

ADDING HYPERLINKS/WEB LINKS TO A PDF

There may be times when you may want to add a hyperlink to a PDF document. Adobe Acrobat allows you to edit the document and add a hyperlink, or web link, as Adobe refers to it.

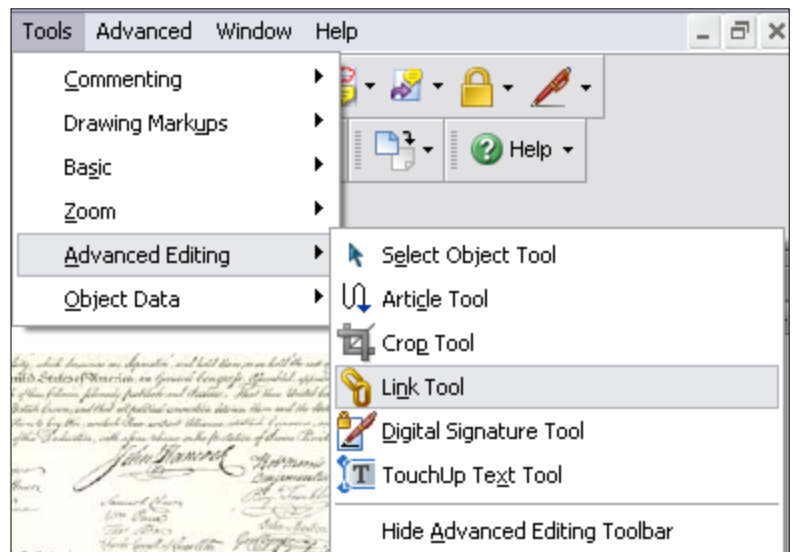
Adding a web link to a PDF

NOTE: The easiest and most accurate way to copy a URL is to open the web page itself, highlight the URL, and select Edit > Copy. Then paste the URL where needed.

- Open Internet Explorer and access the web page you want.
- Highlight the URL and Edit > Copy.
- Open Adobe Acrobat and navigate to the PDF in which you wish to add the web link.
- From the Tools menu, select Advanced Editing > Link Tool.
- Or click on the Link button on the Advanced Editing toolbar.

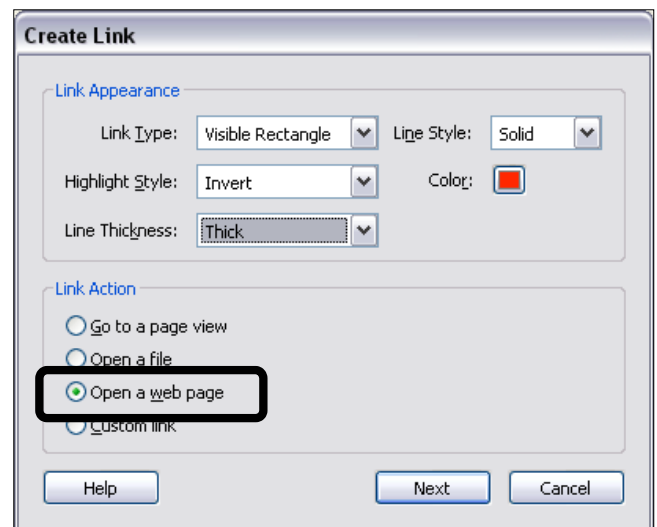


The cursor's appearance will change to a cross.



Use the cursor to draw a box around the word that you want to become a live link.

- The Create Link window will appear. You can change the Link Type, Line Style, Highlight Style, Color and Line Thickness.
- Click the radio button beside Open a web page and then click Next.



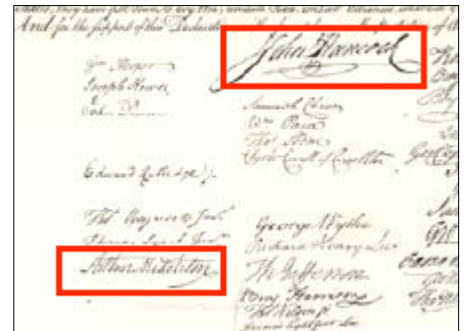
- Enter the URL for the web page to be linked.

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- Click OK.



- You will now see a line around the areas you highlighted to link.
- To test the link, click the Hand Tool. Click the linked text and the linked web page should open.



How can I use this feature in Adobe Acrobat?

1. You may have a PDF document and want to create a link to related web sites that emphasize the topic in the document. The example in this lesson is a PDF of the Declaration of Independence and a hyperlink created to a web site about John Hancock.
2. You can put your web linked Adobe document in your Virtual Share folder, and your students can drag a copy to their laptop for class work, homework, etc.
3. You can actually use Adobe Acrobat to create a web page by saving it as an html document. Choose File > Save as Web Page...