Creating an Anchor link in the CMS

Hello All. This month’s Tips and Tricks deals with creating a type of link called an Anchor link. These types of links allow a webpage to link to a very specific portion of a page. Anchor links are helpful when linking to specific information on a longer page that contains a lot of content.

Here is how you do it:

First step: Creating an Anchor on Your Page

1. Advance the page in Workflow so that you can edit the page
2. Place your cursor in the Body Copy field where you want the Anchor to appear
3. Click the Anchor button
4. In the Insert/edit anchor window that appears, type one word of text that describes the link. In the example below I used the word “anchor”
5. An **Anchor** icon will appear where your cursor was positioned

Creating an Anchor Link

1. Once you create the anchor, the last step is creating the link that points to that anchor
2. To create the link, get the **x-id** of the page that contains the anchor link
3. To find the **x-id** of the page, look at the top of the page with the anchor tag
4. Once you have the x-id of the page, you can begin to create the link as structured here
(www.kumc.edu/x9800.xml) **Note:** You must have the x before the number and the .xml behind the number for it to be valid.

5. Once you have the first part correctly formed, you can put a hashtag (#) and then the name of the anchor you placed in the page:

   Example: www.kumc.edu/x9800.xml#anchor

6. Now you have created a link that will automatically lead to a specific spot on a specific page.
7. This link can be inserted into any page as an External link. **If you need help creating and External Link, visit the tutorial on the CMS Training page.**
8. Once that is accomplished, you now have a link that will point to a specific portion of a specific page.

That is Tips & Trick for this month. If you have any questions, please feel free to contact Joshua Motsinger