

Insert Links Into PDFs

To make a link in a PDF created from a Word file, if you have the full version of Adobe Acrobat:

1. Open both files. Find the link in the Word version and Ctrl+ click on it to have the web page open.
2. Copy the web address from your browser.
3. Navigate to the link in the PDF.
4. Click on Tools > Add or Edit Interactive Object > Link. Notice that the cursor turns to a small crosshatch.
5. With the crosshatch cursor, carefully box around the copy you want to be a live link (do not include punctuation).
6. A "Create Link" box pops up. Make the following selections:
 - Link Type: Invisible Rectangle
 - Highlight Style: None
 - Link Action: Open a Web Page
 - Not sure about Line Thickness or Line Style. Keep default.
7. Click next and then paste the web address from your browser into the box. Click OK.