

# Adobe Acrobat LINKS

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Click on the blue, underlined text to go to its linked reference.<sup>1</sup>



1. Open **Adobe Acrobat**. Whether you're linking to a document, a video, or a website, the link creation process is the same.

2. From the MenuBar, select File ► Open... (Figure 1).

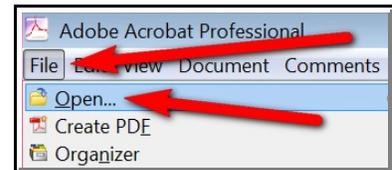


Figure 1

3. RIGHT-click on the file, "\_TOC.pdf" and Left-click the "Open" button (Figure 2).

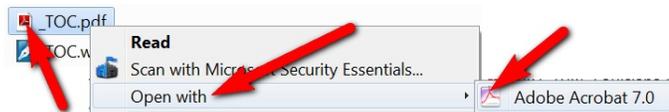


Figure 2

4. From the MenuBar, select View ► Fit Visible (Figure 3).



Figure  
4

5. From the ToolBar, click on the Link Tool (Figure 4). If you do not have the Link Tool showing, select Tools ► Advanced Editing ► Link Tool.

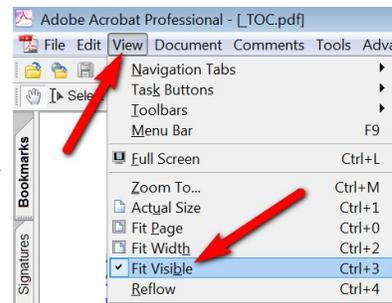


Figure 3

6. Draw a box around the text you want to act as a link (Figure 5).

[Introduction](#)

[1900](#) In The Genes  
[1915](#) Remember the

Figure 5

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7. In the popup, “Create Link,” (Figure 6):

- ❶ Select “Invisible Rectangle” so that the person thinks she is clicking the text.
- ❷ “Open a File” because it’s a file to which you’ve linked.
- ❸ Left-click on “Next” button.

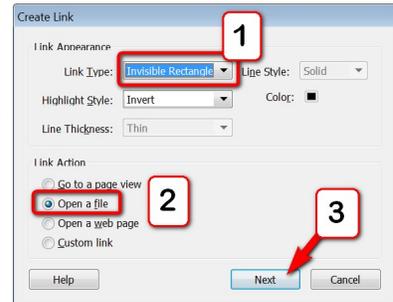


Figure 6

8. Select the file (Figure 7):

- ❶ Left-click on the icon for the file you want.
- ❷ The name appears in the “File name” pane.
- ❸ Left-click on “Select” button.

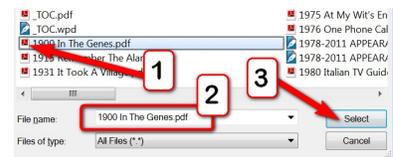


Figure 7

9. Make sure that “New window” is selected in the ‘Specify Open Preference’ so that when that page is closed, the reader returns to the original document. Click on “OK” button (Figure 8).

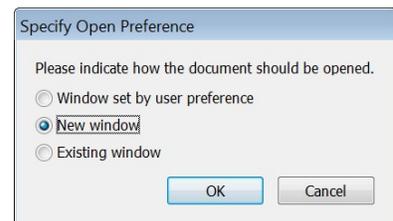


Figure 8

10. From the MenuBar, select File ► Save (Figure 9).

[Introduction](#)

[1900](#) In The Genes  
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Figure 9

11. SAVE your work (Figure 10).



Figure 10

12. **REPEAT** Steps 5–11 as needed.