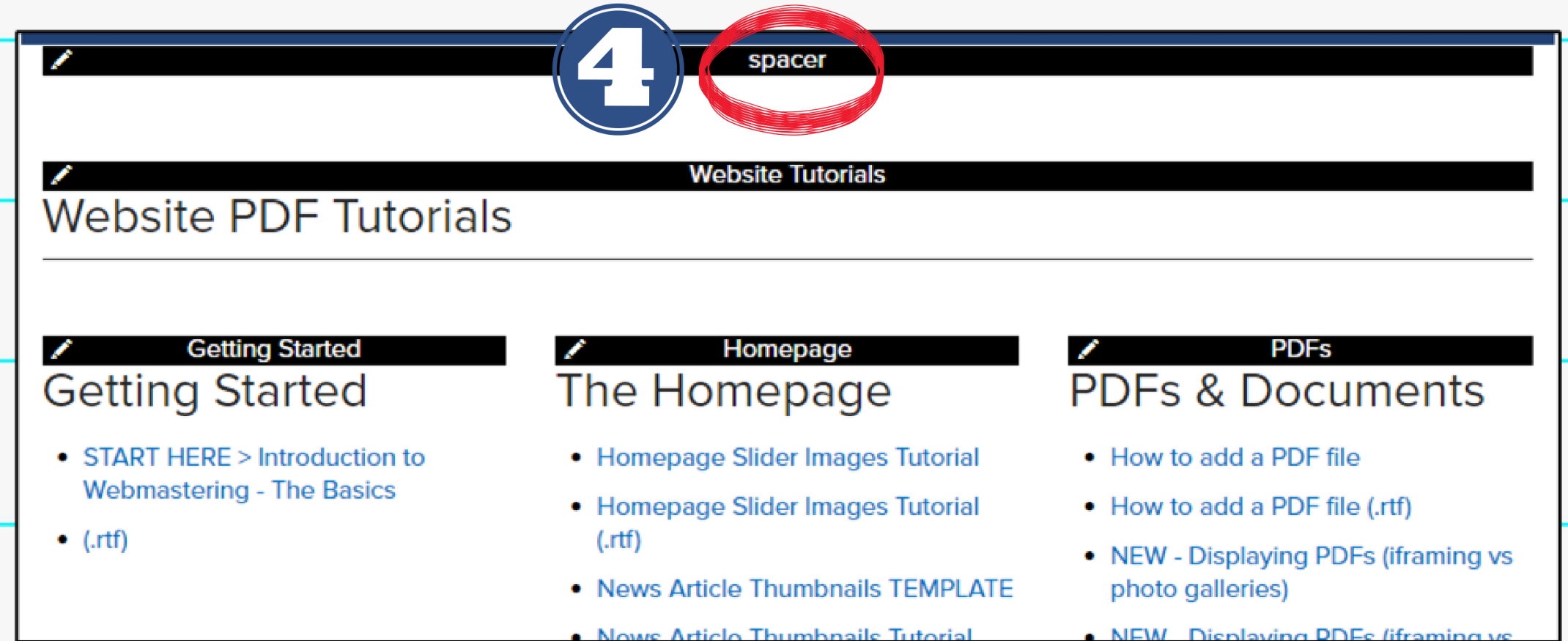
Image >

w Options >

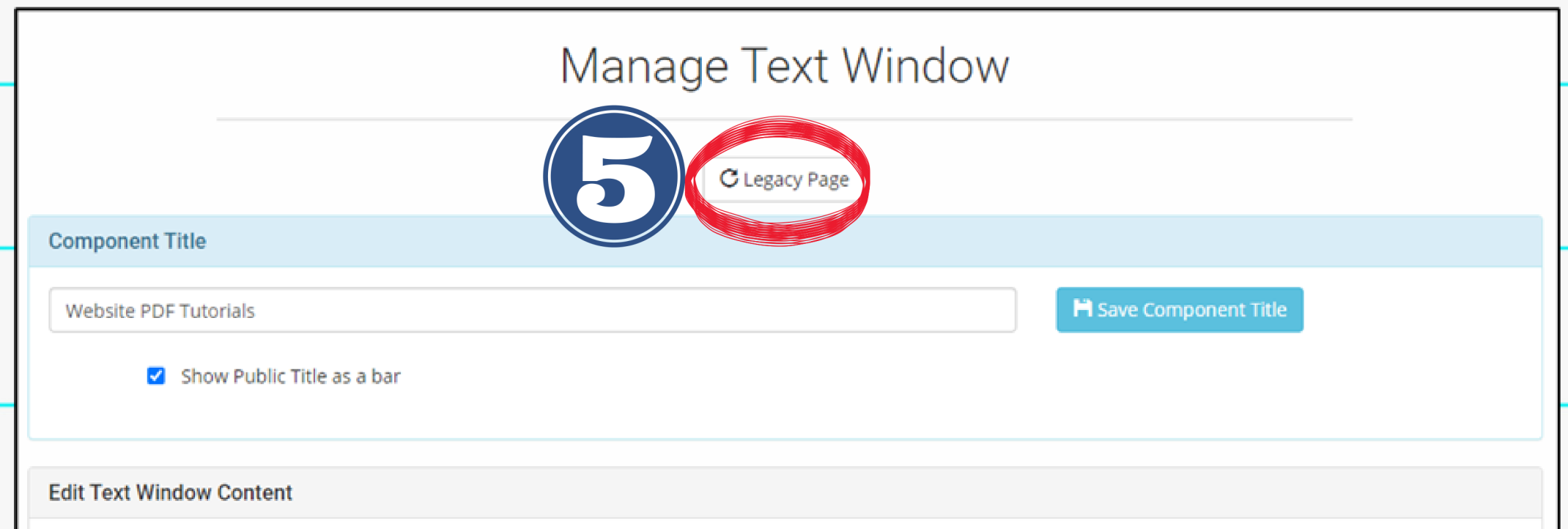
3 **Save** **Cancel**

4. Create a new Text Window Component. Place it ABOVE the section you want to jump to.

a. Consider creating a spacer.

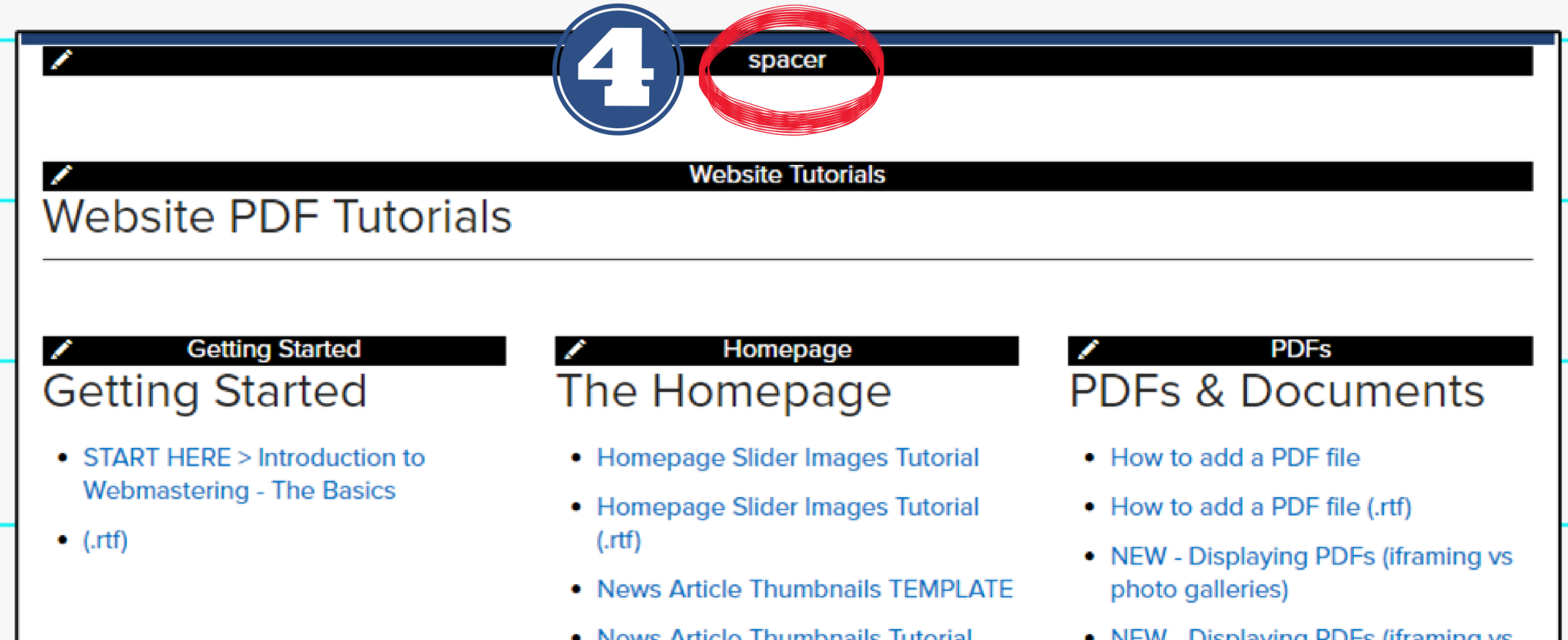


5. In the Text Window you want to create the anchor to, click the "Legacy Page" button at the top of the window.

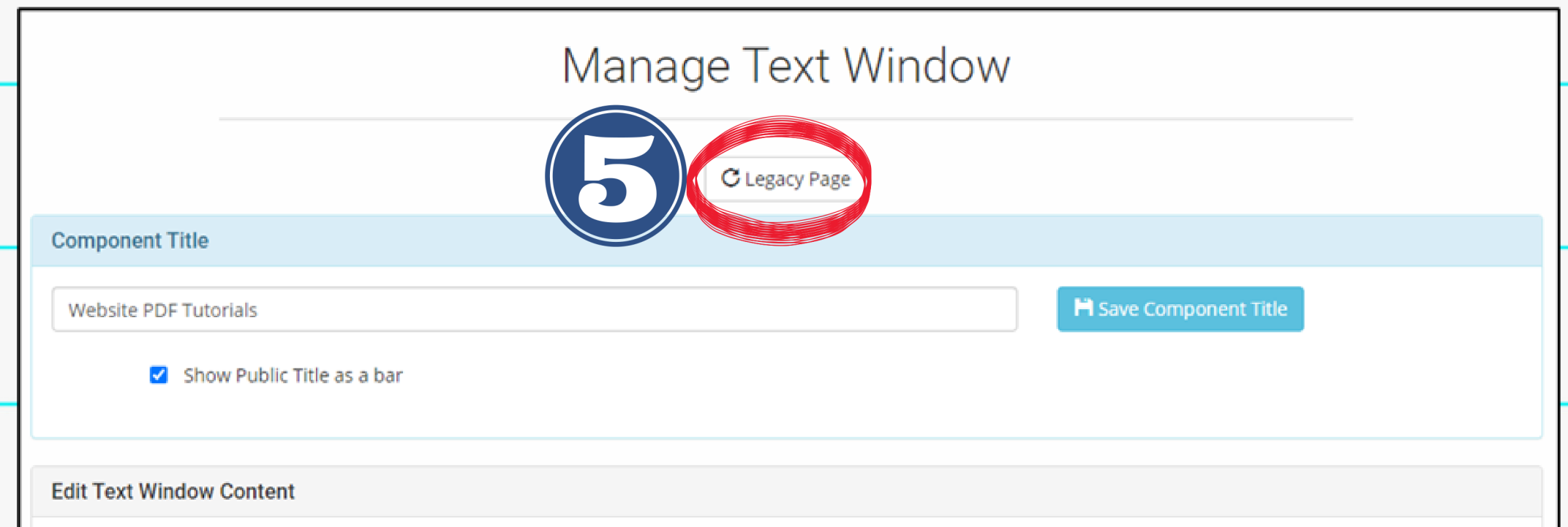


4. Create a new Text Window Component. Place it ABOVE the section you want to jump to.

a. Consider creating a spacer.



5. In the Text Window you want to create the anchor to, click the "Legacy Page" button at the top of the window.



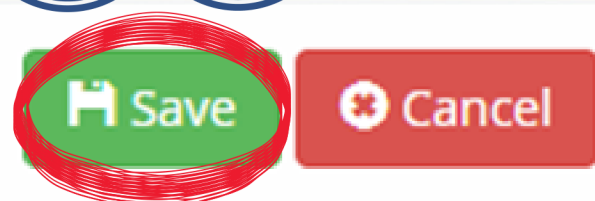
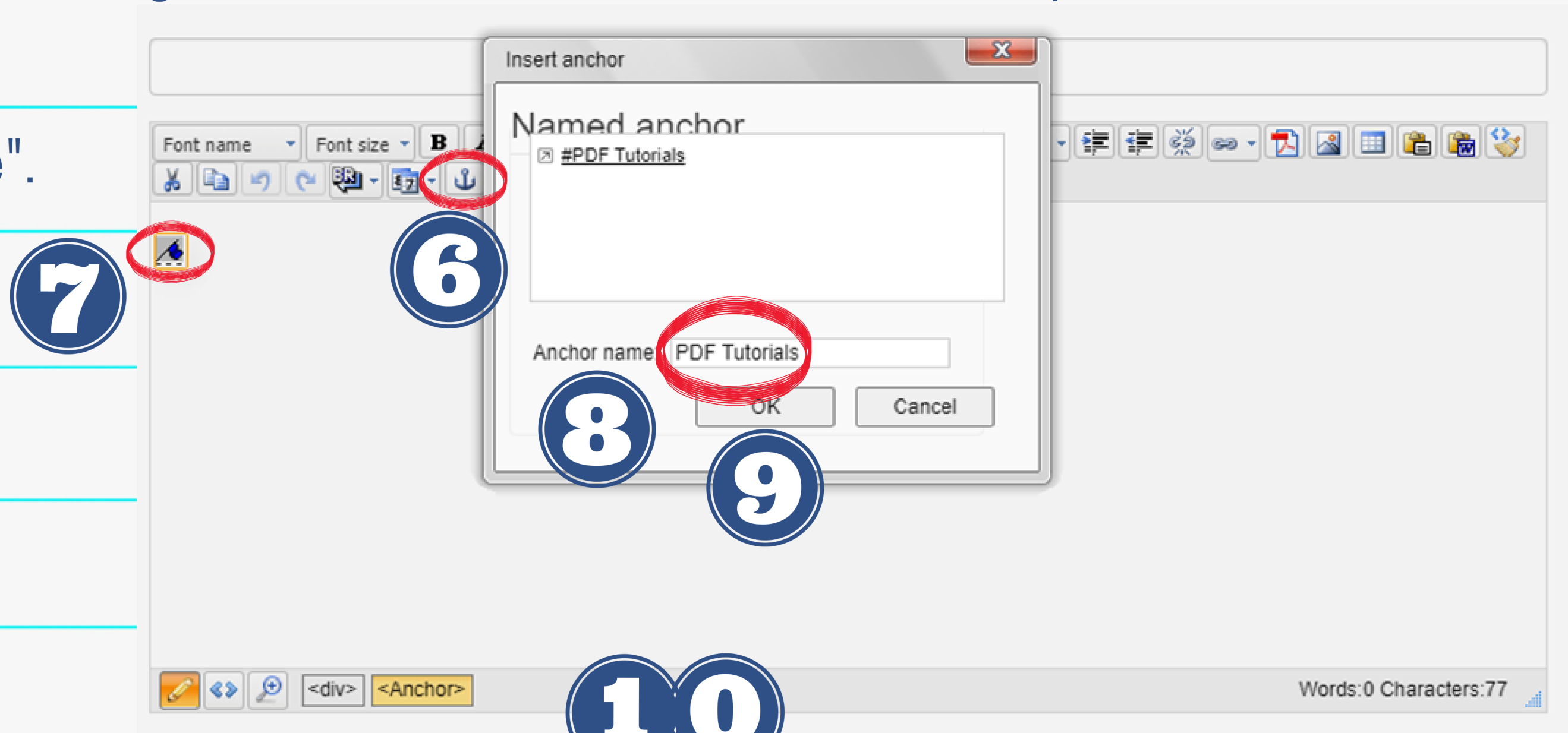
6. Click the Anchor icon in the edit bar of the text window.

7. A flag will appear when an anchor has been made.

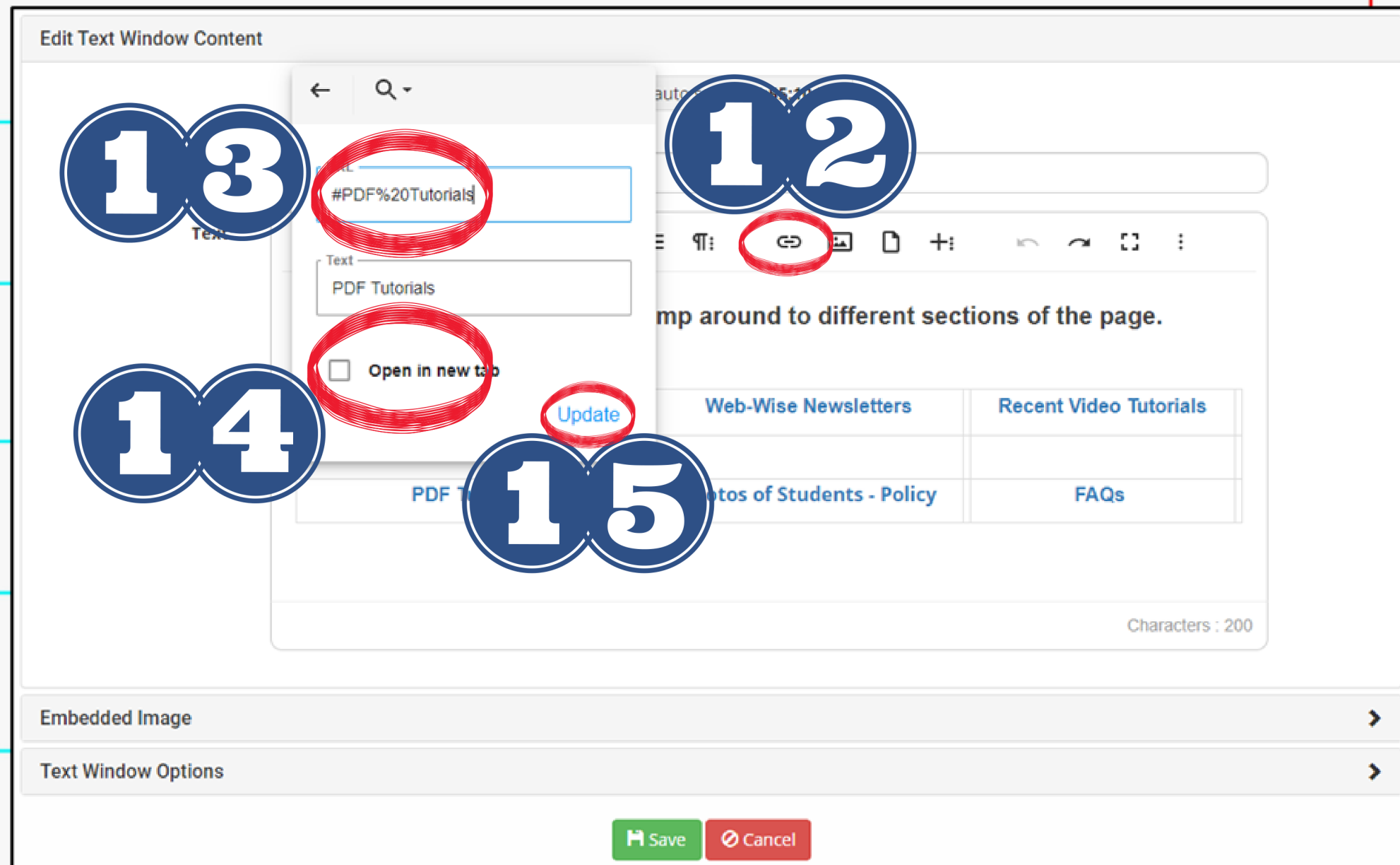
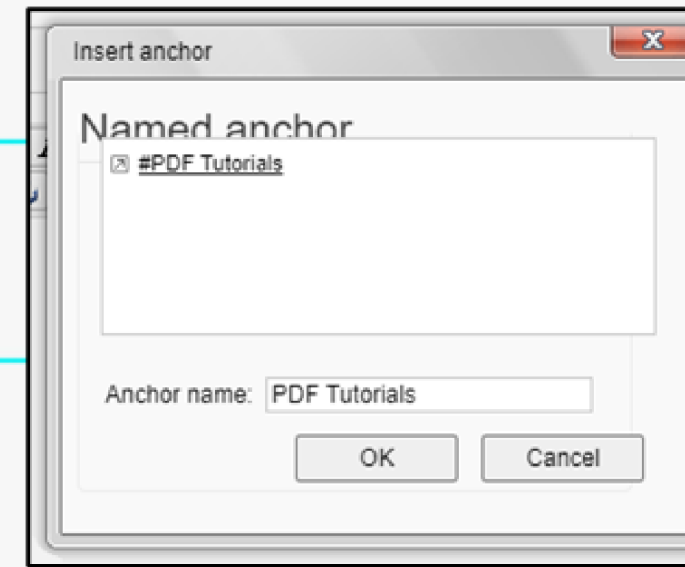
8. Name your PDF the SAME as the title you typed at the top of the page. You can use spaces or not, as long as it matches what we link in the top title.

9. Click "OK".

10. Click "Save".



11. To link the titles to the anchors you just created, go back into the new component you created with the table and titles for anchors.
12. Highlight your title. Click the "hyperlink" icon.
13. In the URL field, add a **#** and then the **exact same title** you placed in your anchor name.
 - a. If your anchor title had any spaces, replace the space with **%20**
14. Leave "Open in New Tab" box **UNCHECKED**.
15. Click "Update".
16. Repeat for all anchors. Click "Save" when done.



TESTING YOUR ANCHORS

- Exit Edit view, and click the link at the top to make sure it jumps down to where you placed your anchor.
 - Create your titles at once in a Word document to remember the titles when you create the anchors.
 - Place all anchors throughout the page at once.
 - Link all of your titles at once.

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HAVE QUESTIONS?
LET ME KNOW!



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