

Section Anchor Links Tutorial

What is a section anchor?

A section link creates a link to a specific section of a page, the section anchor.

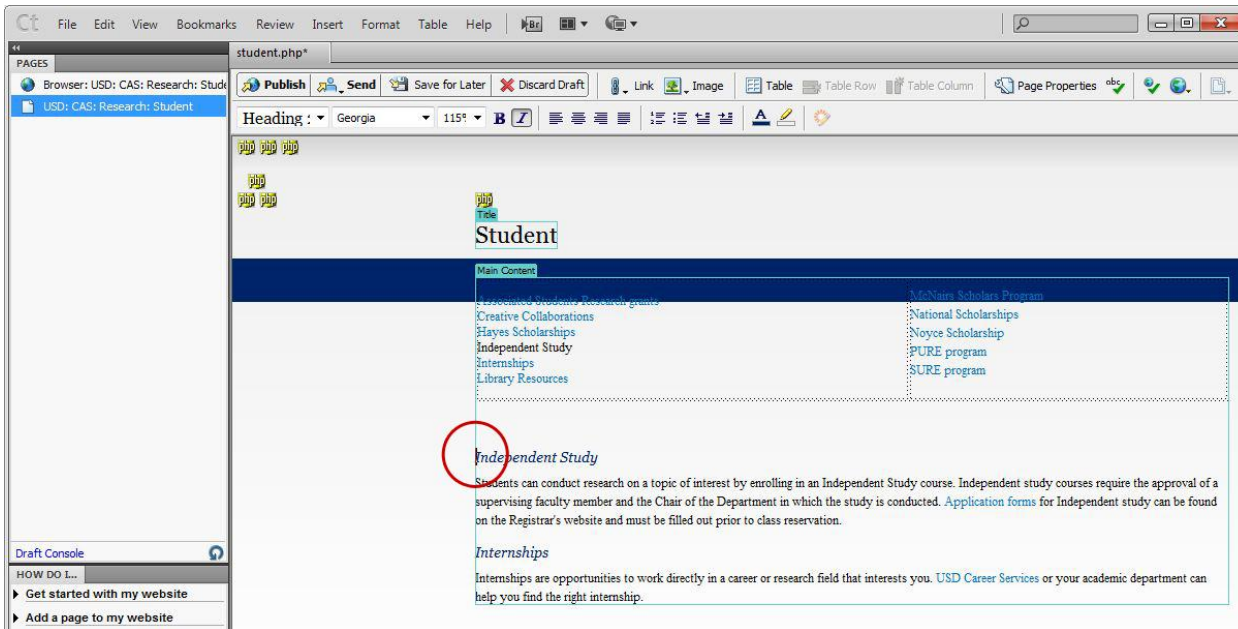
Why use a section anchor?

Section anchors are useful if your page is lengthy. Visitors can go directly to a specific header or topic without having to manually find a topic by scrolling through the page.

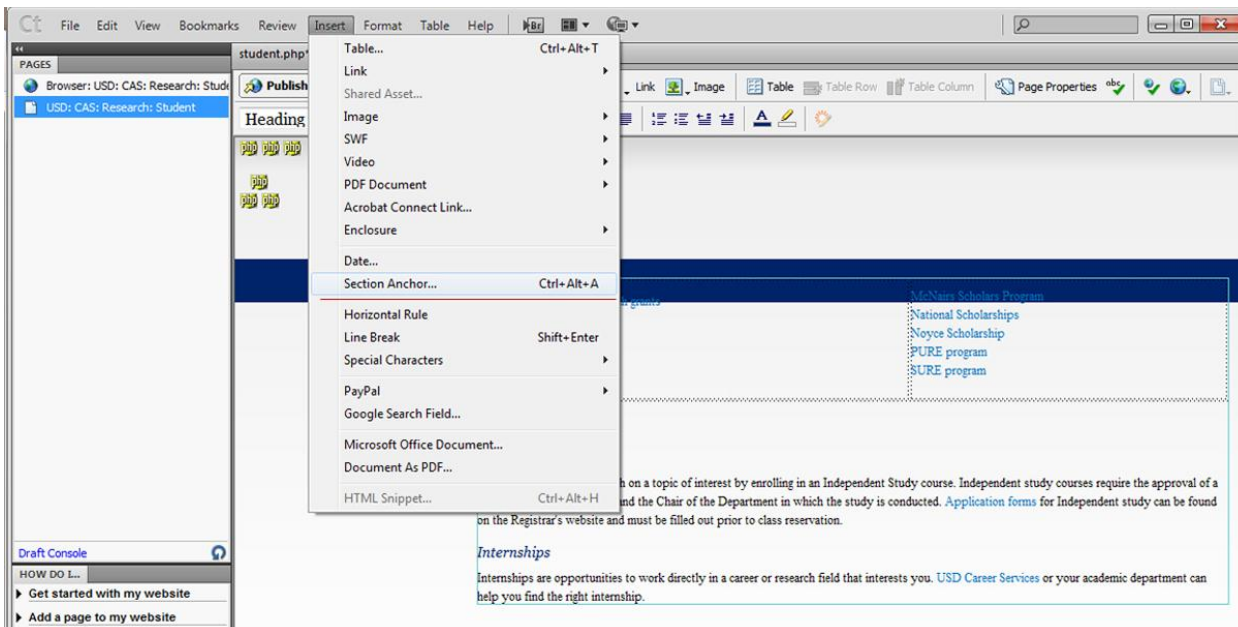
How to make a section anchor in Contribute CS5

The content should already be on the page you want to add the links to. In this example, the section links will be at the top of the page and will link down to the topics below them, the section anchors.

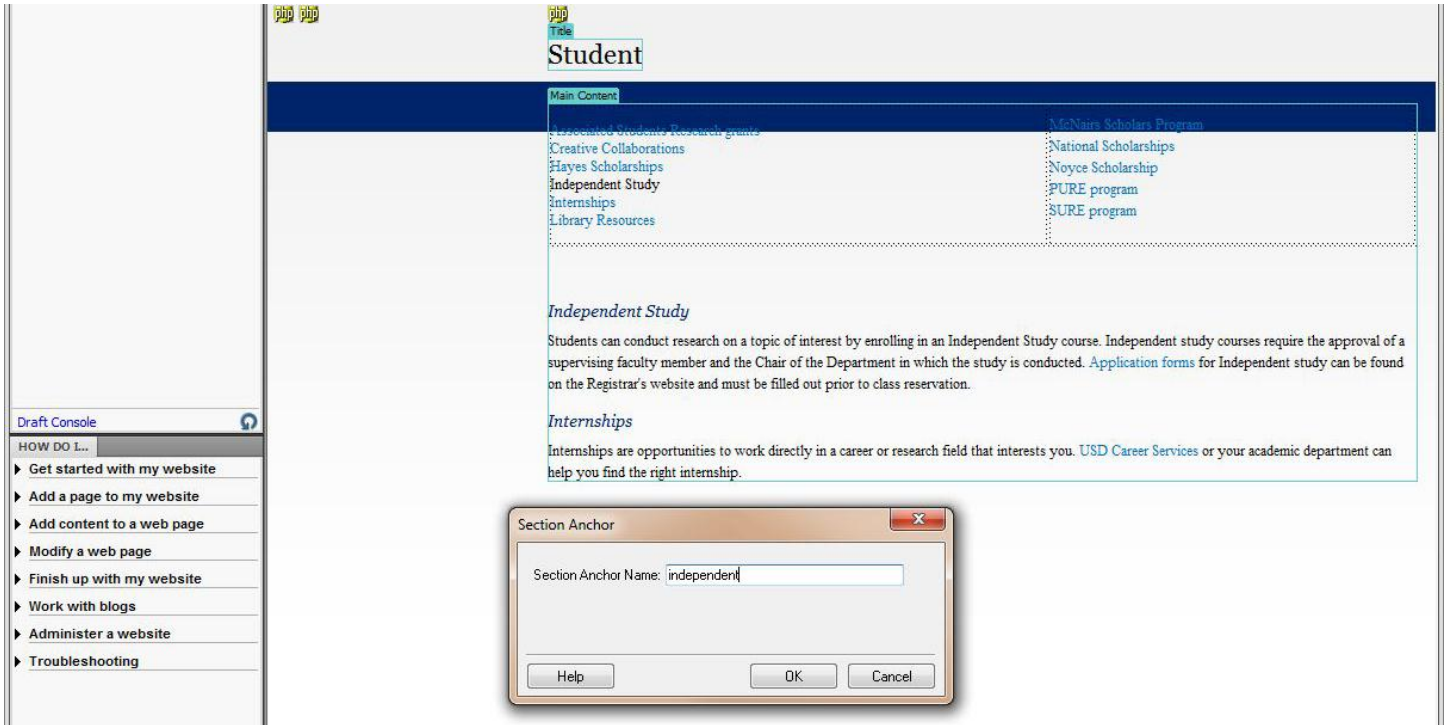
1. In Contribute open and edit the page you want to add the section anchor links to. Then, put your mouse in front of the header you want the page to scroll down to, and click. You will see your cursor blinking in front of the header on the same line.



2. At the top of the menu, click on "Insert" and then "Section Anchor..."

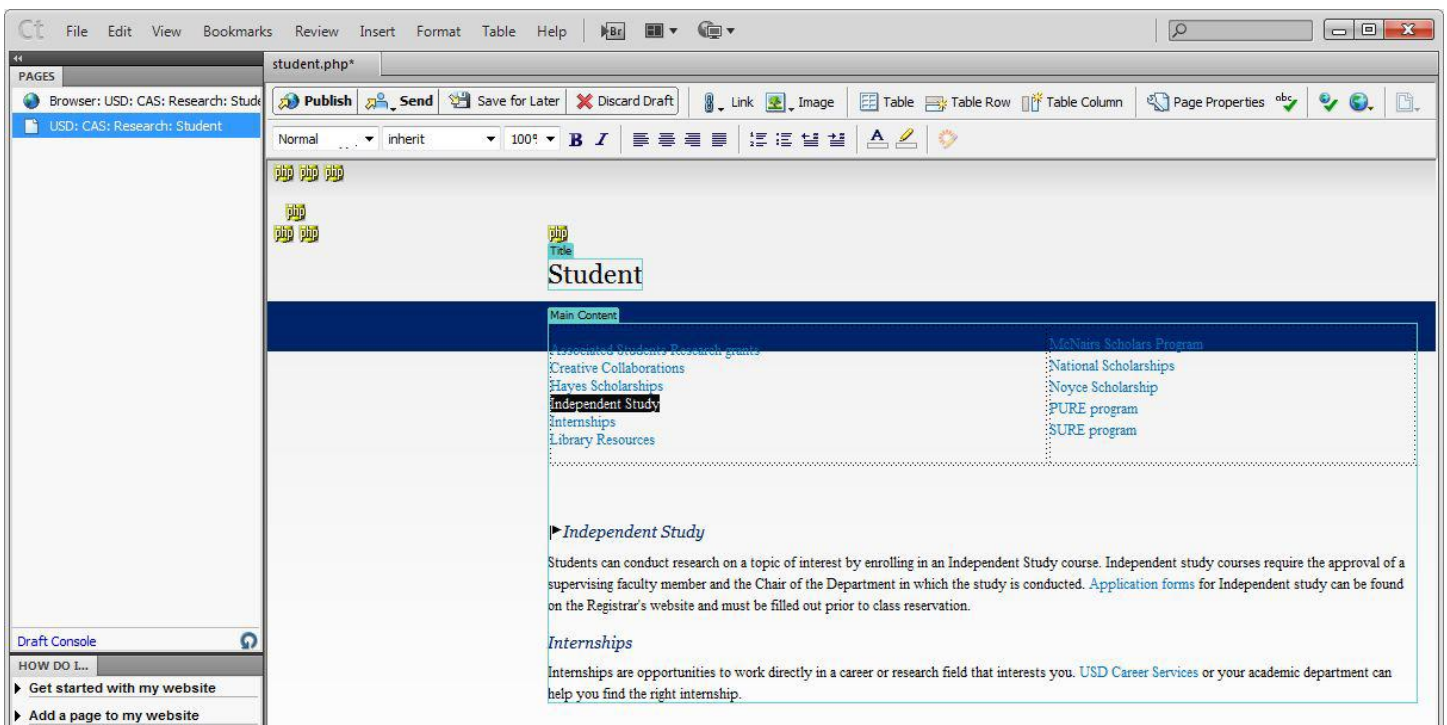


3. The “Section Anchor...” panel will open and there you will create a unique name for the section. **IMPORTANT:** The name needs to be unique on this page (other web pages can use the same section anchor names). When you click on a section link, it searches the current page for the section anchor with that particular name. If you have multiple section anchors with the same name on the same web page, the link will not work. The names should use all lowercase letters, and if there must be more than one word, limit it to only two and separate with an underscore. (eg. student_internships).



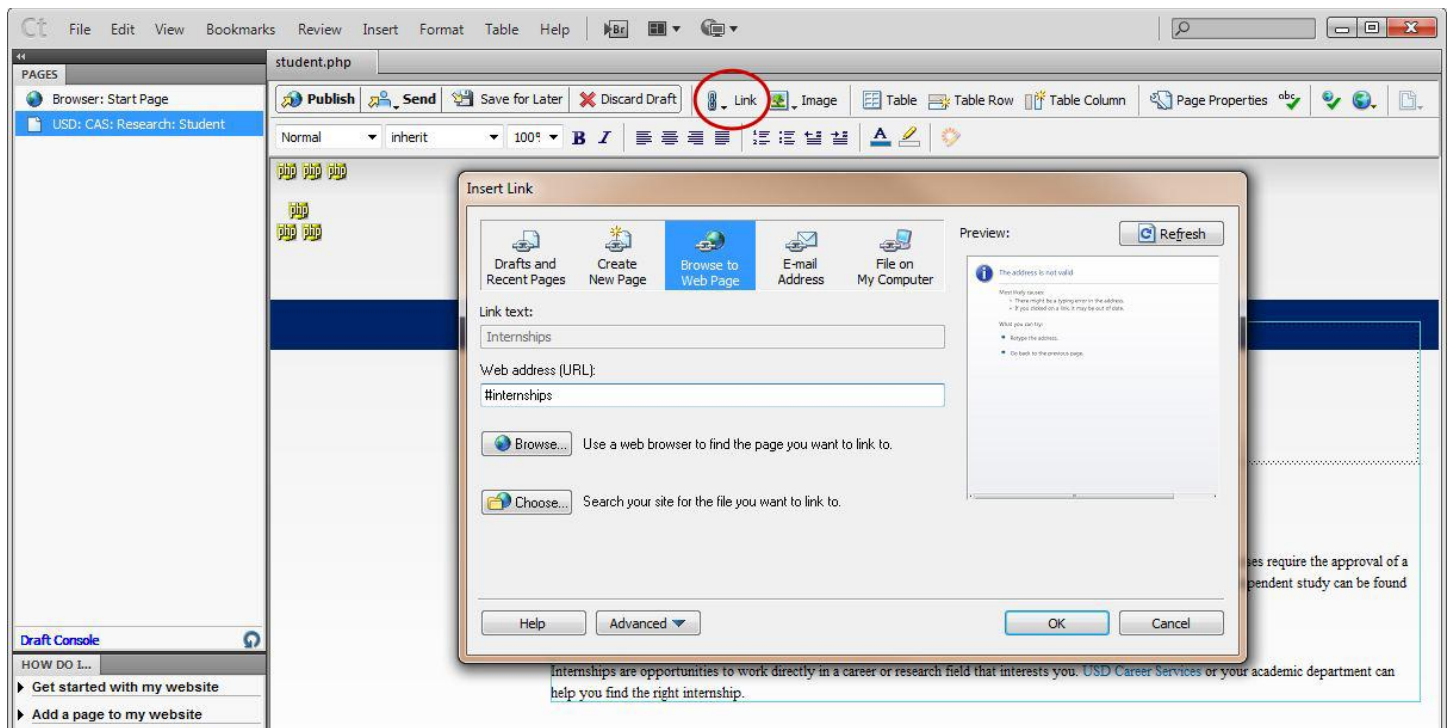
4. Click OK once you have selected your Section Anchor Name. You will see an icon before the section where you previously had your cursor. That icon identifies the new section anchor point.

5. Highlight the text that you want to link to the section you just named.



6. Once you have your text selected, click on the “Link” icon and choose “Browse to Web Page...” Once the panel opens, for the “Web address (URL):” type a “#” sign and then type the section name exactly how you typed it when you named it.

(Example: Anchor Section Name: = student_internships Web address (URL): = #student_internships). Click OK.



7. Now you are done! You will see that you now have a link, and the anchor icon to go with it. Now publish your page to test that it works. Click the section link; the page will scroll down if the section anchor is further down (it may not move down if the section anchor is close to the top) and you will also see the web address will now have “#anchorsectionname” at the end. Another thing to note, is that sometimes an anchor located at the very end of a page may not appear at the very top because the page has already reached the bottom and cannot scroll down any further.

