



CREATING

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ANCHORS

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with eSchoolView

WHAT IS AN  
ANCHOR?



# WHAT IS AN ANCHOR?

- Allow you to click a link at the top of the page and be taken down to another section of the same page.
- Anchors are added using more than one Text Window component.

- Clicking on the link here...

- Brings you to this part of the page!

**WEBMASTER TRAINING**

Home | [Feedback](#) | [Training](#) | [Digital Communications Training Portal](#) | [Webmaster Training](#)

Use these anchors to jump around to different sections of the page.

[eSchoolView Help Portal >>](#) [Web-Wise Newsletters](#) [Recent Video Tutorials](#)

[PDF Tutorials](#) [Photos of Students - Policy](#) [FAQs](#)

Stay up to date with the latest tips & tricks for school webmasters!

**WEB-WISE**  
The newsletter for CUSD Webmasters!

2020-21 Newsletters	2019-20 Newsletters	2018-19 Newsletters
<ul style="list-style-type: none"><li>• May 21: Summer-izing Your Website</li><li>• Apr. 21: Web Audit Take-Aways &amp; FAQs</li><li>• Feb. 21: Web Audits Update for School Sites &amp; District Departments</li><li>• Dec. 20: Preparing for the Web Audit</li><li>• Nov. 20: Preparing for a Return to In-Person Instruction</li><li>• Sept. 20: Back to School...Online!</li></ul>	<ul style="list-style-type: none"><li>• Mar. 20: Preparing for Closures</li><li>• Feb. 20: Displaying PDF Files</li><li>• Jan. 20: Prepping for Site Visits</li><li>• Nov. + Dec. 19: Audit Review</li><li>• Oct. 19: Prepping for the Audit</li><li>• Sept. 19: Settling In!</li><li>• Aug. 19: Back to School</li></ul>	<ul style="list-style-type: none"><li>• Folder of free icons / news thumbnails &gt;&gt;</li><li>• News Content You Can Copy! &gt;&gt;&gt;</li><li>• May 19: Last updates of the year!</li><li>• Apr 19: Getting Ready for Summer</li><li>• Mar. 19: Power of Images</li></ul>

# HOW TO CREATE AN ANCHOR



1. Place the Text Window at the top of your page (first component).

a. "Anchors" is generally a good name for the component.

2. Create a table in your text window.

a. Add titles of the sections you want to jump to on your page.

b. Keep an empty row between titles for spacing.

c. Do not hyperlink them yet! You must create the anchor links first.

3. Save the component.

The screenshot shows a web editor interface for "WEBMASTER TRAINING". The top navigation bar includes links for Home, Employees, Employee Training, Digital Communications Training Portal, and Webmaster Training. A blue circle with the number "1" is positioned over the "Anchors" component in the top toolbar. Below the toolbar, a text window is open, containing the text "Use these anchors to jump around to different sections of the page." and a table of links. A blue circle with the number "2" is positioned over the table. The table has two rows: the first row contains "eSchoolView Help Portal >>", "Web-Wise Newsletters", and "Recent Video Tutorials"; the second row contains "PDF Tutorials", "Photos of Students - Policy", and "FAQs". A blue circle with the number "3" is positioned over the "Save" button at the bottom of the editor. The "Save" button is highlighted with a red circle.

**1**

Home | Employees | Employee Training | Digital Communications Training Portal | Webmaster Training

**Anchors**

Use these anchors to jump around to different sections of the page.

eSchoolView Help Portal >> | Web-Wise Newsletters | Recent Video Tutorials

PDF Tutorials | Photos of Students - Policy | FAQs

TW Title:

Text: **B** *i* U **A:** **F** **F** **I** **T** **C** **D** **+** **↶** **↷** **↻** **⋮**

Use these anchors to jump around to different sections of the page.

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PDF Tutorials | Photos of Students - Policy | FAQs

Characters : 200

Image >

w Options >

**3**

Save Cancel

4

4. Navigate to the component that will connect with the anchor linked text we just created. Click the pencil to edit.



Example Landing Anchor

Example for where the Anchor will land

This is where I want users to end up when they click on the Anchor link.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

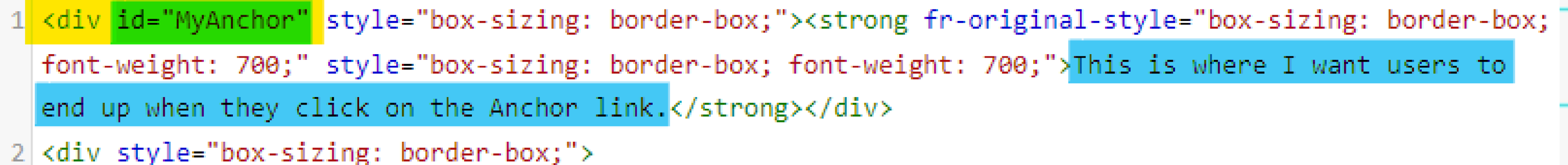
5. Click on the three dots in the menu, then click on <>.

5

This is where I want users to end up when they click on the Anchor link.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non

6. Find the spot in the window where you want the anchor to connect. (In this example, we're using the text line highlighted in blue.)
7. Add this text to the beginning of the coding: `id="AnchorName"`
8. Make sure your `id="AnchorName"` is placed in the right spot (see the yellow highlight below).
9. All together, it should look like: `<div id="AnchorName" style...`
10. Click "Save".



The screenshot shows a code editor interface with a toolbar at the top containing icons for print, grid, code, and help. The code is as follows:

```
1 <div id="MyAnchor" style="box-sizing: border-box;"><strong fr-original-style="box-sizing: border-box; font-weight: 700;" style="box-sizing: border-box; font-weight: 700;">This is where I want users to end up when they click on the Anchor link.</strong></div>
2 <div style="box-sizing: border-box;">
```

In the code, the `id="MyAnchor"` attribute is highlighted in yellow, and the text `>This is where I want users to end up when they click on the Anchor link.</strong></div>` is highlighted in blue.

11. To link to the anchor you just created, go back into the new component you created with the table and titles for anchors.

12. Highlight your title. Click the "hyperlink" icon.

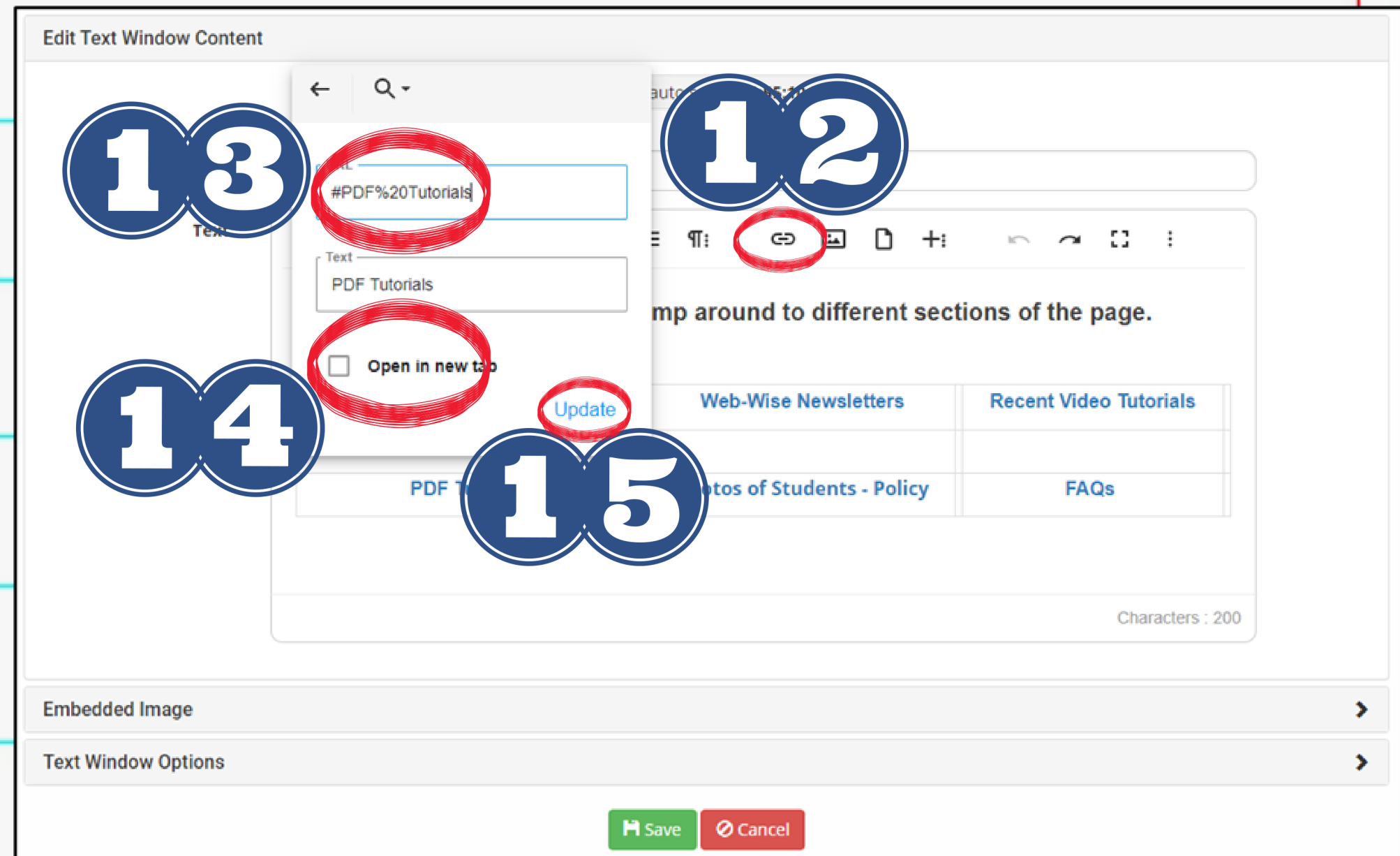
13. In the URL field, add a **#** and then the **exact same title** you placed in your anchor name.

a. If your anchor title had any spaces, replace the space with **%20**

14. Leave "Open in New Tab" box **UNCHECKED**.

15. Click "Update".

16. Repeat for all anchors. Click "Save" when done.





# TESTING YOUR ANCHORS

- Exit Edit view, and click the link at the top to make sure it jumps down to where you placed your anchor.
  - Create your titles at once in a Word document to remember the titles when you create the anchors.
  - Place all anchors throughout the page at once.
  - Link all of your titles at once.

## WEBMASTER TRAINING

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HAVE QUESTIONS?  
LET ME KNOW!



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