

Adding/Editing Content on your Website: How to make use of "anchors" in my website:

1. The first step is adding the anchor to your page: Open the paragraph block in which you want to add the anchor or create a new one
 2. Put your cursor in the text where you want to add your anchor
 3. Find and press the Anchor button in the text editor toolbar
 4. Name your anchor something unique, meaningful, and without spaces. e.g. question 1, not "anchor"
- A. If the text you want to use to link to the anchor is in the same paragraph block, you can highlight that text, and click the "Link" button in the text editor toolbar. In the general properties tab, in the section "Anchors;" you should see the anchor you just created as option in the drop-down.
- B. If the text you want to use to link to the anchor is in a different paragraph block, open that block (or create it)

Highlight the text you want to link to the anchor, and click the "Link" button in the text editor toolbar. In the general properties tab, in the section "Link URL", you will need to type "page_name#anchorname" where "page_name" is the name of the page the anchor is on, and then the name of the anchor you created at step 4.

Even if there are capitals letters in the page name, you need to use all lowercase.

Once your links have been updated, and your blocks saved and you have published your pages, your anchor should be up and running!

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