Creating and Editing Anchors and Anchor Links

Adobe Contribute can create anchors that allow users to easily navigate the current page they are on. Anchors are links that allow users to “jump” to a different section on the current page. This can be useful, particularly for lengthy web pages. This is a two-step process of creating the anchor and then creating the link that uses the anchor.

Creating an Anchor

1. While in Contribute, navigate to the page that you desire to add anchors to and click Edit Page.
2. Locate the section that you want the link to “jump” to. Place the cursor in this section by clicking on it.
3. Choose Insert > Section Anchor...
4. You must now name the anchor that you are creating. Enter a name and then click OK.
   a. Anchor names cannot start with a number or contain spaces.
   b. Anchor names can only contain letters and numbers.
5. Your anchor has been created. The anchor icon [a line and a triangle] will now appear where the anchor has been placed. In our example it appears right above “Adobe Contribute” in the first paragraph.
Linking to an Anchor
When you are finished creating your desired anchors, you may now link to them from a different location.

1. Using your mouse and cursor, highlight the section of text that you wish to become a link. In this example we have highlighted the text “additional information about Adobe Contribute”.
2. Choose Insert > Link > Drafts and Recent Pages…

3. You will now be presented with the Insert Link window. Make sure you are showing the advanced options. If you are not, simply click Advanced.
4. Under “Select a page to link to:” click on the page that contains the anchor you wish to link to.
5. Click the drop-down box next to “Section anchor:” The anchors that you have created for this page are listed under the names you provided. For this example, we have selected the MoreInfo link that we created earlier.

6. Click OK.