

Adding Internal Links

Adding Internal Links to a PDF Document

To create an internal hyperlink in a PDF document do the following:

1. Navigate to the section in the document where you want to create a link.
2. Select the **Link Tool** from the toolbar. The pointer becomes a cross hair (+).
3. Press the **Ctrl** key and select the target text with the I-beam. This allows you to fit a link rectangle exactly around the selected text. With the **Text Select** tool cross hair (+) you can also drag the mouse over the text to create a marquee.
4. In the **Create Link** dialog box, choose the rectangle type (visible or invisible).
5. Select a **Highlight Option** for when the link is selected (none, invert, outline or inset).
6. Choose an **Action Type**, which should usually be the default, **Go to View**.
7. Navigate down in the document to the page containing the text of the link target.
8. Click on the **Set Link** button.