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| **Word Press** |
| **Creating Websites with WordPress; useful tips and shortcuts** |

**WORKFLOW**

**First steps:**

If you want to create a Website with WordPress, follow the steps on

* <https://pages.ist.ac.at/>

If you gained access to the wordpress home, create a page and then you can follow these steps to set an anchor.

**Setting Anchors/page jumps:**

1. Choose the page you want to work on, you want to set the anchor:

My Sites – Dashboard of the respective site - pages (menu on the left) – choose the page.

2. Change the Editor from VISUAL to **TEXT**.

3. Enter the following Code in front of the passage you want to jump to when clicking on a certain link:

<div id=“sect1"></div>

The word *sect1* is choosen randomly, you can name the part however you want. Just make sure you have no blank spaces.

f.ex.: <div id=“sect999"></div> or <div id=“anker\_an\_diese\_stelle"></div> etc.

4. mark the passage/word/text, you want to connect.

5. click on the symbol “insert/edit link” in the menu

6. enter URL: consisting of the page’s URL + # + anchor label (here “sect1”, or following the examples above “sect999”, “anker\_an\_dieser\_stelle” etc.)

7. update the page and the dashboard version of the whole website. Click on the passage with the embedded link and check if it jumps to the correct part of the page.