

How to Link Within the Same Page

When you are wanting visitors on your web page to be able to “jump” from one section to another, such as to go from the bottom of the page “back” to the top, this is called linking within the page.

This is very easy to do as we will explain further:

First, you will have to create an **anchor**. The anchor is where you want the link to take you. To create the anchor:

- (1) Highlight the text you want as the anchor
- (2) Open the insert menu and choose **“bookmark”** or **“named anchor”**
- (3) You will see that the box already contains a name. It will be the name of the text you highlighted.
- (4) Click OK. You will then see a “flag” icon next to the text. You have created the anchor.

Now, you are ready to create the **link** for the anchor.

- (1) Highlight the text or image that you want to link to the anchor.
- (2) Open the insert menu and select **“hyperlink”** or **“link”**
- (3) Click on the drop down menu bar and click on the anchor name that you just created.
- (4) Click on OK.
- (5) Save the changes to your web page.
- (6) Click on the **“Preview”** tab to see your page as it will be seen on the web.
- (7) Click on the link and anchor to insure it's working properly.
- (8) That is it! **You've done it!**

Repeat these simple steps to create all other anchored links you want...remember, you may want to add **“Back to the Top”** anchors after each section!