

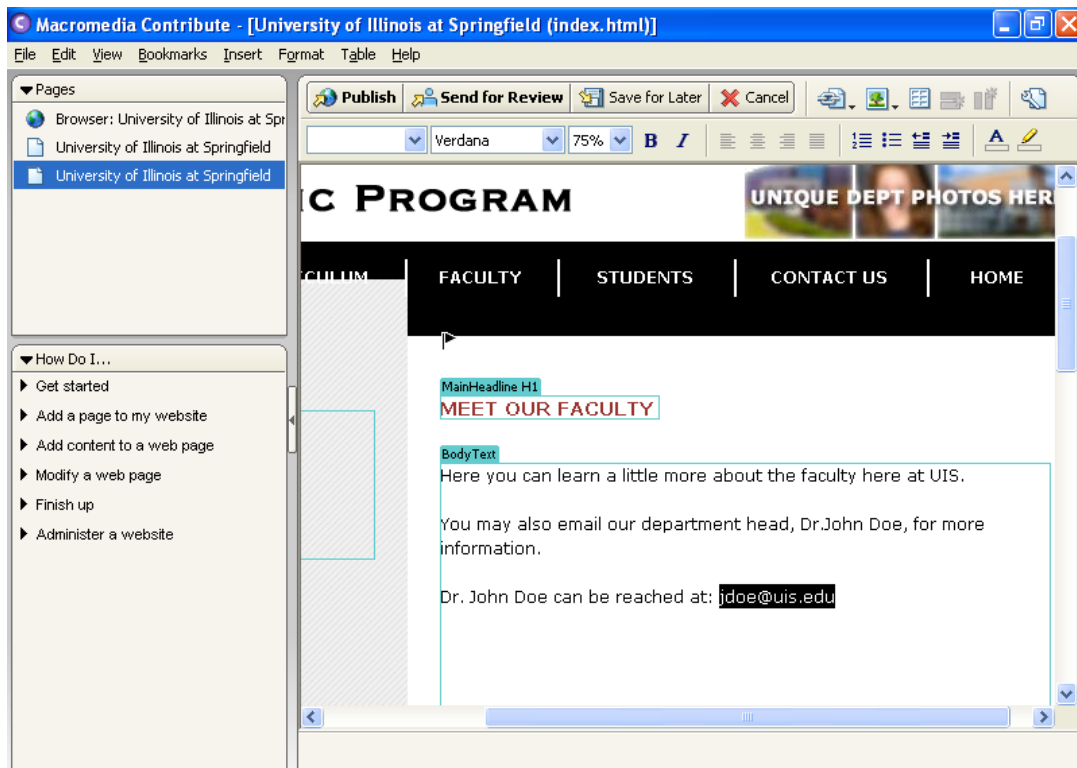
Creating and Editing Email Links

Adobe Contribute can easily create links to email addresses. When clicked, these links will automatically open a new message in the users default email application with the email address automatically selected as a recipient.

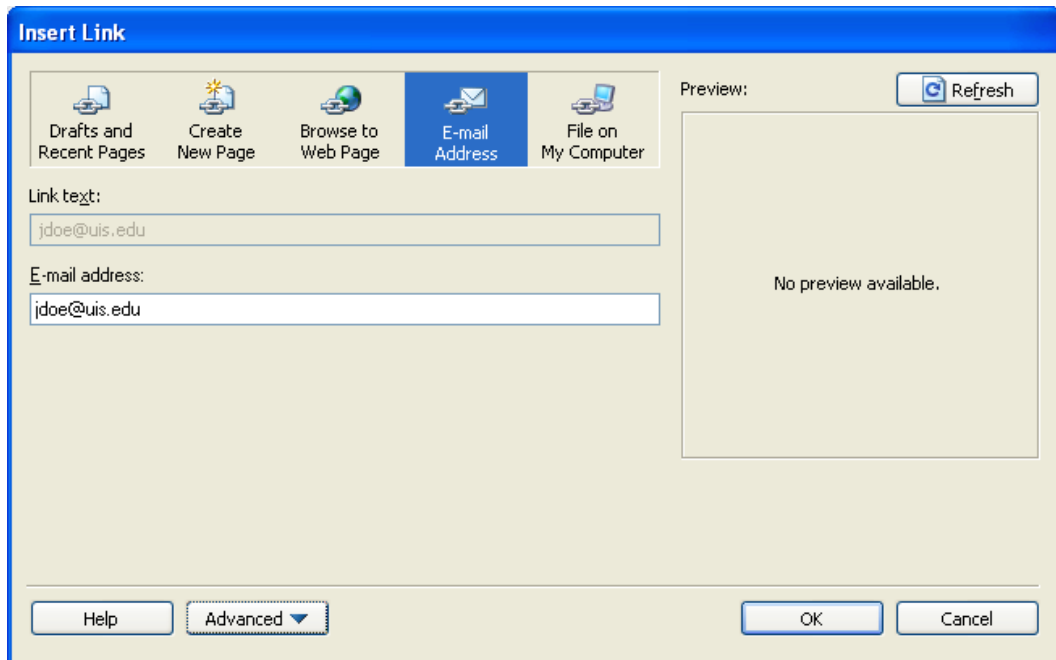
Remember that when creating links to email addresses it is important to also list the email address. Doing so will allow those without default email applications to still obtain the address.

Creating an Email Link

1. While in Contribute, navigate to the page that you desire to create email links for.
2. Using your mouse and cursor, highlight the email address you wish to create a link for. In our example we are creating an email link for John Doe's email address.



3. Click **Insert > Link > E-mail address...**
4. You will now be presented with the "Insert Link" window.



5. Enter the full email address in the space under *E-mail address*:. This should be the same email address that you highlighted earlier.
6. Click **OK**. Your link has now been created.

Editing Email Links

1. Navigate to the link you wish to edit.
2. While in Edit Mode, right-click on the email link that has already been created.
3. Choose **Link Properties...**
4. You will be presented with the Insert Link window. You may now change the properties of the email link.

Removing Email Links

1. Navigate to the email link you wish to remove.
2. While in Edit Mode, right-click on the email link that has already been created.
3. Choose **Remove Link**.
4. The link and its properties will then be removed. The original text will still remain. To delete the text, highlight the text and press “delete” on your keyboard.