



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

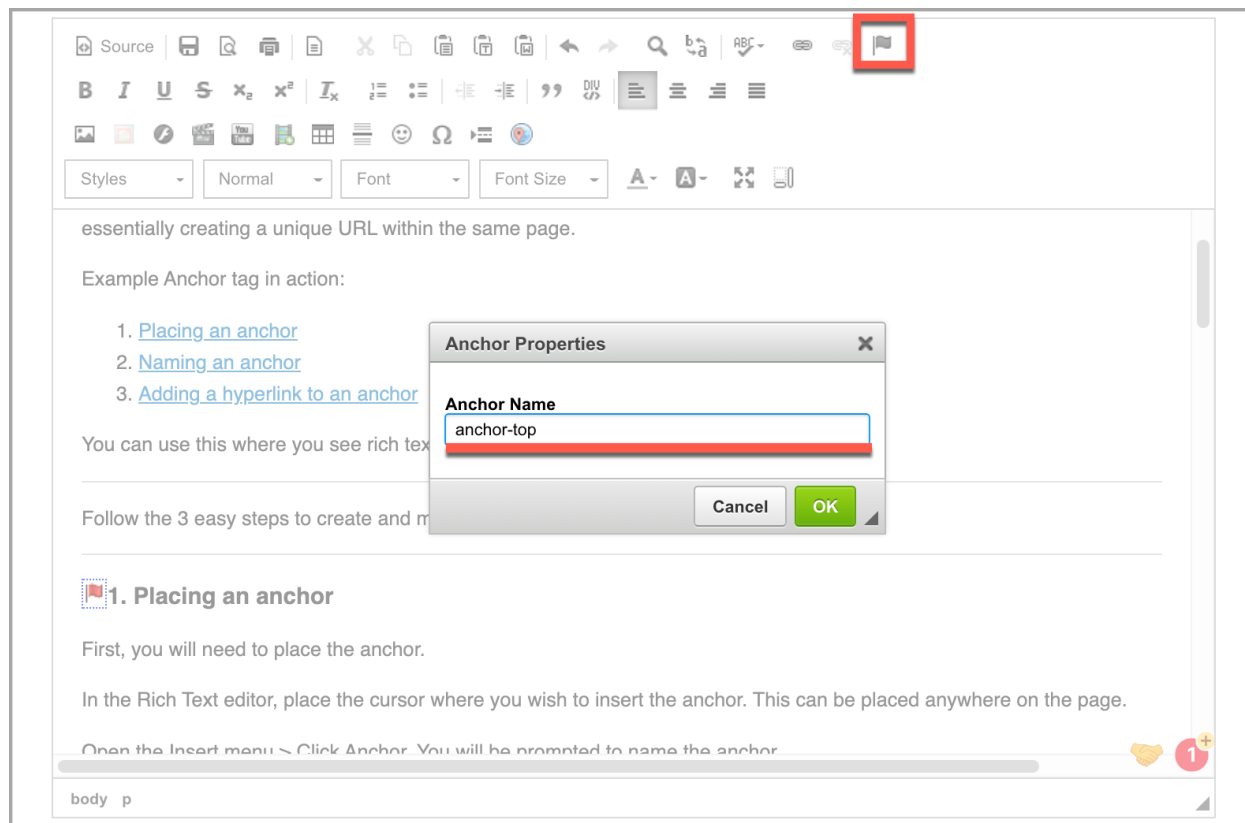
First, you will need to place the anchor. In the Rich Text editor, place the cursor where you wish to insert the anchor. This can be placed anywhere on the page.

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

A screenshot of a rich text editor interface. The top toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, and other editing functions. Below the toolbar, the text area contains the following content: a list with two items, '1. [Placing an anchor](#)' and '2. [Adding a hyperlink to an anchor](#)', followed by the paragraph 'You can use this where you see rich text editor in Knowledge Base, Pages, or Publish.', and then 'Follow the 3 easy steps to create and manage anchors.' Below this is a section header '1. Placing an anchor' followed by the paragraph 'First, you will need to place the anchor.' and 'In the Rich Text editor, place the cursor where you wish to insert the anchor. This can be placed anywhere on the page.' and 'Open the Insert menu > Click Anchor. You will be prompted to name the anchor.' The cursor is positioned at the end of the last paragraph. The bottom status bar shows 'body p' and a small icon with the number 3.

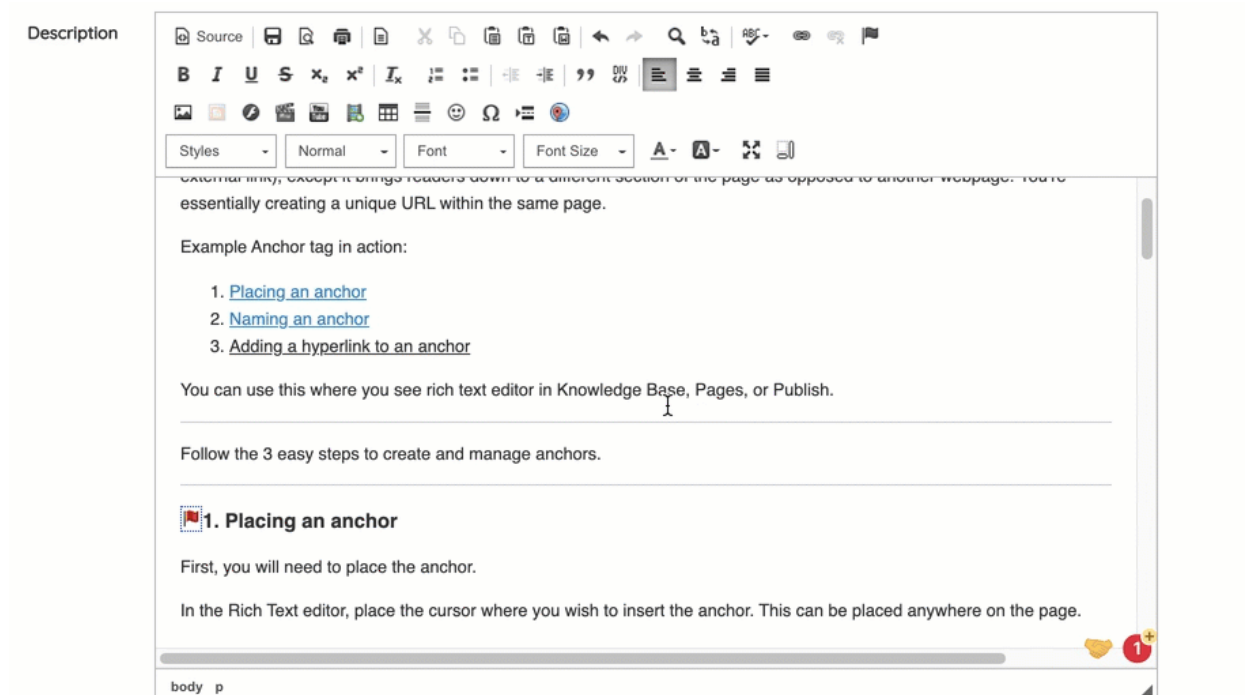
2. Naming an anchor

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

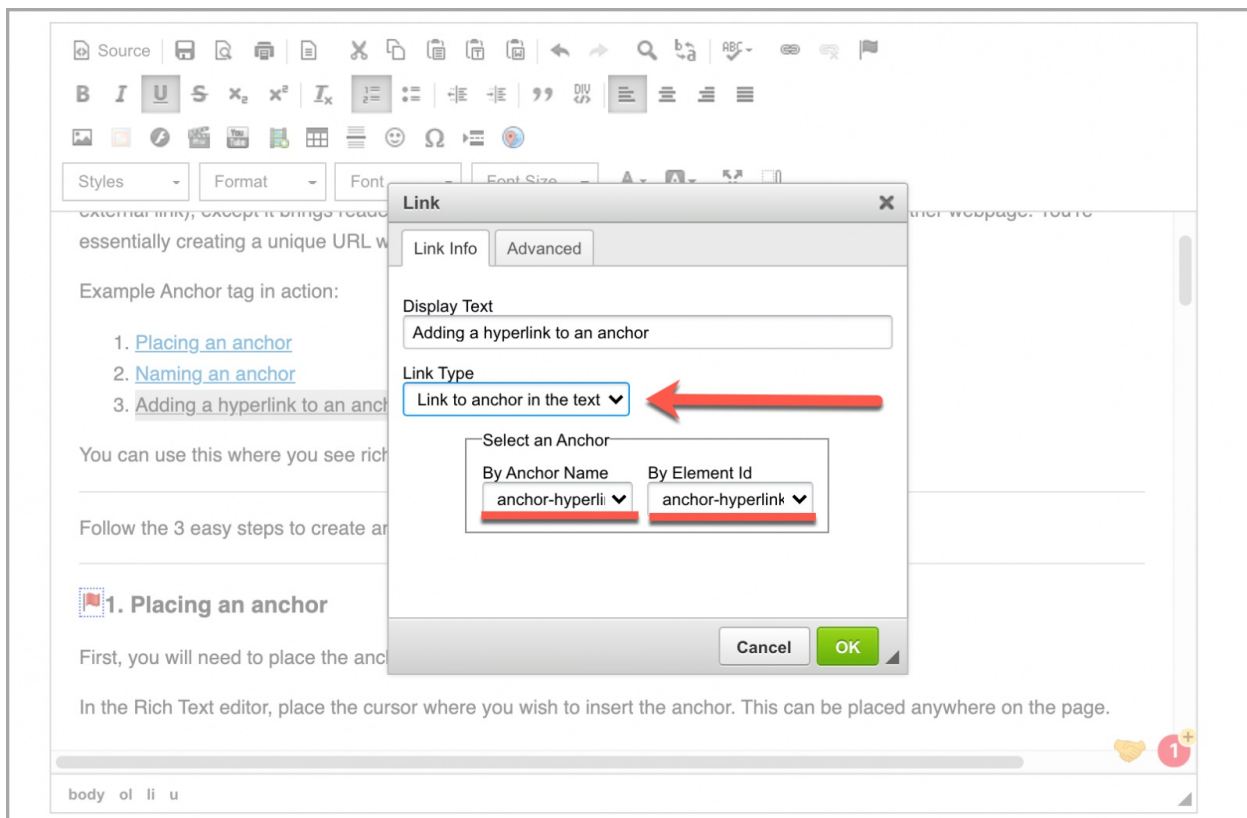


3. Adding a hyperlink to anchor

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:



Please note: Selecting both options is recommended for greater internet browser compatibility.

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

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Last modified on 30 November 2023 by Hannah Door

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Tags: anchor, knowledgebase, tag