

Adobe Acrobat

TABLE OF CONTENTS LINKED



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Click on the blue, underlined text to go to its linked reference.¹

This is how to create links in a Table of Contents (TOC) that was created in WordPerfect, but will be linked in Adobe Acrobat.

1. Create the TOC in WordPerfect.

To learn how, visit <http://DarryD.com/WP>.

2. From the MenuBar in WordPerfect, click on File
➤ Publish to PDF.

3. Open the TOC document in Adobe Acrobat
(**Figure 1**).

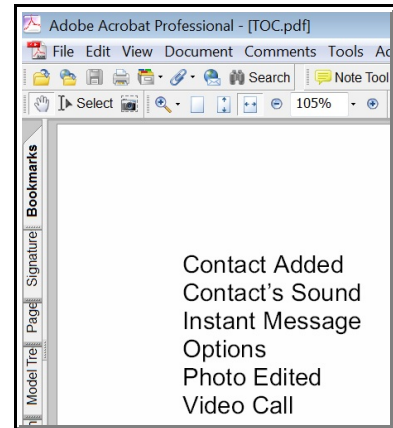


Figure 1

4. Create the invisible link (**Figure 2**):

① Left-click on the Link icon.

② Left-click, hold and drag to create a box around the word/phrase to be linked.

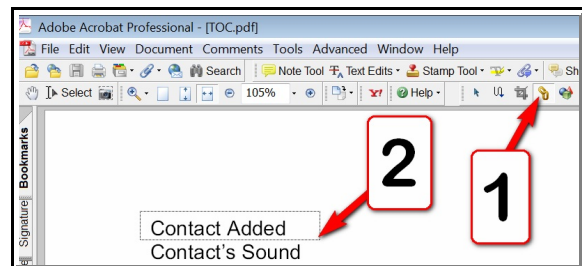


Figure 2

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5. Create the link (**Figure 3**):

- ❶ Ensure that the “Link Type” is “Invisible Rectangle.”
- ❷ Left-click on “Next” button.

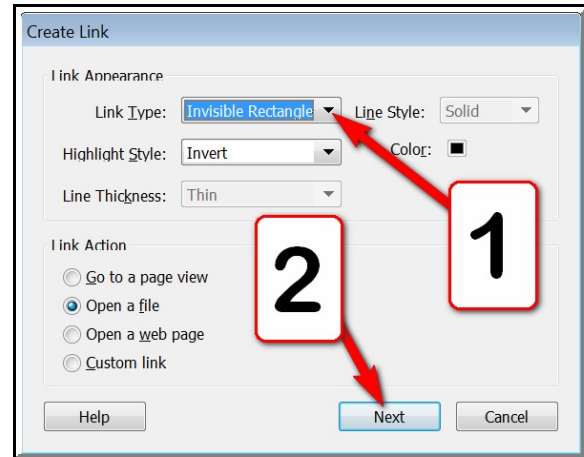


Figure 3

4. Open the File that the link is to open (**Figure 6**):

- ❶ Left-click on the file’s icon.
- ❷ Left-click on “Select” button.

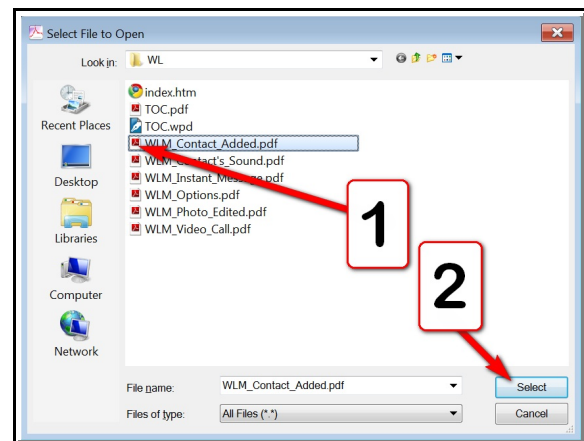


Figure 4

5. Select “Window set by user preference” in the Specify Open Preference window (**Figure 5**). Either left-click on the “OK” button or touch the Enter key on your keyboard.

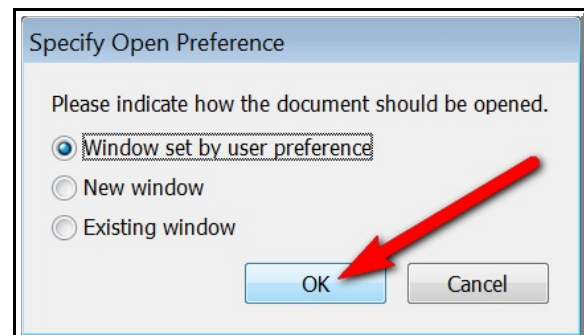


Figure 5

6. A red rectangle appears around the item you've linked, but that is just a temporary 'marker' (**Figure 6**). It will disappear when you save the document.

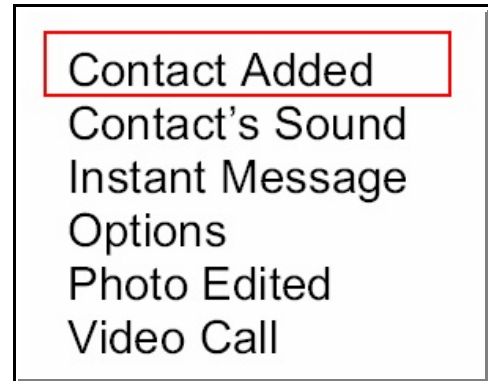


Figure 6

7. SAVE the document (**Figure 7**).

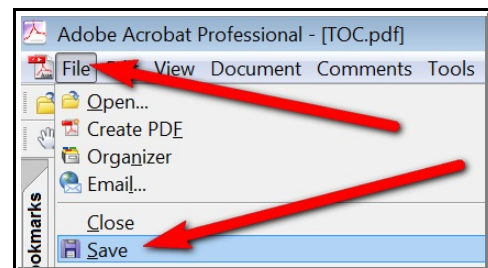


Figure 7

8. When the document is opened in Adobe Reader, the cursor will change from a vertical line (|) to a 'link finger' (**Figure 8**) when it is moved over any part of the word or phrase you've linked.

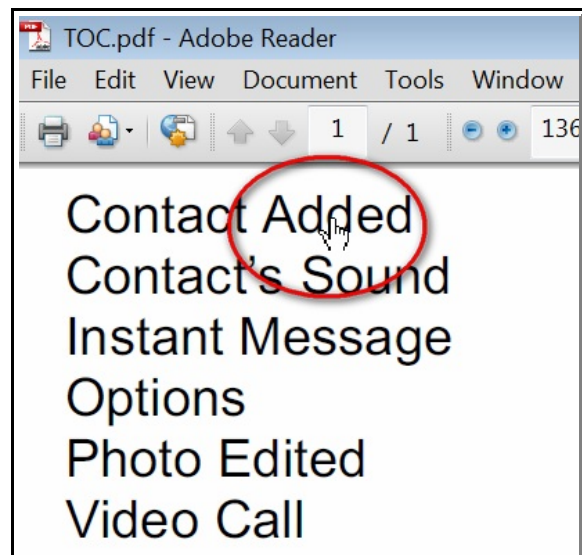


Figure 8

9. The document targeted by the link opens when that link is chosen (**Figure 9**).

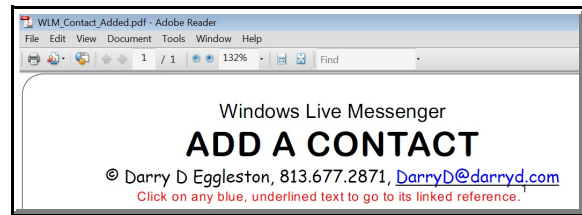


Figure 9