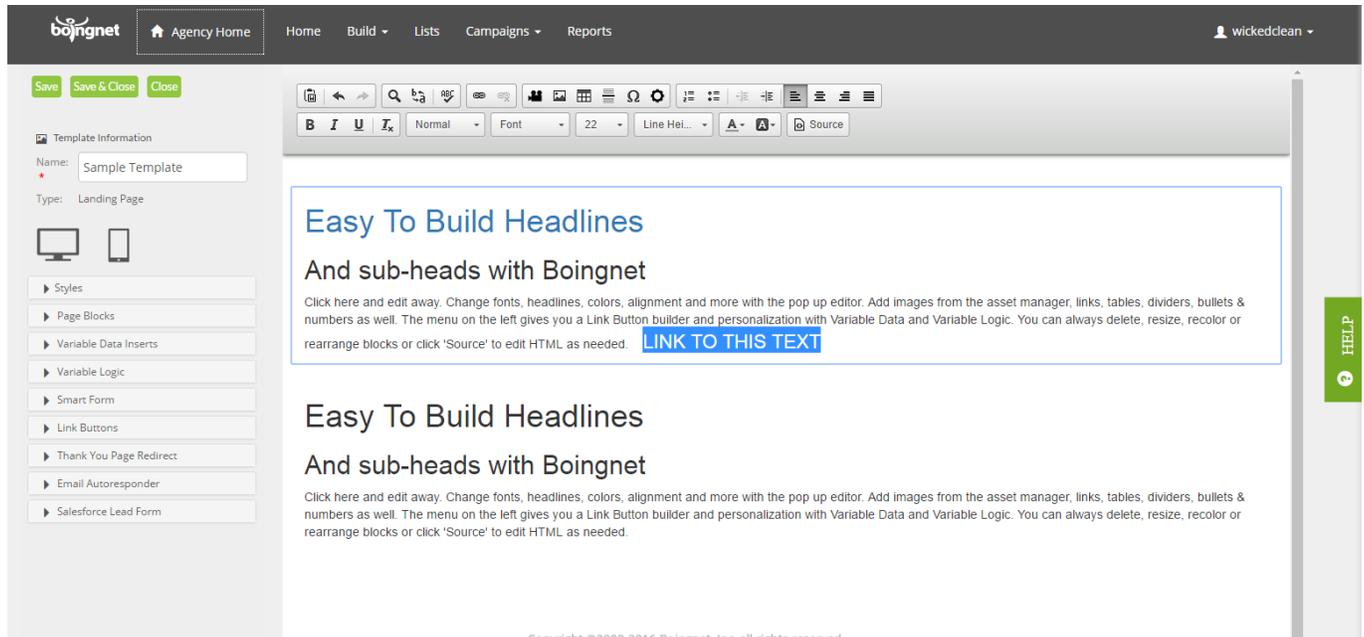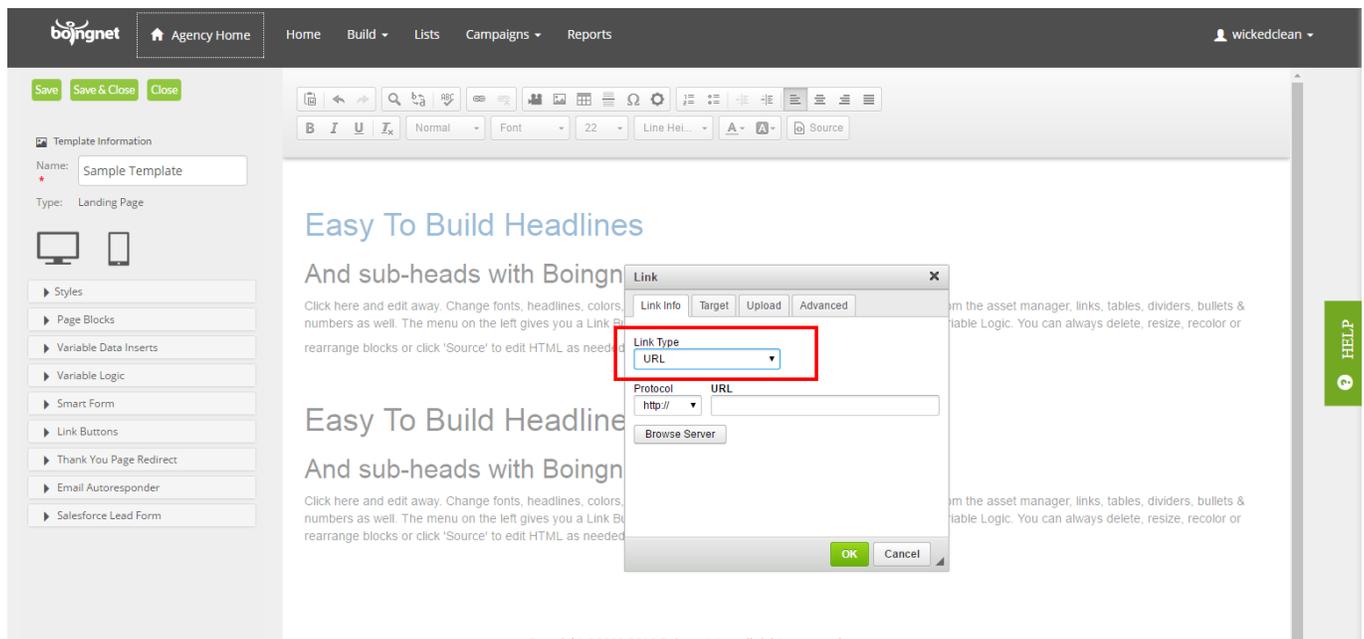# To Add an Anchor Link

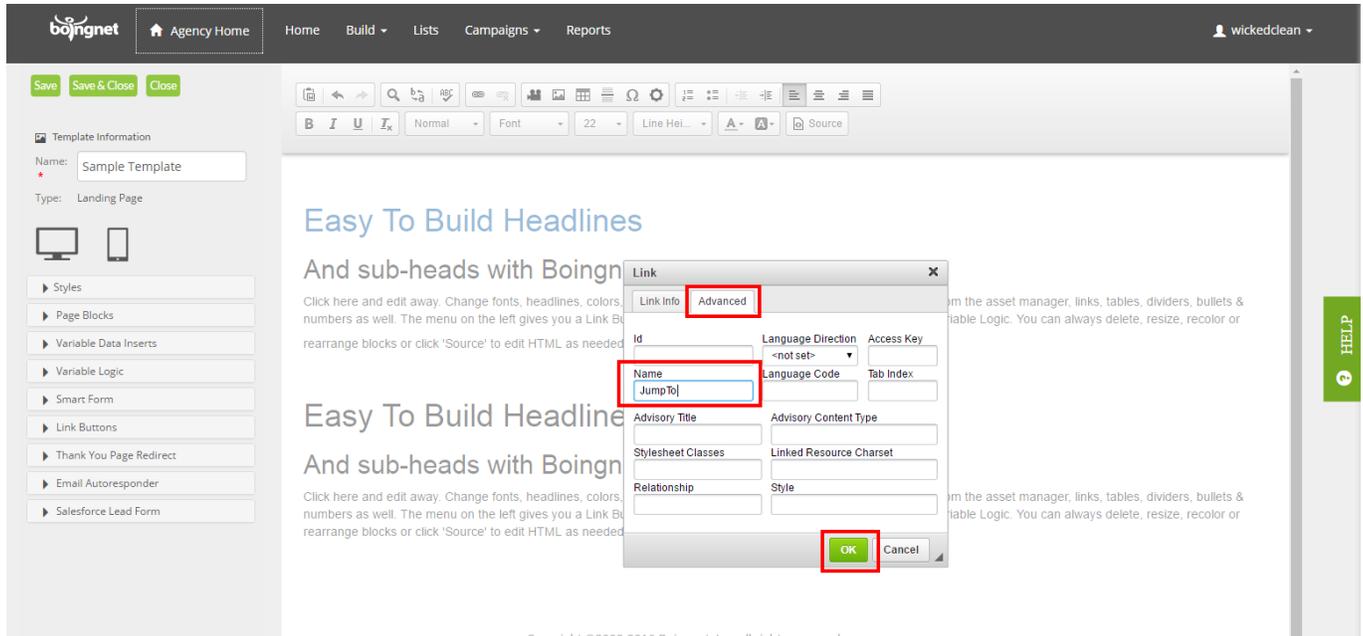Here are instructions to add an Anchor Link to your template.

1 - Add the text fragment you want to jump to - in the example below, I'm going to use **Link To This Text**

2 - Highlight the text fragment and then click the link icon on the toolbar - a Link Properties box will appear:
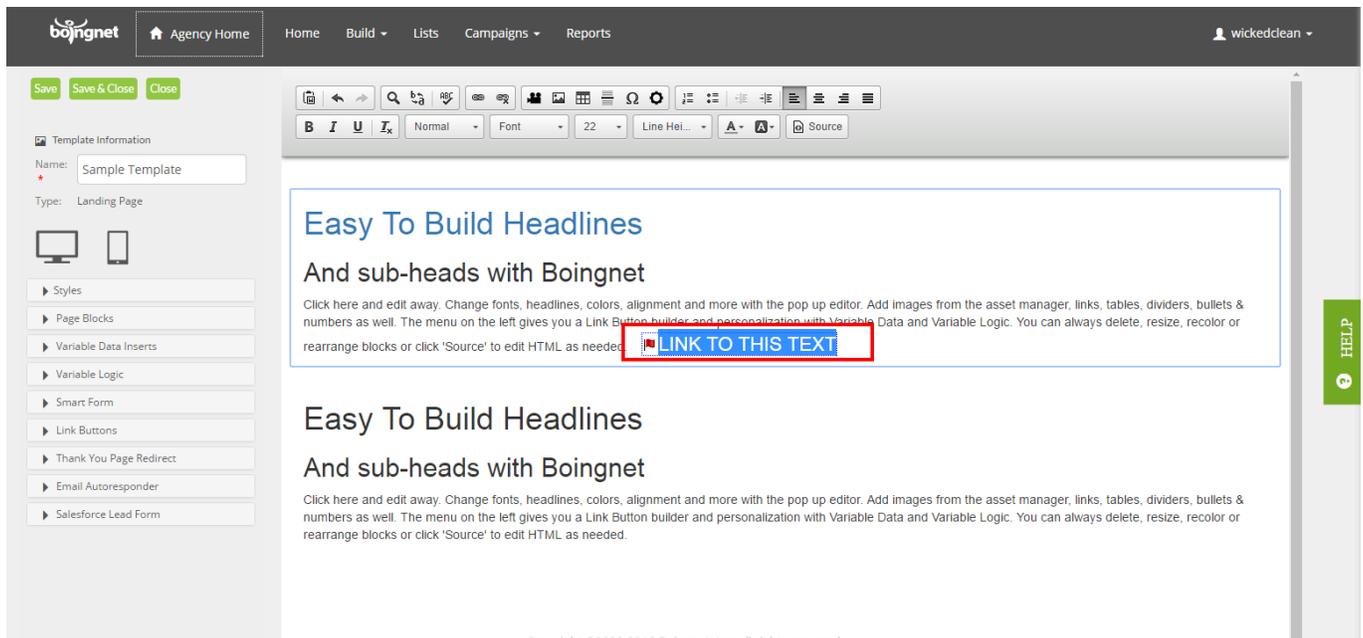
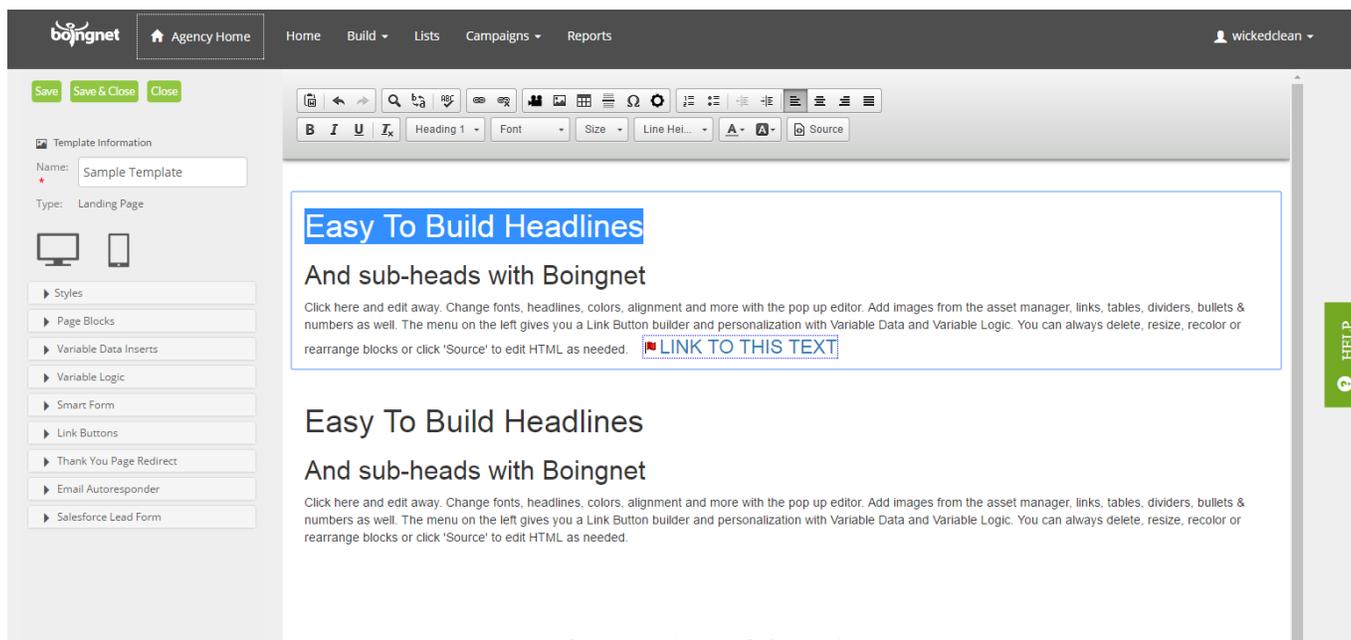## 3 - For Link Type - select "Link to Anchor in Text:

4 - Next, click the Advanced Tab on the box. On the Advanced Tab, enter a Name for this text fragment - I've used 'jumpto' and click the green OK button:

You'll see the anchor link inserted before your text fragment:

5 - Next, highlight the text you want to jump to this anchor link - I'm using the Easy To Build Headline text and click the link icon on the toolbar:

When the Link Box appears, under **URL Type**:

- Select "link to anchor in the text"
- Select the anchor you just named
- Click OK