


## Adobe Acrobat – Links

### Create a link

Links let you jump to other locations in the same document, to other electronic documents including attachments, or to websites. You can use links to initiate actions or to ensure that your reader has immediate access to related information. You can also add actions to play a sound or movie file.

#### Create a link using the Link tool

1. Choose Tools > Advanced Editing > Link Tool, or select the Link tool  in the Advanced Editing toolbar.

The pointer becomes a cross hair, and any existing links in the document, including invisible links, are temporarily visible.

2. Drag a rectangle where you want to create a link. This is the area in which the link is active.
3. In the Create Link dialogue box, choose the options you want for the link appearance.
4. Select one of the following link actions:

**Go To A Page View** – Click Next to set the page number and view magnification you want in the current document or in another document (such as a file attachment), and then click Set Link.



**Open A File** – Select the destination file and click Select. If the file is a PDF, specify how the document should open (for example in a new window or within an existing window), and then click OK.

**Note:** If the filename is too long to fit in the text box, the middle of the name is truncated.

**Open A Web Page** – Provide the URL of the destination web page.

**Custom Link** – Click Next to open the Link Properties dialogue box. In this dialogue box, you can set any action, such as reading an article, or executing a menu command, to be associated with the link.

#### Create a link using the Select tool or Snapshot tool

1. Using the Select tool  or the Snapshot tool  (Tools > Select & Zoom), drag to select the text or image from which you want to create a link.
2. Right-click the selection, and choose Create Link.
3. Select the options you want in the Create Link dialogue box.

**Note:** The Custom Link option is not available for links created from selected text.



### Edit a link

You can edit a link at any time. You can change its hotspot area or associated link action, delete or resize the link rectangle, or change the destination of the link. Changing the properties of an existing link affects only the currently selected link. If a link isn't selected, the properties will apply to the next link you create.




*You can change the properties of several links at once if you drag a rectangle to select them using the Link tool or the Select Object tool.*

### Move or resize a link rectangle

1. Select the Link tool  or the Select Object tool , and then move the pointer over the link rectangle so that the handles appear.
2. Do one of the following:
  - To move the link rectangle, drag it.
  - To resize the link rectangle, drag any corner point.


### Change the appearance of a link

1. Select the Link tool  and double-click the link rectangle.
2. In the Appearance tab of the Link Properties dialogue box, choose a colour, line thickness, and line style for the link.
3. Select a highlight style for when the link is selected:
  - None** – Doesn't change the appearance of the link.
  - Invert** – Changes the link's colour to its opposite.
  - Outline** – Changes the link's outline colour to its opposite.
  - Inset** – Creates the appearance of an embossed rectangle.



**Note:** The Link Type, Colour, and Line Style options are not available if Invisible is selected for Appearance.
4. Select Invisible Rectangle for Link Type if you don't want users to see the link in the PDF. An invisible link is useful if the link is over an image.
5. Select the Locked option if you want to prevent users from accidentally changing your settings.
6. To test the link, select the Hand tool.

**Note:** The link properties in the Create Link dialogue box apply to all new links that you create until you change the properties. To reuse the appearance settings for a link, right-click the link whose properties you want to use as the default, and choose Use Current Appearance As New Default.

### Edit a link action

1. Select the Link tool  and double-click the link rectangle.
2. In the Actions tab of the Link Properties dialogue box, select the listed action you want to change, and click Edit.

### Delete a link

1. Select the Link tool  or the Select Object tool .
2. Select the link rectangle you want to delete.
3. Choose Edit > Delete, or press the Delete key.