



Anchor Tags

Anchor tags are links within the article body that take you to a particular section when clicked.

This is particularly helpful if the article or guide is lengthy, because readers can click on anchors to jump to specific parts of the text.

It's possible to create anchors wherever the rich text editor appears in content creation areas in Claromentis e.g. News, Knowledge Base, Blog etc

Below are the titles included in this guide, and are also a working example of anchors:

1. [Placing an anchor](#)
2. [Naming an anchor](#)
3. [Adding a hyperlink to an anchor](#)

1. Placing an anchor

In the Rich Text editor, place the cursor where you wish to insert the anchor.

Click on the anchor icon (leaving the cursor in the text)

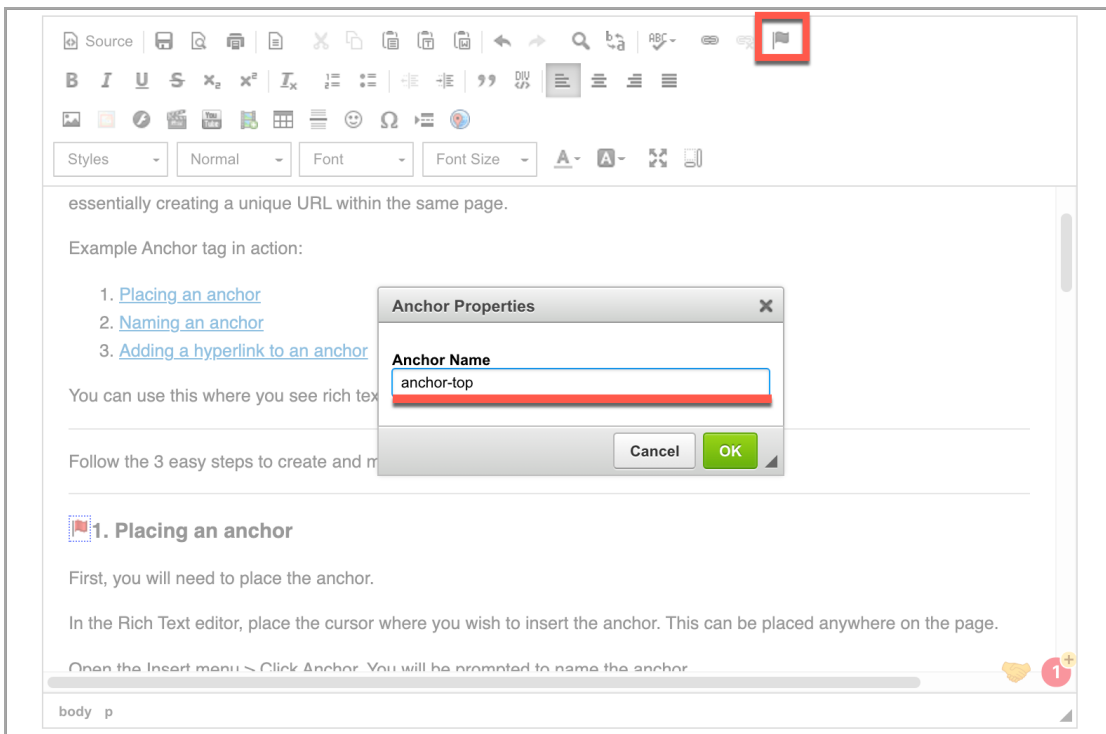
You will be prompted to name the anchor:

A screenshot of a rich text editor interface. The top toolbar includes icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and anchor. Below the toolbar are dropdown menus for Styles (Normal), Font, and Font Size, along with font color and background color pickers. The main text area contains a list of two anchor tags: "1. [Placing an anchor](#)" and "2. [Adding a hyperlink to an anchor](#)". Below the list is a paragraph: "You can use this where you see rich text editor in Knowledge Base, Pages, or Publish." followed by "Follow the 3 easy steps to create and manage anchors." and another section header "1. Placing an anchor". The text under this header reads: "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 cursor is visible at the end of the text. The bottom status bar shows "body p" and a small red notification icon.

2. Naming an anchor

Use a prefix of 'anchor-' followed by a word or two that explains what the anchor is related to for the title.

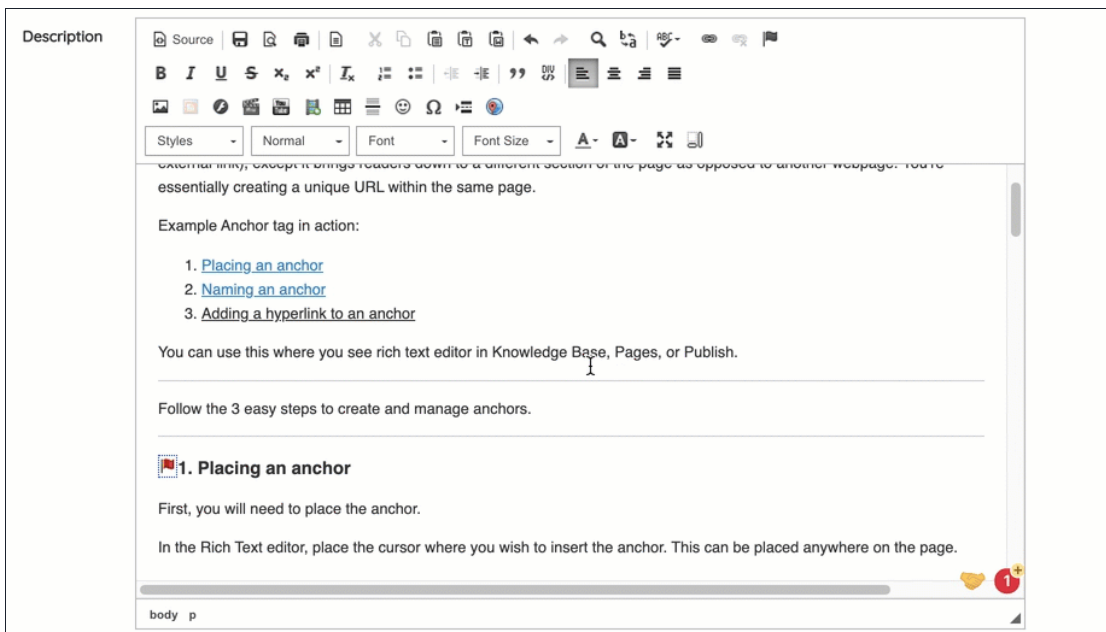
The prefix ensures that the location of the anchor won't be covered by the header:



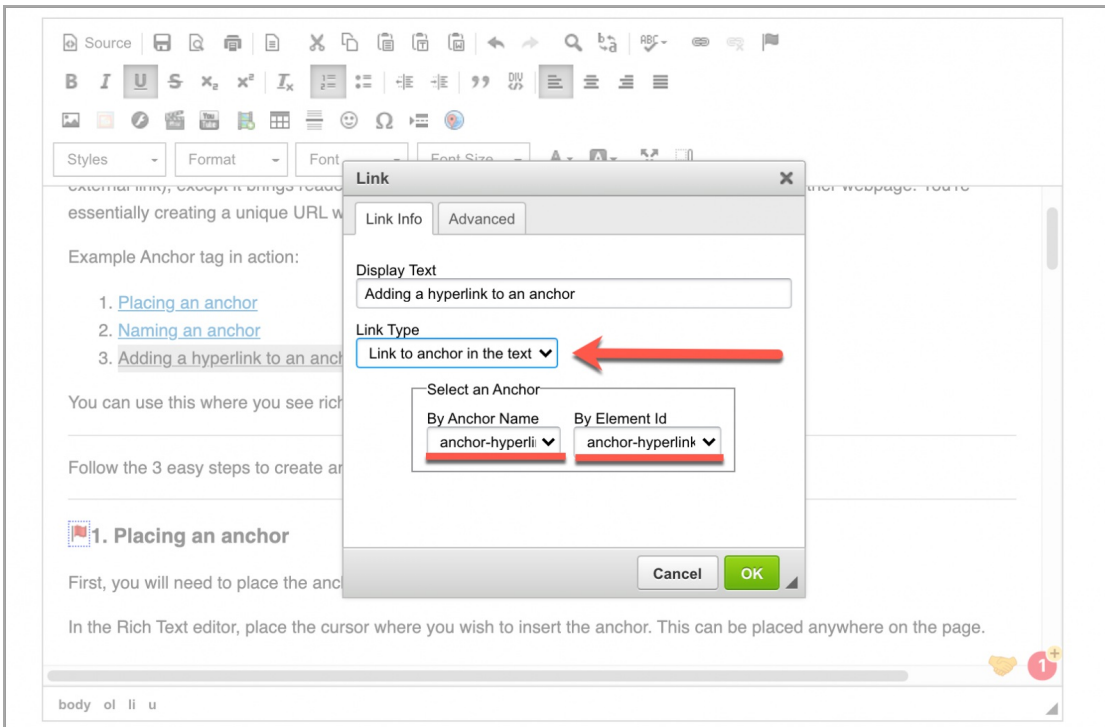
3. Connect to the Anchor via a hyperlink

Highlight the text you want to move to the anchor position when clicked and select the hyperlink icon.

On the next screen, select the 'Link to anchor' option in the Link type field:



Next, select the appropriate anchor from those you created in both the name and ID fields, saving by clicking 'ok'



The same anchor can be linked multiple times through different hyperlinks.

Test the anchor works by clicking on the hyperlink, and you should be taken to the anchored section.

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Tags: [anchor](#), [knowledgebase](#), [tag](#)