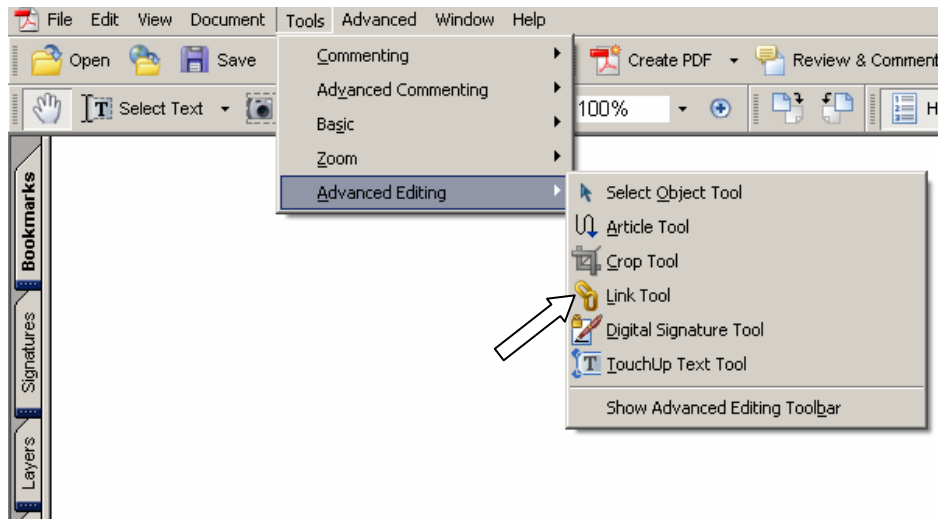


## How to Create Links in a PDF (Portable Document Format) File Adobe Acrobat 6.0

Follow the directions below to create a link in a PDF file.

- In general, links in Adobe Acrobat can be used to navigate to a page in the document you are working on, to open a file, or to open a web page.
- Additionally, to view certain links, the person viewing your file may need appropriate software installed on their computer (e.g. Adobe Reader may be required to view PDF files).


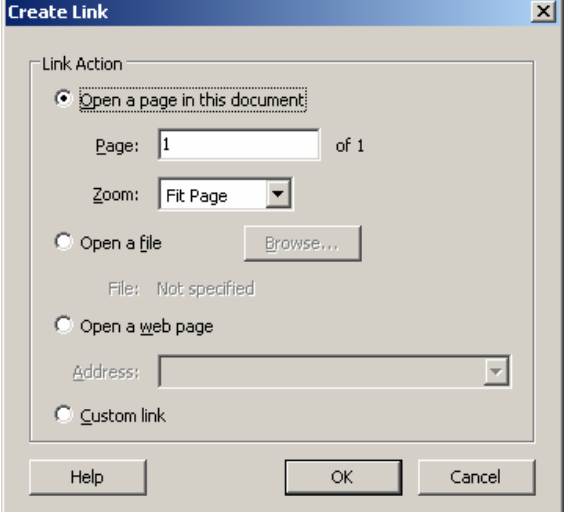
1. Open your document inside Adobe Acrobat and browse to the page where you would like to create the link.




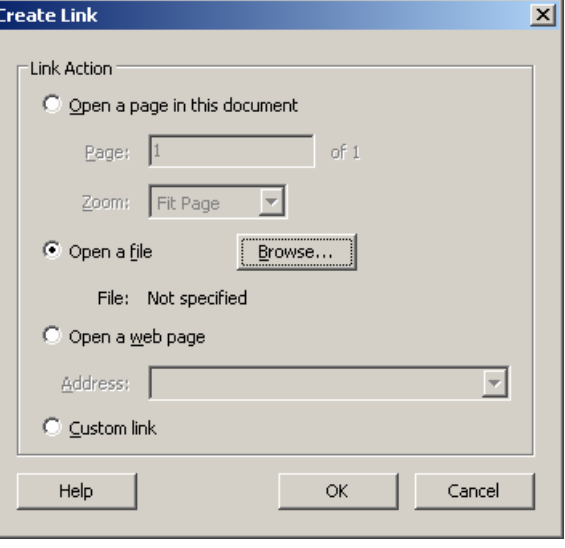
2. Go to the Tools menu and then choose “Advanced Editing” and then “Link Tool” and drag it to create a dashed-line box across the area from which you wish to link. (*Reminder: Using the Link Tool will cause all links in your document to become temporarily visible.*)

3. When you release the mouse button to complete your selection box, the Create Link dialog box appears. Choose the desired type of link. Illustrations are provided below.


To link to a page inside the PDF document:

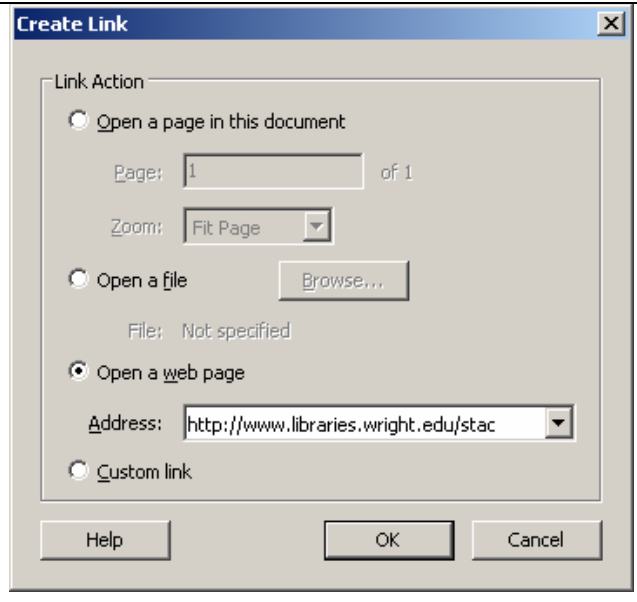
<p>a) Choose “Open a page in this document” and enter the page number to be linked. Click OK.</p> <p>b) To remove the outline around your link, right click on the link and choose “Properties...”. (illustration below)</p> <p>c) From the Link Properties dialog box, select the “Appearance” tab and then select Invisible Link as the Link Type.</p> <p>d) Return to the page where you created the link, and test it by selecting the  Hand Tool from the Tool Bar, and clicking on the link.</p>	
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To open a file (like another document or presentation file):

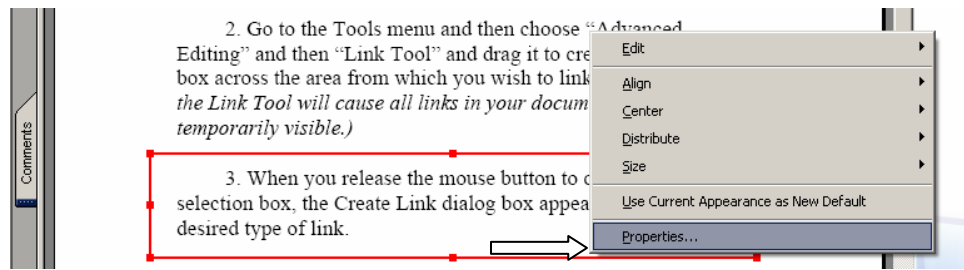
<p>a) Choose “Open a file” and browse to the directory where the desired file is located. Click Select to return to the Create Link dialog box. Click OK.</p> <p>b) To remove the outline around your link, right click on the link and choose “Properties...”. (illustration below)</p> <p>c) From the Link Properties dialog box, select the “Appearance” tab and then select “Invisible Link” as the “Link Type.”</p> <p>d) Return to the page where you created the link, and test it by selecting the  Hand Tool from the Tool Bar, and clicking on the link.</p>	
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To open a web page:

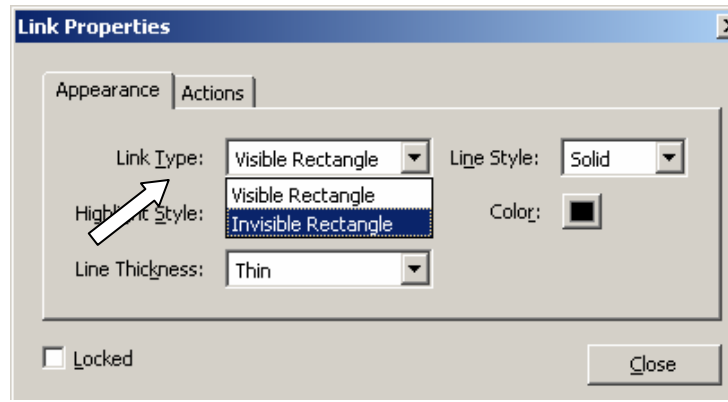
- a) Choose “Open a web page” and type the link to the desired web page. Click OK.
- b) To remove the outline around your link, right click on the link and choose “Properties...” . (illustration below)
- c) From the Link Properties dialog box, select the “Appearance” tab and then select “Invisible Link” as the “Link Type.”
- d) Return to the page where you created the link, and test it by selecting the  Hand Tool from the Tool Bar, and clicking on the link.



4. To edit your link, make sure you are currently using the  link tool (see step 2 for help finding the link tool) right click on your link and choose “Properties...”



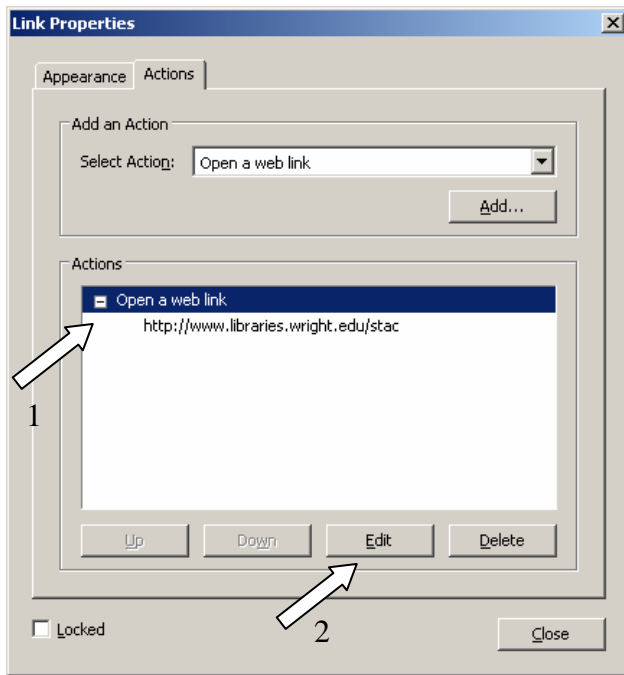
As above, if you would like to hide the rectangle around your link, choose “Invisible Rectangle” for Link Type and click Close.



If you would like to edit your link's content, click on the Actions tab.



Then select the link's action in the lower half of the box and click Edit.



Another box will appear, and you will be able to change the content of your link (in this case, a web address – your screen may look different for different kind of link):

