



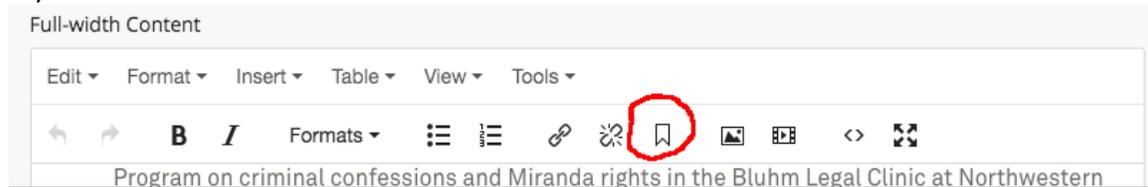
Creating an anchor link

This document outlines the steps for creating an anchor link — sometimes referred to as a book mark — in an existing web page.

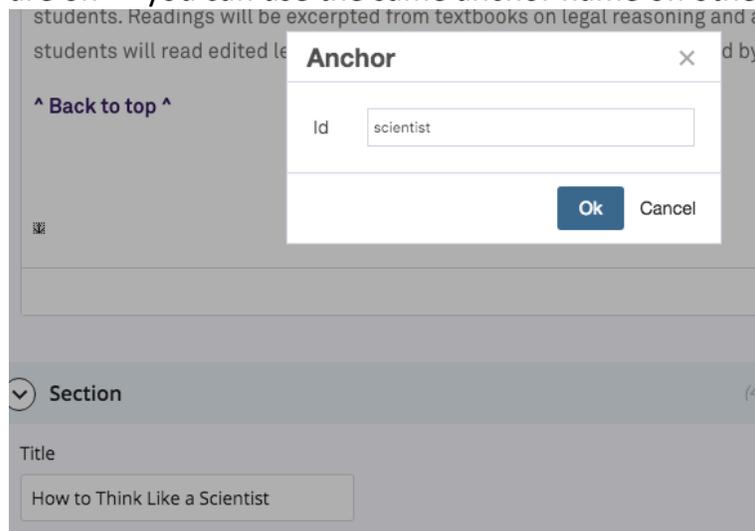
1.) Identify where you would like the anchor(s) to go on your page.

Note: If you can format the heading of the section you want to anchor to, place it next to the heading. If you cannot format the heading, consider placing the anchor at the bottom of the section above it.

2.) Click on the anchor icon from the WYSIWYG buttons



3.) Choose a name for your anchor. Keep it simple and easy to remember — no spaces or special characters. The anchor is only active for the specific page you are on — you can use the same anchor name on other pages.



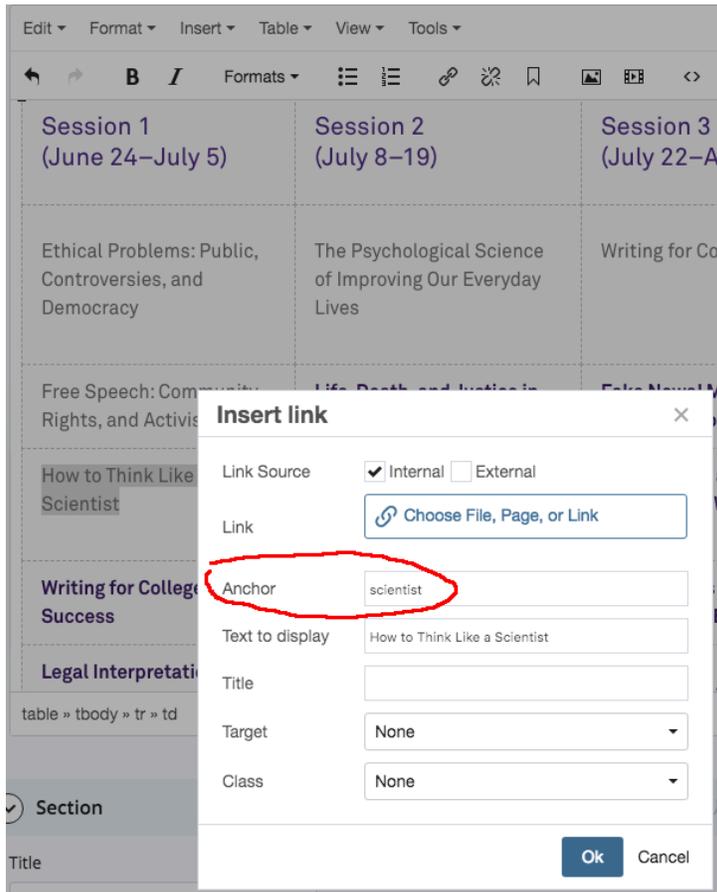
After clicking "Ok" you should see an anchor symbol within the content where you placed the anchor. This will not be visible on the live web page.



4.) Go to the text or button you would like to point to the anchor you just created. Setting up the link to your anchor is just like setting up a hyperlink to another web page. Select the text or button, click on the hyperlink button.



Then, instead of selecting a page or URL to point to, enter the name of the anchor you just created. Click Ok.



5.) The text you selected should automatically change to purple, indicating that it's a clickable link.

6.) If you're finished making edits, submit the workflow for approval.

Additional Resources:

Northwestern University Cascade Help site: <http://www.northwestern.edu/cascade-help/>

For assistance, contact spswebtechsupport@northwestern.edu