

USING ANCHORS TO CREATE LINKS IN THE SAME PAGE

There are two main steps in this process:

- A. Provide the user something to click on
- B. Provide the user with a location to go to

Creating a Return to the Top of the Page Link

1. Click to the left of the very first word on the page
 - Click on the **Anchor** tool
 - The **Anchor Properties** box will open.
 - Give the anchor a name similar to *top-of-page*
 - Click **OK**
2. Scroll down to the bottom of your editable text area
 - Create a new paragraph with text similar to *^ Return to Top*
 - Select the text you just created
3. Click on the **Link** icon
 - Under the **Link Type** drop down menu, select **Link to anchor in the text**
 - Under **Select an Anchor**, click on the drop down menu beneath **By Anchor Name**
 - Select the anchor you created (top of page)
 - Click **OK**
4. Save your page

The image shows a screenshot of a web editor interface with several callouts:

- 1**: A red callout box points to the **Anchor** icon in the editor's toolbar.
- ANCHOR ICON**: A red callout box points to the anchor icon (a small yellow bell) placed at the beginning of the text "The Phantom Menace".
- LINK ANCHOR**: A red callout box points to the **LINK** and **ANCHOR** icons in the editor's toolbar.
- RETURN LINK**: A red callout box points to a link at the bottom of the page that reads "^ Return to top of page".