Navigation Using Links

NOTE: You create your links in the pdf file made from your Power Point file.

Creating Links on the Mac
Creating link to specific pages and section makes it easy to jump from page to page.
NOTE: Know the number of the page you want to link.
1. Select the LINK tool from the toolbar (View – Toolbars – Advanced Editing)
2. Draw a box around the text you want to link.
3. The CREATE LINK dialog box appears
4. Under link action – click on Open a page in this document and fill in the page number.
5. Under Zoom – choose inherit zoom
6. With the LINK tool still selected – double click on the link box you have drawn – the LINK PROPERTIES dialog box will appear to set the appearance of the link
7. Fill in the information for the appearance of the link – choose invisible rectangle – invert – close the box.
8. Choose the hand tool and click on your link to test.

NOTE: To see your pages and content – click on the PAGES tab on the side of your PDF window.

Creating Links on the PC's
Creating links on the our PC's can be slightly different.
1) First, highlight the page (in navigation pane to the left of the document – click the page tab on the side to open and see all the pages) you want the link to go to.
2) Second, highlight the link tool and go to the page where the link will start from.
3) Draw a rectangle around the word you want to link
4) When you release the mouse a menu will come up to change the appearance and choose action
5) For action - choose "go to page"
6) For appearance - choose invisible rectangle and invert and inherit zoom.
The link will automatically choose to link to the page on the left that you have already navigated to.

Linking to a web page.
THE EASIEST WAY to link a web page to your PDF document - make sure that all of your addresses in the document are complete and start with http
EX. http://www.kennesaw.edu. If you do this, then you can do the following:
1. Go to Advanced – Links – Create From URL's in Document
2. The Create Web Links Dialog box opens – choose ALL
3. After a few moments Acrobat will tell you how many addresses it found.
4. Click ok
5. Select the link tool to reveal the new links

To edit the web links
1. Select the Touch Up Text tool
2. Go to View – Toolbars – Advanced Editing
3. Select the address and Control + Click (Mac) or Right + Click (Window) and choose properties from the contextual menu
4. Edit properties and close

To link a web address one at a time
1. Click on the Select Text tool
2. Highlight the URL in the PDF file
3. Do Edit – Copy
4. With the text still selected – Do a control – click (Mac) or Right + Click (Window) and choose Create Link from the contextual window
5. The Create Link From Selection will open
6. Select "Open a web page" and paste address – make sure the address is complete
7. Then – select the Link Tool and double click on the link to open the properties box. Select the properties/appearance you want
8. Control – click (Mac) or Right + Click (Windows) and select "Use Current Appearance as New Default"
9. Select the hand tool and test