How to add an anchor in Contribute

Anchors allow you to define a hyperlink destination inside a Web page.

Step 1: In Contribute, navigate to the page you want to add an anchor to and click “Edit Page”

Step 2: Type your content titles. These titles, which we will link later in the steps, will allow the user to “jump” to the title section on the page.

Step 3: Determine where you want the first title to jump to. Place your cursor in front of the first word in that section.

Step 4: Go to “Insert” → “Named Anchor”

Step 5: Add Section Anchor Name. For example, if your section is about title 1, you can name your section anchor “title1”. Press OK. (Please note that anchor names cannot be used twice on one page.)
Step 6: Highlight the topic text that you want to jump to your newly created Section Anchor Name.

Step 7: Go to “Insert” → “Link” → “Browse to Web page”

Step 8: In “Web address URL”, browse to the page you are currently on (the page you are adding anchor tags to).

Step 9: In “Advanced Options”, find your Section Anchor Name in “Section Anchor” and select it. Press OK.

Step 10: Publish your file and test the anchor link