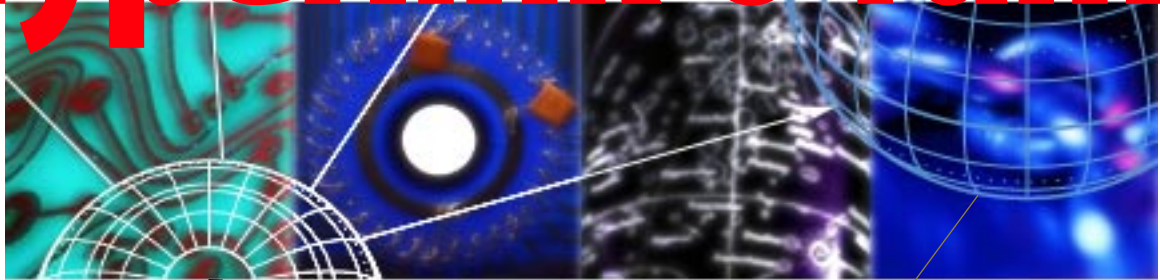


# Hyperlink-o-rama



**Creating Page-to-Page Links**

**Dragging and Dropping Links**

**Setting Links  
to External URLs**

**Creating Automatic Links  
in Adobe PDF Files**



**Creative Director Laura Urban Perry  
showcases a variety of techniques  
for creating hyperlinks with  
Adobe® PageMaker® 6.5.**

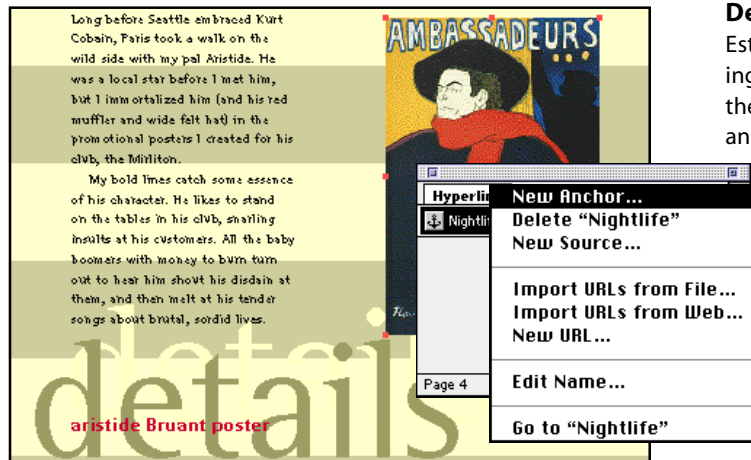


*PLEASE NOTE: These tips work equally well on Windows® or Macintosh® platforms. Keyboard shortcuts are noted for both platforms: the Command key on the Macintosh maps to the Windows Control key, and the Option key maps to the ALT key.*

There are many ways to add hyperlinks to your PageMaker on-line documents. With the new Hyperlinks palette in PageMaker 6.5, you can easily make and view your links. When you export your files to use on the Web or in CD-ROM publishing, the links you've created will function equally well whether exported to Adobe Portable Document Format (PDF) or HTML files.

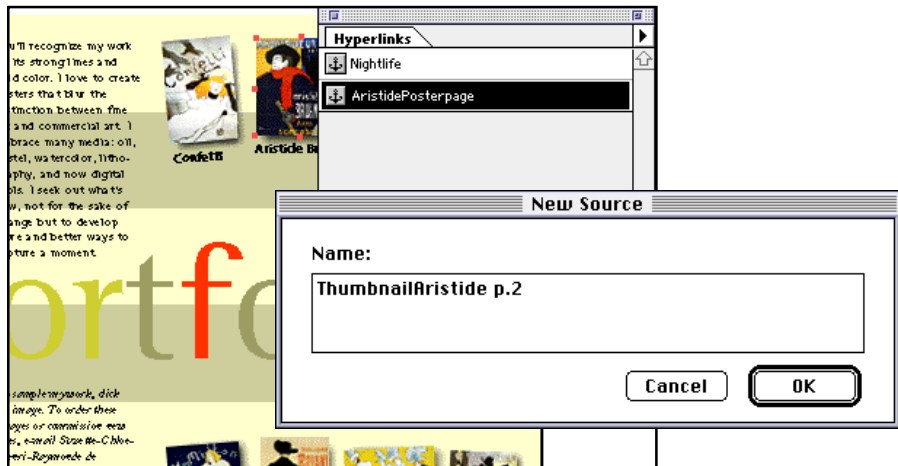
## CREATING PAGE-TO-PAGE LINKS

1. Set the destination or “anchor” for your link by selecting a range of text or a graphic on a page. Then, choose New Anchor from the Hyperlinks palette pop-up menu. Name the anchor to add it to the Hyperlinks palette. Repeat this step for each page destination you'll be specifying.



**Destination first**  
Establish the good working habit of adding all of the destinations (anchors and URLs) for your links first. Then, go through the document and create sources (or links) for those destinations. You can set many sources to point to one destination.

2. Go to the page containing the text or graphic that you want to make the source of the link. Select the text or graphic, and then click the Anchor button next to the anchor you created in the Hyperlinks palette. Name the source to your link.



3. To test the link, click the Hand tool in the Toolbox. Any links you've created appear with a blue outline around them. This outline indicates the links only when you're in Browse mode in PageMaker. When links are exported to HTML or PDF files, they appear as you designed them in PageMaker.

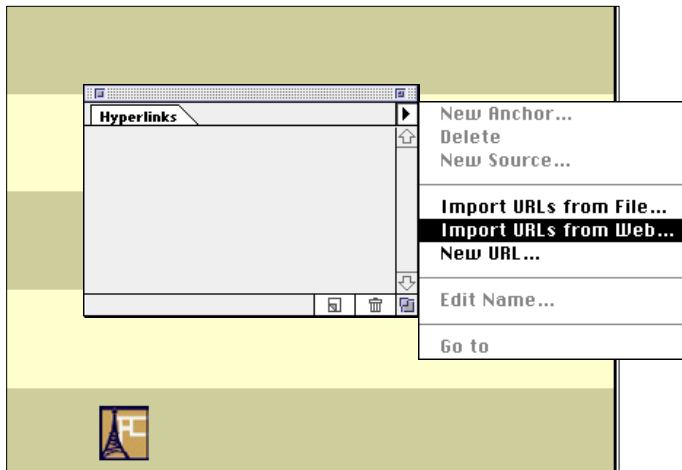


**Navigation Shortcuts**  
Use the Home, End, Page Up, and Page Down keys to navigate through the pages of your document. Page Up goes to the previous page; Page Down goes to the next page; Home goes to the first and End to the last page of your document. To jump to the last pages you were working on, use Go Forward (Control/Command+Page Up) and Go Back (Control/Command+Page Down).

You can link from your PageMaker document to any URL, whether it's a path to a local file or to a location on the Web. And you can add many URLs to your palette at once by importing them from a file or from a location on the Web. The process for creating links to these destinations is very similar to the one for setting page-to-page links.

## SETTING LINKS TO EXTERNAL URLs

1. Set the destination for your link by choosing New URL, Import URL from File, or Import URL from Web from the Hyperlinks palette pop-up menu. When you choose New URL, you just type the complete URL in the dialog box, and it gets added to the Hyperlinks palette.



### Selecting sources

Use the text tool, not the pointer tool, to select text to create sources or anchors. Use the pointer tool to select images for sources or anchors.

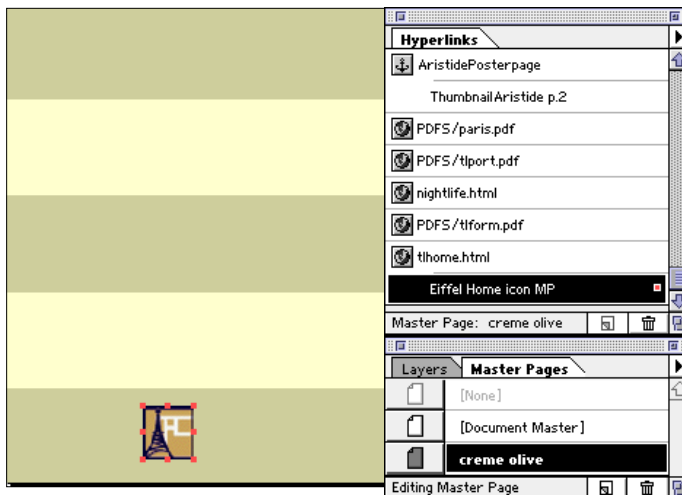
2. Go to the page that has the source text or image. Select the source, and then click the Anchor icon next to the destination URL in the Hyperlinks palette. Name your source to complete the link.



### Imported URLs

When you import URLs from a file, from the Web, or by dropping a link from a browser, all of the URL links from that HTML page are added to your Hyperlinks palette.

3. You can create a link that goes to the same destination from every page in the document—for example, a link back to the home page (main or index page). Simply place the source text or image on a master page and create the link once. Then apply the Master page to every regular page in your document.



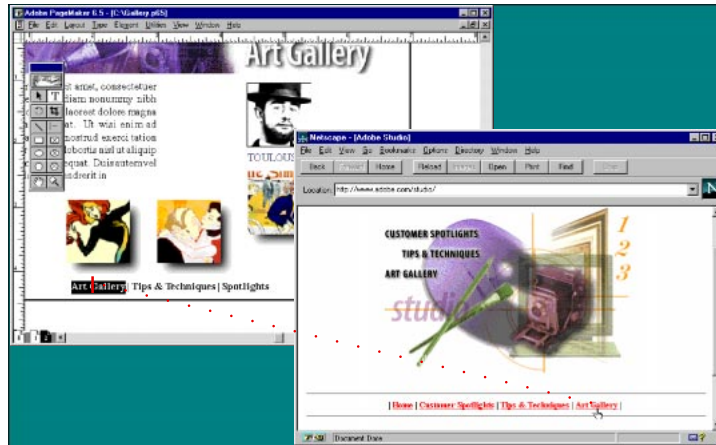
### How links look

When you export HTML, linked text or graphics appear with the default link style set in the Web browser. In exported PDFs, linked text and graphics do not change their appearance. Specify how PDF links look in PageMaker—for example, make all text links bold and red. Be consistent within your document.

*Get hip, get happenin', get draggin' and droppin'. These days any application worth its salt has enabled drag and drop in a variety of ways. One of the most useful ways in PageMaker is with HTML links. With Netscape Navigator, not only can you drag linked text and have the link remain active, you can also drag the contents of the linked destination page, if you choose.*

## DRAGGING AND DROPPING LINKS

1. With your PageMaker document open, select the text or graphic you'd like to be the source of your link. Then, go to the Web browser window, drag the link from the browser window onto the selected element in PageMaker, and drop it.

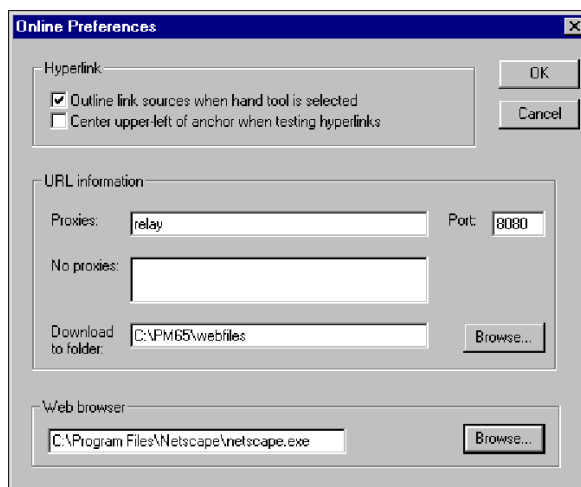


**Bookmark files**  
Create a Bookmark or Favorites file in your browser that contains all of the external links you plan to use again and again. Then you'll have one consolidated HTML file to drag and drop from.

2. Note that the link has been added to your Hyperlinks palette. Now you can create other links from your document to this link.

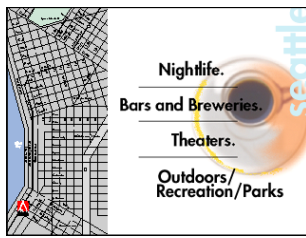


3. If you hold down the all-powerful ALT/Option key before dragging in the link, you bring the contents of the linked HTML page into PageMaker. Be careful though. If the HTML page is long and complex, you may be adding a lot of material to your PageMaker document.



**Dragging HTML files**  
When you drag the contents of an HTML page into PageMaker, the HTML file and its associated files get copied to your hard disk. Set where those files go under URL Information in the On-line Preferences dialog box before you ALT/Option+drag. Then it's easy to locate the new content, move files without breaking links, or delete files.

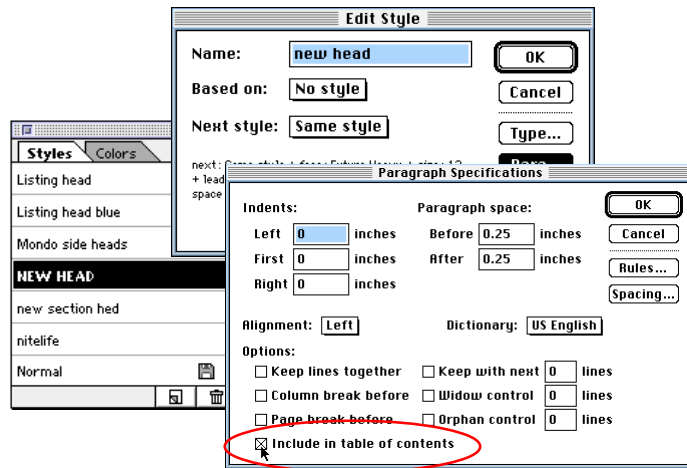




Adobe Acrobat converts entries in a PageMaker table of contents (TOC) or index into links that let you jump from a TOC or index entry to the referenced page. Use the same process you would to create a printed TOC or index. Make sure that your pages are proofed and accurate. Then generate your TOC or index and export the Acrobat PDF file.

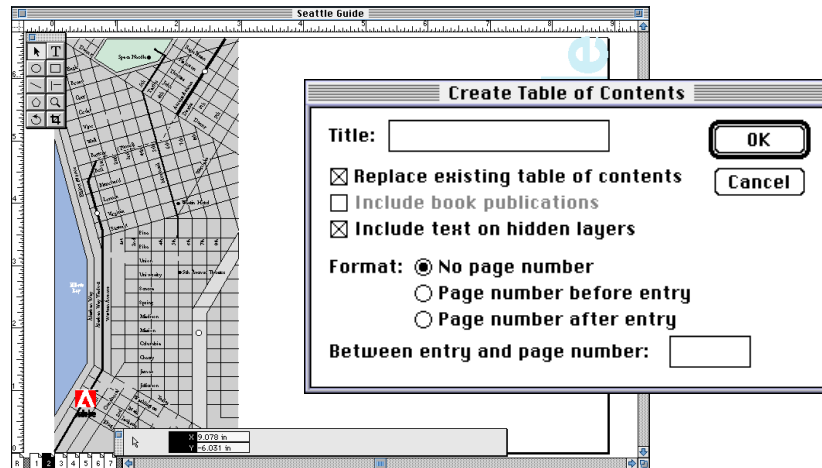
## CREATING AUTOMATIC LINKS IN ADOBE ACROBAT PDF FILES

1. Select the Styles that you want to include in a table of contents. Make sure that Options: Include in Table of Contents is checked in the paragraph specifications for each TOC style.  
*Note:* No special steps are involved in making index entries act as links. Index entries automatically become links when you export the PDF file.

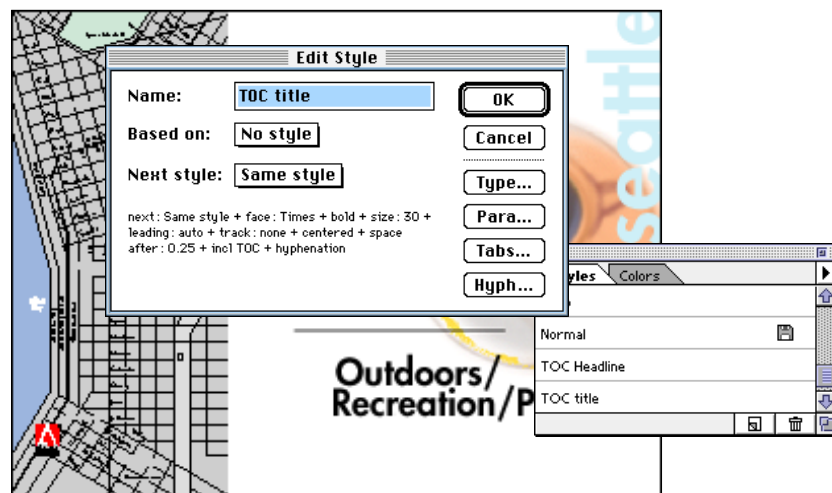


**Proof and edit first**  
 When you generate a TOC or index each entry maps to a specific page. If you then edit the page and cause the referenced text to move to a new page, the TOC or index entry will reference the wrong page. So be sure you complete all editing before you generate a TOC or index.

2. Choose Utilities>Create TOC. For on-line documents, it is not important to include the page number in the TOC since the link jumps there automatically. Instead, select Format: No Page Number. Give your TOC a title if you wish.

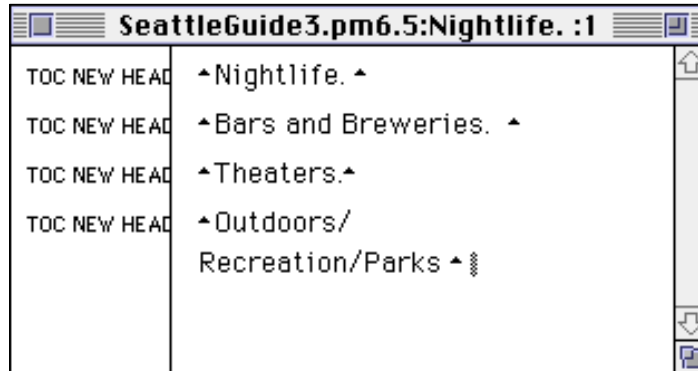


3. Place the TOC on the page. The type specifications for the TOC styles in the Styles palette are based on the text styles you chose to include in the TOC. If you want the TOC styles to look different, just modify the TOC styles in your Styles palette. Then save the publication.



## CREATING AUTOMATIC LINKS TO ADOBE ACROBAT PDF FILES (continued)

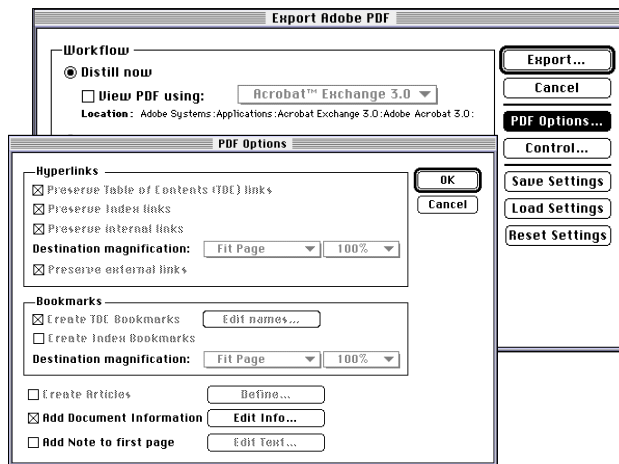
4. If you need to change any TOC text, edit it in Story Editor so that you don't inadvertently delete the TOC PDF marks.



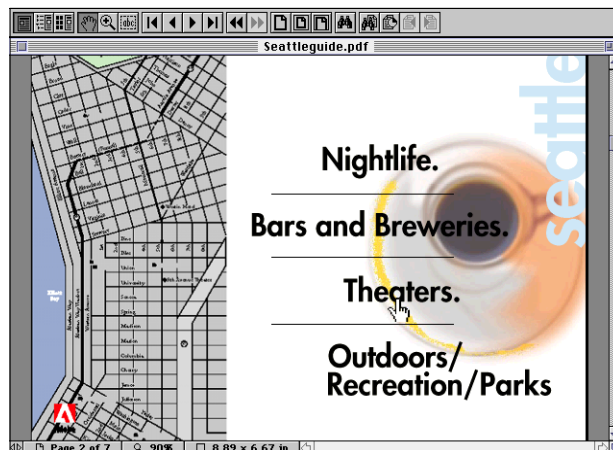
### Preserving PDF marks

When you generate a TOC, PDF marks are added before and after the text to denote a link. Edit your TOC in the Story Editor by clicking on the TOC text and pressing Command/Control +E. Here you can see the tiny triangle PDF marks and work around them.

5. When exporting to PDF, choose File>Export>Adobe PDF and adjust your general settings. Then, select PDF Options to make sure that TOC: Link to TOC Entries is selected. Create bookmarks if you'd also like Acrobat® Bookmarks to be generated from your TOC. Set the magnification of the view of your link destination.



6. After creating the PDF, check your links in the PDF file with Acrobat Exchange®. The Grabber Hand cursor will change to a Pointing Hand cursor to indicate when a link is present. You can create additional links from graphics or text with the Links tool in Exchange.



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