How to add Anchor tags to jump to specific location on a page

What is an anchor tag?

Anchor tag is essentially a tag that you can attach to a word or a phrase (exactly like you would a normal internal or external link), except it brings readers down to a different section of the page as opposed to another webpage. You're essentially creating a unique URL within the same page.

Example Anchor tag in action:

1. Placing an anchor
2. Naming an anchor
3. Adding a hyperlink to an anchor

You can use this where you see rich text editor in Knowledge Base, Pages, or Publish.

Follow the 3 easy steps to create and manage anchors.
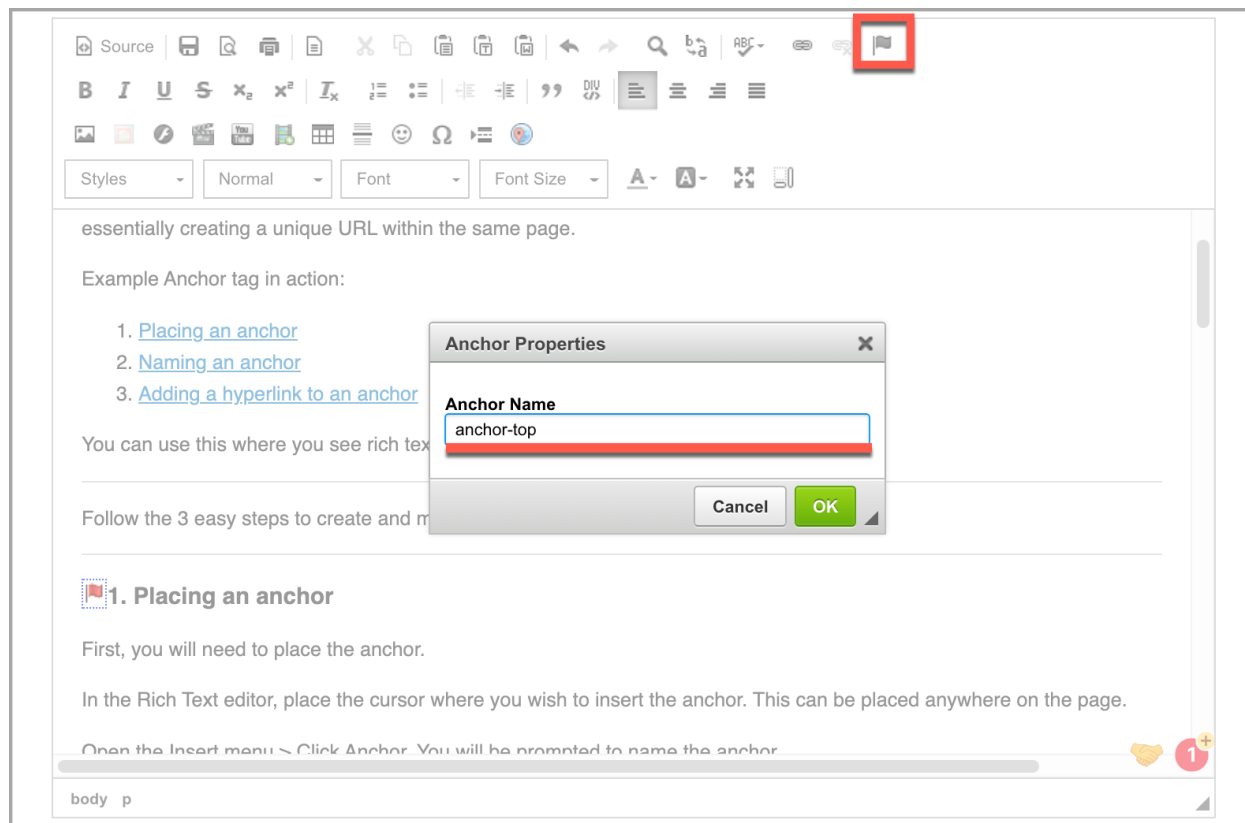
1. Placing an anchor

First, you will need to place the anchor. In the Rich Text editor, place the cursor where you wish to insert the anchor. This can be placed anywhere on the page.

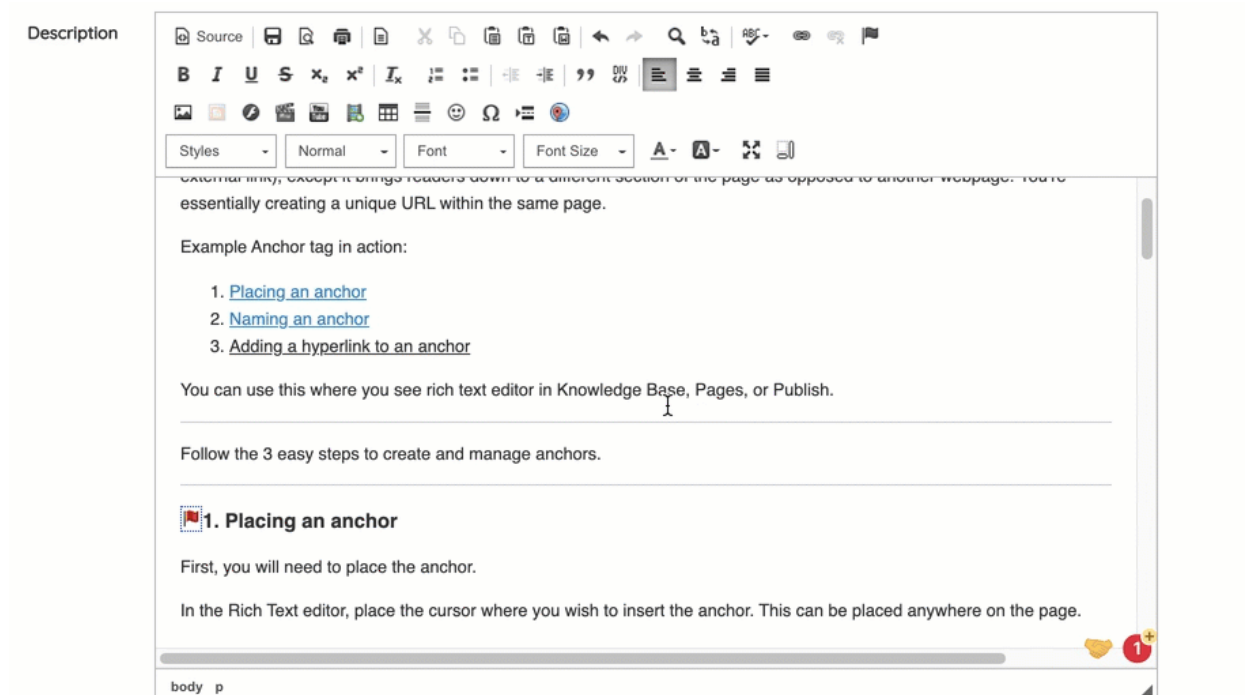Open the Insert menu > Click Anchor. You will be prompted to name the anchor:

2. Naming an anchor

Name any anchor with the prefix 'anchor' - this is to ensure that the location of the anchor won't be covered by the header:
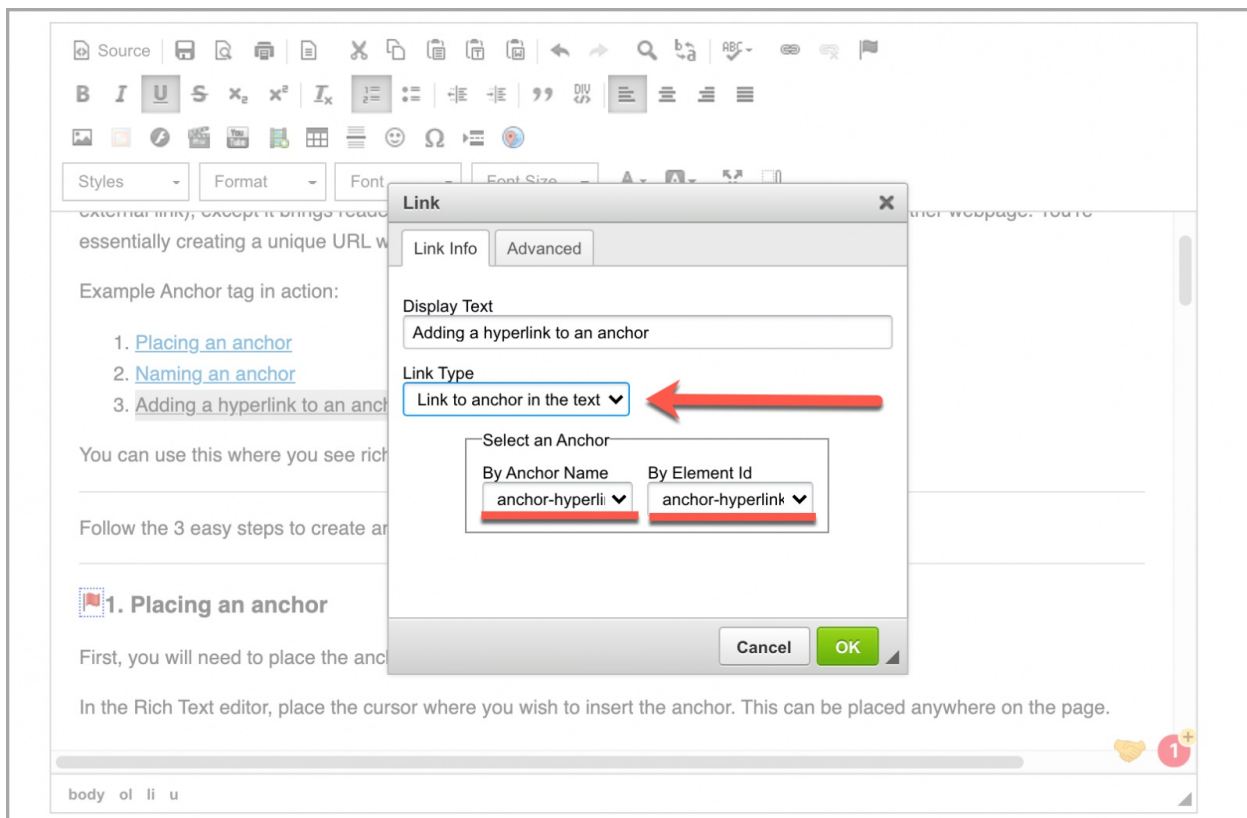

3. Adding a hyperlink to anchor

Highlight the text you are going to link and select the Link option to create your hyperlink:

Insert the anchor by choosing the 'Link to anchor in the text' type. Any anchors you have created will be available to select from By Anchor Name and by Element ID:

You can link to the same anchor in multiple locations throughout the post or page.

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