

Adobe Acrobat

# TABLE OF CONTENTS LINKED



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

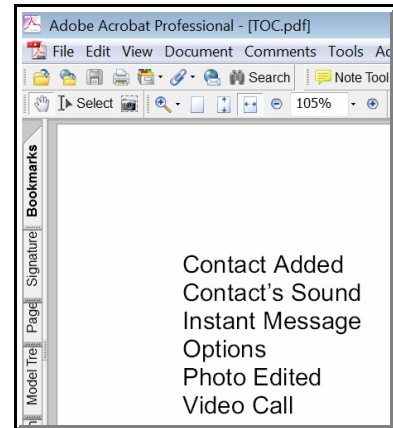
This is how to create links in a Table of Contents (TOC) that was created in WordPerfect, but will be linked in Adobe Acrobat.

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**).

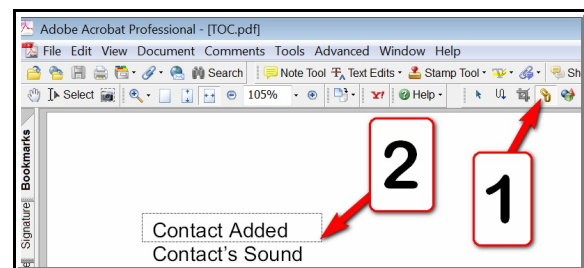


**Figure 1**

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.



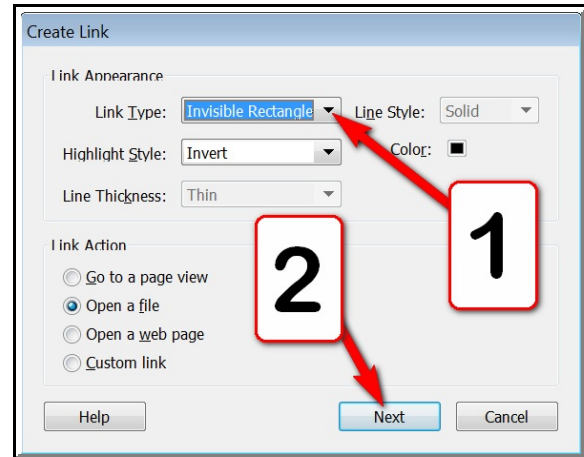
**Figure 2**

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

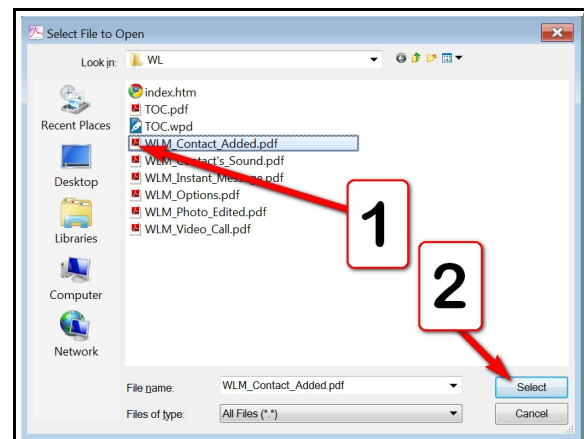
- ❶ Ensure that the “Link Type” is “Invisible Rectangle.”
- ❷ Left-click on “Next” button.



**Figure 3**

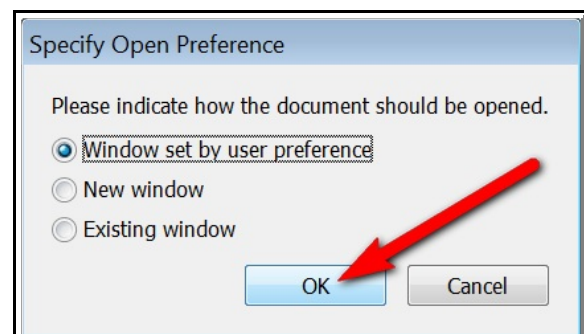
### 4. Open the File that the link is to open (**Figure 6**):

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



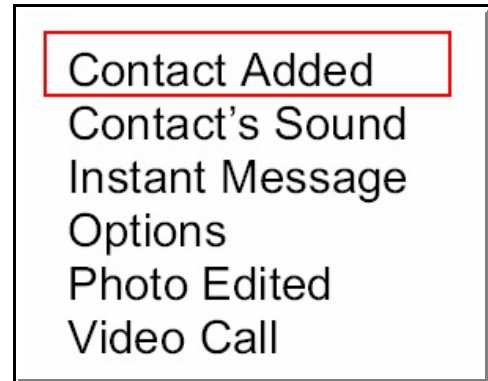
**Figure 4**

### 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.



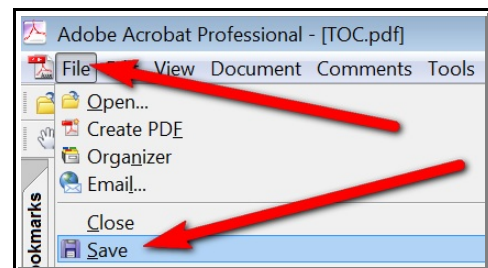
**Figure 5**

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.



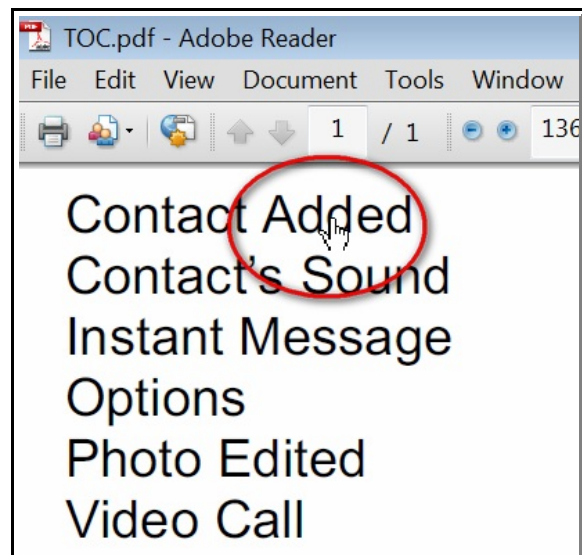
**Figure 6**

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



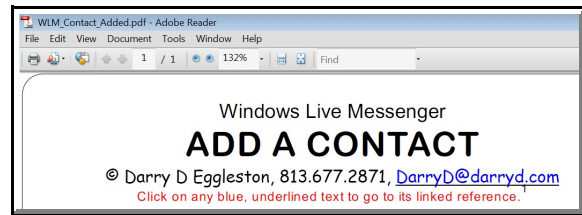
**Figure 7**

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**