

HYPERLINK TO A PDF

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Click on the blue, underlined text to go to its linked reference.



WordPerfect lets you publish documents to PDF (portable document file). Adobe Acrobat Reader and other programs allow you to print, view, and share PDF files. You can publish the active document or a document to which you have access.

You can include hyperlinks and bookmarks in a PDF file.

A hyperlink, or simply a “link”, is a reference in a hypertext document to another document or other resource. As such it would be similar to a citation in literature. However, combined with a data network and suitable access protocol, it can be used to fetch the resource referenced. This can then be saved, viewed, or displayed as part of the referencing document.

Hyperlinks are useful for adding jumps to other Webpages or to Internet URLs.

“Bookmarks” allow you to link to specific areas in a PDF file. When the PDF file is first opened in Adobe Acrobat or Acrobat Reader, you can specify whether bookmarks are displayed.

BENEFITS OF HYPERLINKS:

- ★ When you publish a WordPerfect file to PDF that includes hyperlinks, the links will be added *automatically* to the PDF.
- ★ When you publish a table of contents, index, list, or table of authorities to PDF, WordPerfect numbers each marked heading or subheading sequentially. The entries display in the PDF as numbered bookmarks in the document.

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TO CREATE A HYPERLINK

1. Select text or a graphic.
2. From the MenuBar, Left-click on Tools ► Hyperlink.

3. Type a path and filename in the Document/Macro box (**Figure 1**).

You can also create a hyperlink to a Web address by typing a URL in the Document/macro box.

If you want to browse for the URL, click Browse ► Web.



Figure 1

4. If you want to link to a bookmark, choose a bookmark from the Bookmark list box (**Figure 2**).

You create bookmarks by selecting Tools ► Bookmark.

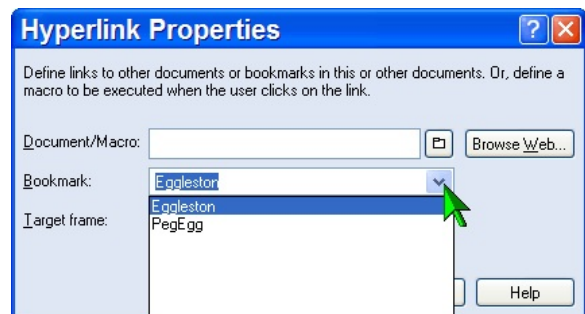


Figure 2

5. Type the name of the frame in the Target frame box.



When publishing to the Web or PDF, WordPerfect uses *absolute URLs* rather than *relative URLs*, meaning that **you must enter the full location path to the link, not just the filename**. If you are linking to a document or a website, you *must* have the full path to the document. If not, you will get “file not found” or “webpage not found” errors when clicking on the link.