

WordPerfect & Adobe Acrobat

CREATE FAUX LINK IN WP & ACTIVATE IN ACROBAT

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1. In WordPerfect, select text to become the link.
2. Left-click on blue “Link” icon on the WordPerfect ToolBar (**Figure 1**).



Figure 1

3. SAVE the document as a WP document.
4. Select File ► Publish to PDF.
5. (Adobe Reader opens showing the document.)
6. Exit Adobe Reader.
7. Open **Adobe Acrobat**.
8. Open the PDF document you created paragraph 4.
9. Move to the faux link position.
10. Left-click on “Gold Chain” icon on ToolBar (**Figure 2**)
— or select Tools ► Advanced Editing ► Link Tool.



11. Draw box around faux link.
12. In the popup, change “Link Type” to “Invisible Rectangle”.
13. Ensure that “Link Action” is set to “Open a file”.
14. Left-click on “Next” button.
15. Left-click on the file to which the link will open.
16. Left-click on “Select” button.
17. (IF link is to a document), in the popup “Specify Open Preference,” Left-click on “New Window” and Left-click on “OK” button.
18. SAVE the PDF in Adobe Acrobat.
19. Exit Adobe Acrobat.
20. Start ► Documents.
21. Double-click on PDF saved in Step 16.
22. Adobe Reader opens showing the document.
23. Left-click on the link you created in Step 13 to ensure it works.
24. IF you get the popup (Launch “Name of File”, click on “Open” button. IF you’ll click on “Do not show this message again,” before you click on “Open” button, you’ll never see this popup again.
25. The first time you open Windows Media Player, you’ll have to select “Recommended settings” and click “Finish” button.
26. If link works, your document is ready.
27. SAVE it.
28. Exit Adobe Reader.
29. Repeat Steps 1–28 as needed.