

Quick tips

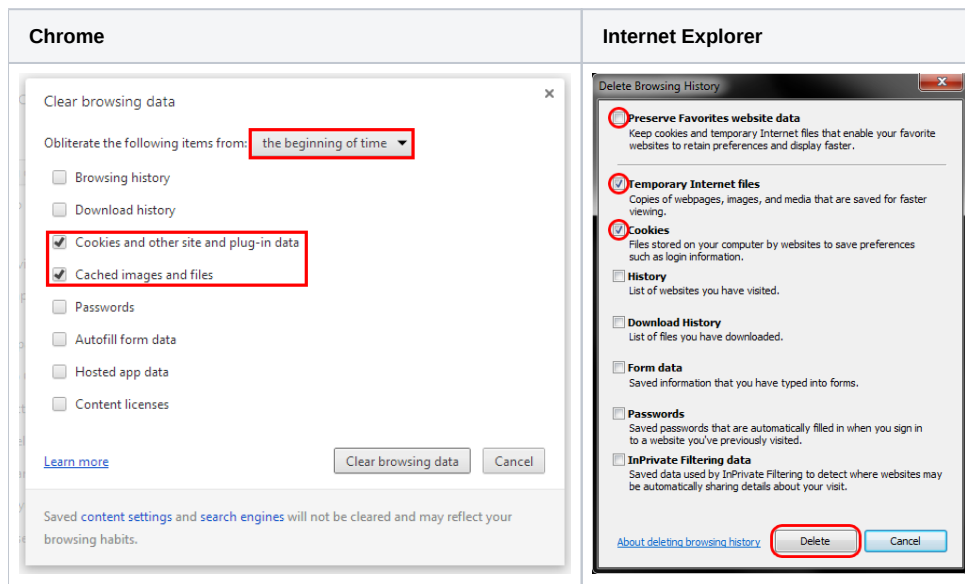
Tips list:

- [Empty your browser cache](#)
- [Create an anchor](#)

Empty your browser cache

In some use cases, your browser could not show you the latest version of a page. To force him to serve you the last version, you should empty your browser cache:

1. Press Ctrl + Shift + Delete
2. Choose the options given in the screen shot below (regarding your current browser)

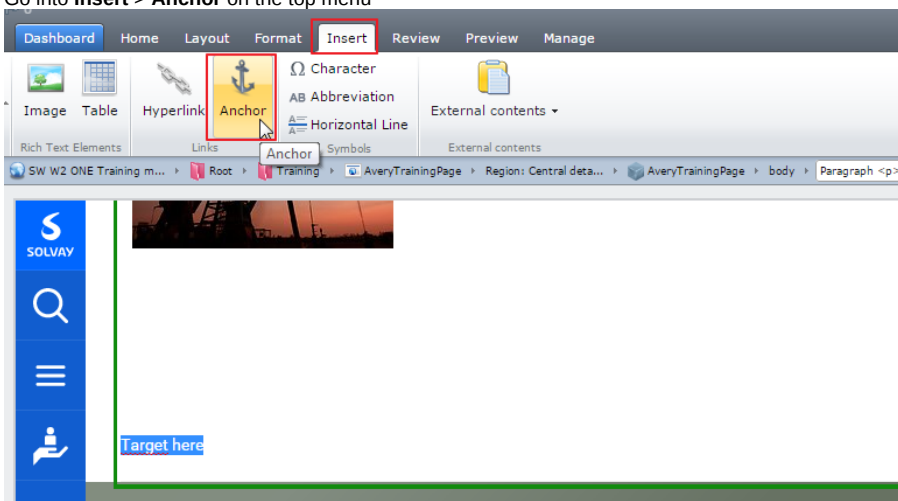


Create an anchor

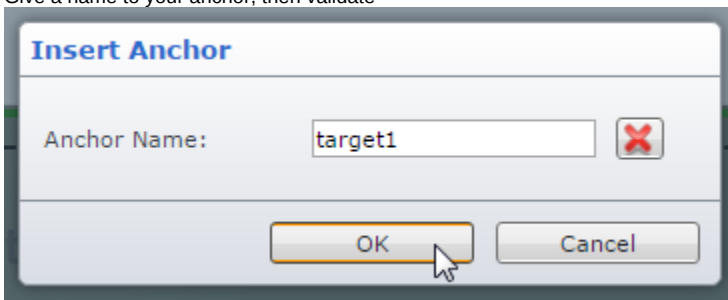
The anchor can be used to jump directly to a specific location on a page.

To create an anchor:

1. Select the word who is going to be the target
2. Go into **Insert > Anchor** on the top menu



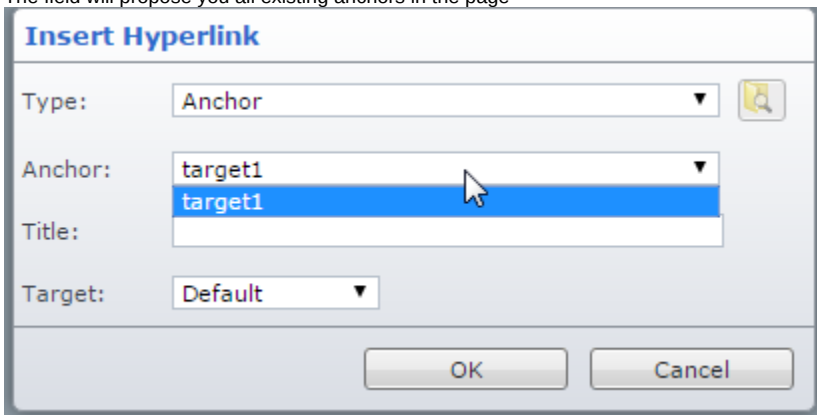
3. Give a name to your anchor, then validate



The 'Insert Anchor' dialog box has a title bar with the text 'Insert Anchor'. Below the title bar, there is a label 'Anchor Name:' followed by a text input field containing the text 'target1'. To the right of the input field is a red 'X' icon. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'OK' button.

Then you need to create the link to jump into the anchor:

1. Create a new link
2. Select Anchor as Type
3. The field will propose you all existing anchors in the page



The 'Insert Hyperlink' dialog box has a title bar with the text 'Insert Hyperlink'. Below the title bar, there are four fields: 'Type:', 'Anchor:', 'Title:', and 'Target:'. The 'Type:' field is a dropdown menu with 'Anchor' selected. To the right of the 'Type:' field is a magnifying glass icon. The 'Anchor:' field is a dropdown menu with 'target1' selected. The 'Title:' field is an empty text input field. The 'Target:' field is a dropdown menu with 'Default' selected. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'Anchor:' dropdown menu.