



CITY OF ANGOLA

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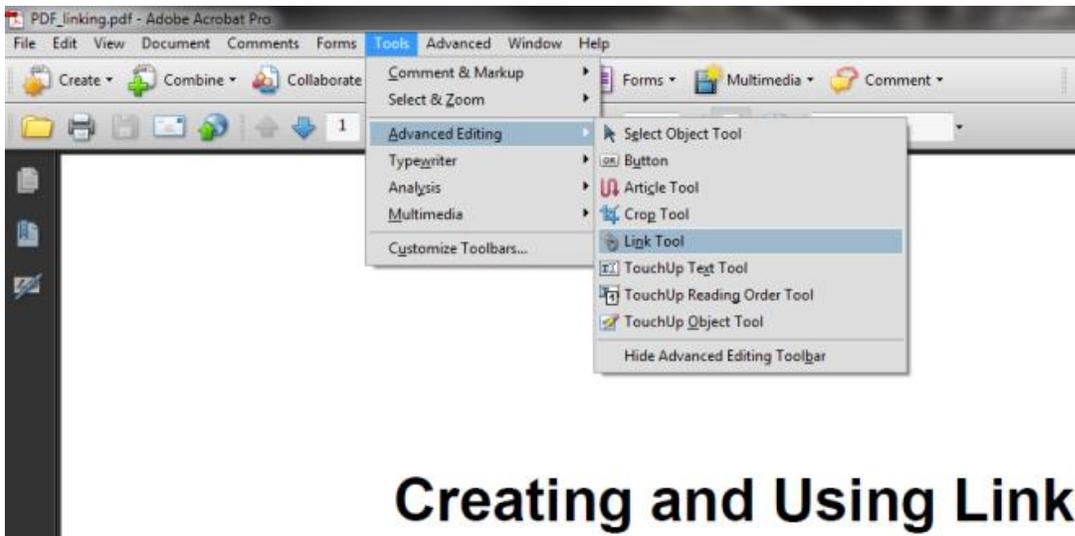
Creating and Using Links in Adobe Acrobat Pro

After making a document into a PDF, there may be times when you will need to make links within that PDF to aid navigation through the document. Linked text can be especially useful for a table of contents or index, or when you are referencing other sections of the same document and you want your readers to quickly access that particular section. Use these guidelines to learn to create links and bookmarks to navigate within the same document.

These instructions are intended for Adobe Acrobat Pro 9.

Creating Links

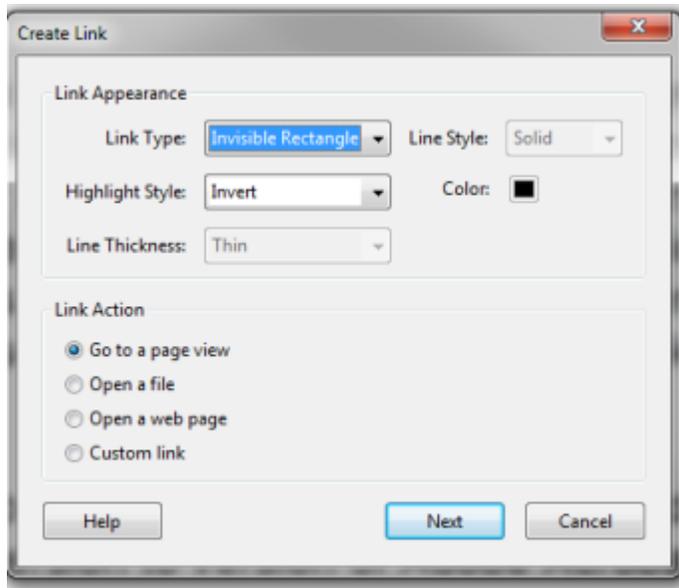
1. Open or create a PDF document.
2. From the Menu bar in Adobe Acrobat Pro; select 'Tools', 'Advanced Editing', and then select 'Link Tool'.



Creating and Using Links

Your mouse cursor will change from a Hand to a tool that looks like a crosshairs. Use this tool to highlight the text, by drawing a box with the tool around the text where you want to create the link.

3. Once you have completed drawing the box, release the mouse button. The Create Link dialog box will display.



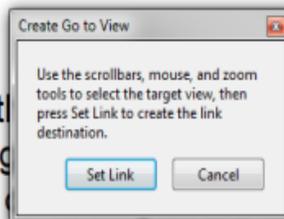
4. The Create Link Dialog box, as shown above, has many options. The Link Type field, determines whether you want an invisible or visible rectangle around the linked text; to show that there is a link present there. The Highlight style field simply provides options of what the linked text does when selected or hovered over by a mouse. Line Thickness and Line Style affects the line making up a Visible Rectangle selected in the Link Type field. Once you have made your selections, press the 'Next' button.
5. To make the desired link look like a typical A-REF link you would see on the Internet; set the Link Type to 'Visible Rectangle' and the Line Style to 'Underline'. You can modify the color of the underline and the line thickness in their respective fields. When finished, press the 'Next' button in the Create Link Dialog window when you are done configuring your settings.

6. A new window named 'Create GoTo View' now appears. This is where you browse to the page you would like to link to and press the 'Set Link' button.



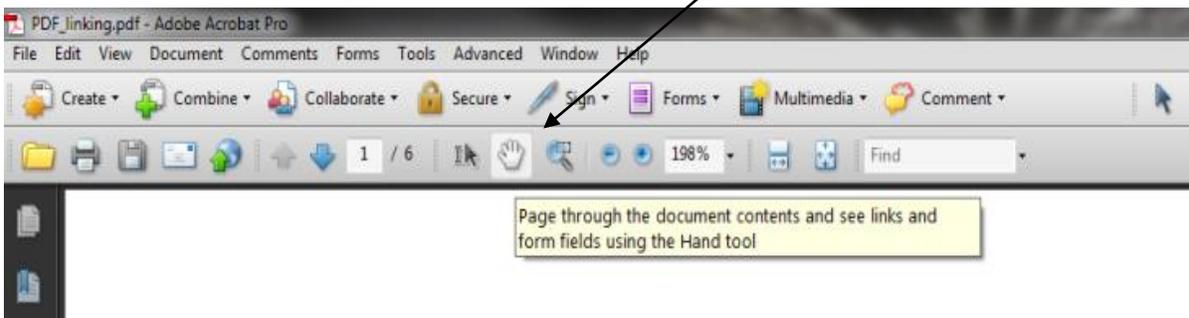
Using Links and Bookmarks in PDF

ment into a PDF, the when you will need to make links or
at PDF to aid navig document. Linked text can be especially
contents or index, eferencing other sections of the same
want your readers to quickly access that particular section. Bookmarks
for readers to see the contents of a document and choose a certain part of
Use these guidelines to learn to create links and bookmarks to navigate



In the example above, I have selected the word 'PDF' to link. Now with the 'Create Go To View' window up I browse to the page I wish to link on my computer and press the 'Set Link' button.

7. You can now test your link. First you will need to change your mouse cursor back to it's non-editing form for PDFs, which is represented as a Hand.



8. Save your document. You are done!