Creating an Anchor

Overview

Standard Hyperlinks link to the beginning/top of other web pages; but they also allow linking to points within a page. This is performed using Anchors that act as bookmarks in the destination page. By using an Anchor, content authors can direct page visitors to a specific paragraph or image located deep within the destination page. This page can be the existing document where the Hyperlink resides (Internal Anchors), a different page located within the CMS system (Quicklink Anchors), or a page located on an non-CMS website. (Outside Anchors).

- Multiple Anchors can be added to a single document
- Style Class "bookmark" is automatically assigned to new anchors
- Anchors can act as bookmarks as well as links to successive anchors

### Internal Anchors *(anchors located in same page as the hyperlink)*

1. Add paragraphs to the content you are editing. (Make it at least long enough to require that the web page be scrolled down to see the bottom lines.)
2. Next set a bookmark (anchor) by placing the cursor on some text near the bottom of the page. The text may say something link "Title 2"
3. Click on the Insert Anchor button ( ).
4. Enter the title of the Anchor such as "Title2".
5. Go to the top of the content.
6. Enter a new line that says "Go to Title 2".
7. Click the Hyperlink Button( )
8. Select the "Existing Anchor" for Title 2.

Hyperlink Manager

Hyperlink | Anchor | E-mail

URL:
#Title2

Existing Anchor:
Title2 ▾

Link Text:
Go to Title 2

Quicklink Anchors *(anchors located in a different CMS content page)*

1. Create a new HTML content item and name it "<yourfirstname> Anchor Destination"
2. Add metadata under Metadata tab
3. Add paragraphs to under the Content tab. (Make it at least long enough to require that the web page gets scrolled in order to ensure its working)
4. Create anchor named "anchor_1" in this new "destination" content as outlined under "Internal Anchors".
5. Checkin the destination content
6. Create another new HTML content item and name it "<yourfirstname> Anchor Source".
7. Type in "Go to anchor".
8. Select (highlight) "Go to anchor".
9. Click on the Hyperlink button ( ) in the menu.
10. Select the ellipse button (...) in the URL line.
11. Select the Quicklink filter from the dropdown list.

Hyperlink Manager ✕

Hyperlink | Anchor | E-mail

URL:
http:// ...
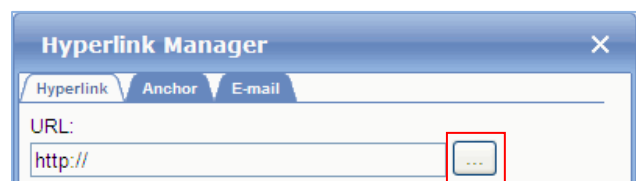
12. Navigate to the folder with the destination content (will be same folder as source content in this example and found in the CMS Training\Workshop Test Area folder).

13. Select and insert content using the insert button (⬇️).

14. Press "Ok" to accept the default alias.
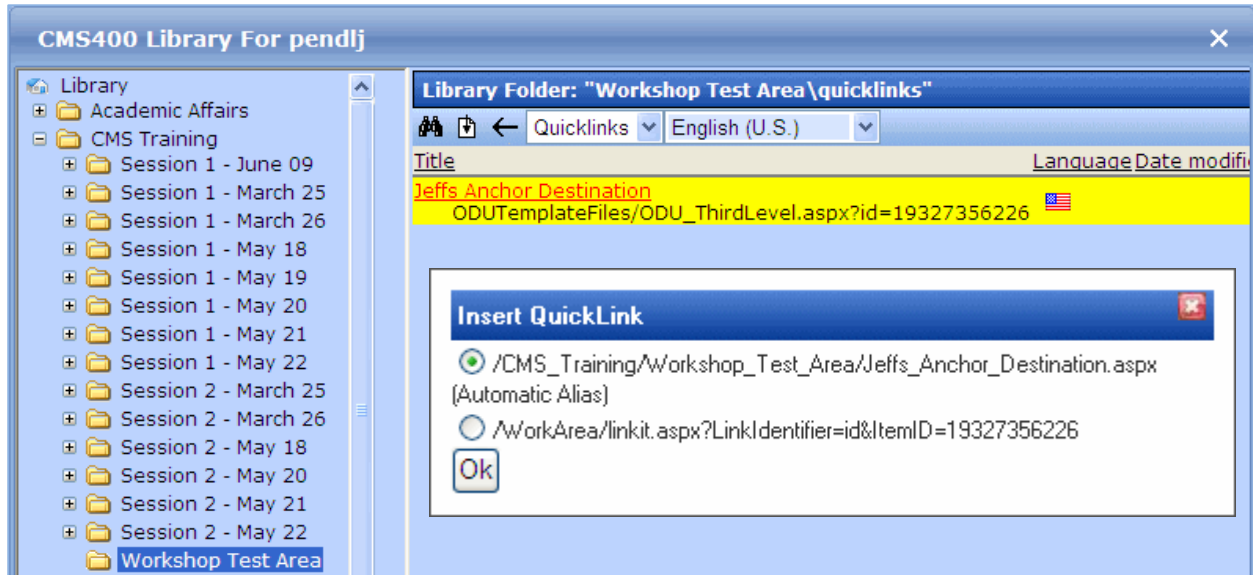
15. Scroll to the end of the URL in the first box.
16. Add a hash sign (#) and then the name of the bookmark
17. Fill out the remaining Hyperlink Manager options as needed.
18. Checkin the content.
19. Go to the CMS Login page and click the "Preview". button and make sure the red arrow is visible.
20. Select the Alias tab and preview the document.

Note: Don't use any of the options in the "Existing Anchor" box, as they represent anchors within the current page only (not the required anchors present in the destination page)

Tip: If you prefer anchors scroll to top of destination page, there must be enough content following the anchor to allow the browser to scroll far enough to get the desired result. If your anchor is near the end of the document, simply add multiple <returns> as needed after the anchor to ensure its location at the top of the page.
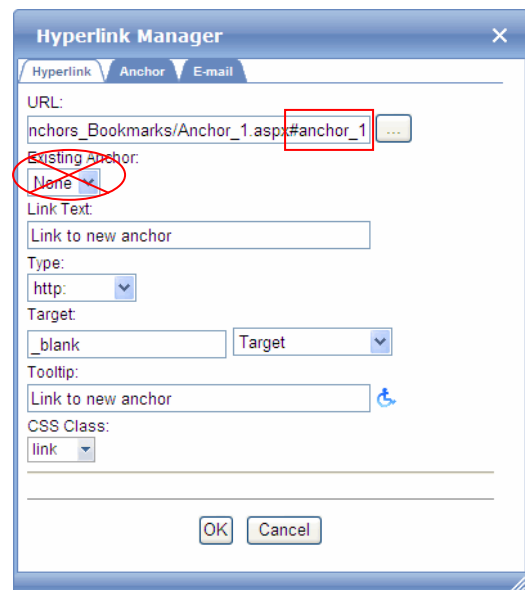
Outside Anchors *(anchors located outside of CMS web framework)*

Outside anchors can appended to ODU CMS hyperlinks for destinations on other ODU pages that reside on web sites outside of the CMS system, as well any non-ODU websites that offer relevant information. This utilizes the same process as Steps #15 and #16 in the exercise above. Both of these options require that the content author know the name of the anchors in these non-CMS pages. In order to determine this, the source-code view of the web page can be searched for the hash (#) sign and adjacent text reviewed to determine if it represents a viable anchor destination.

Note: When Asset Library definitions for hyperlinks and Primary Alias Names are changed, these changes are not replicated through the CMS content pages that refer to them.