

How to Create an Anchor Link

Anchor link makes it easy for readers to jump to a specific section within the content. First, locate where you want the anchor. Place your cursor and click the anchor button on the toolbar. Give the anchor a name, then click Ok.

Locate and highlight the text you wish to use as a link. Click the Link button. Click the Link Type dropdown within the pop-up and select Anchor. Pick the correct anchor from the Name dropdown and click Ok.

The link will now jump directly to the anchored text.

Once the policy becomes active, the anchor can be copied and liked in external sources or other policies.