

# How to Insert an Anchor Tag on IE8

Currently, the insertion of Anchor Tags in email templates using IE8 requires a few extra steps due to comparability issues.

Provided, are steps to help guide you through this process.

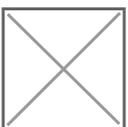
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1. In the message you wish to insert the Anchor Tag, highlight the text at the point at which you would like the Anchor to scroll to



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2. Click the Insert Link button



3. In the popup, ignore all fields and simply click "OK"



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4. Place the cursor within the linked area and click on the "Hyperlink Manager" button in the bottom right corner.



- **Alert:** Do not highlight the text

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5. Click the "Anchor" Tab



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6. Type in a name for the Anchor Point.  
Click "OK"



- **Alert:** Do not use spaces in the name. You may use underscores ( \_ ) to replace spaces.

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7. Highlight the text that will be the link  
triggers the scroll to the Anchor Point



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8. Click the Insert Link button



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9. In the popup, ignore all fields and simply click "OK"



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10. Put the text cursor within the linked area and click on the "Hyperlink Manager" button in the bottom right corner



- You will see the text you highlighted become a link.
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11. Select the Anchor Point Name that you created earlier



- In the pop up, click the "Existing Anchor" drop down.
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12. The URL will change to the Anchor Point name with a # in front of it. Click OK once finished.



13. Click Save once all editing has been completed



Revision #2

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