How to Create an Anchor Link in WordPress

Prepared by Web Services

In some cases, you may have a web page that contains a lot of content with several different sections. When this happens, you may want to use anchor links to allow your audience to jump directly to those sections within the same page.

1. Click on **Pages** in the WordPress sidebar.
2. Locate the web page you would like to add anchor links to.
3. Place your cursor over the page name.
4. Click on **Edit** in the choices that appear below the web page name.
5. Place your cursor where you would like your audience to be able to jump to.
6. Choose on the **Anchor** button.

A window will appear where you can give you anchor an ID. Please create anchor names with all lower-case letters and no spaces or symbols. Attempt to use one word.

7. Click on the **OK** button. A small anchor image will appear where you placed your cursor.
8. Go to the top of your web page and enter some text that you will make an anchor link from.
9. Select the text.
10. Choose the **Insert/edit link** button.

In the URL field, add a pound sign (#), plus the name of your anchor (e.g. #employment, or #faculty) with no space in between.

12. Click on the **Add Link** button, or choose enter or return on your keyboard.
13. Repeat these steps to add more anchor links for your page.

**Note:** An arrow that takes your audience to the top of the page has been programmed into all UIS websites. It appears in the bottom right corner of every web page.