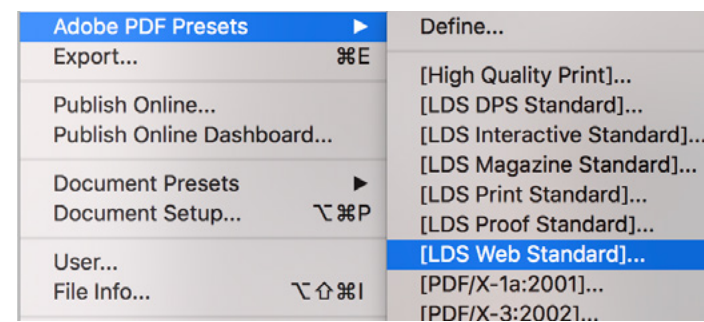# Creating Linked PDFs

## Exporting the PDF from InDesign

If the links should be colored, highlight the text and set the color to RGB: 37, 99, 142
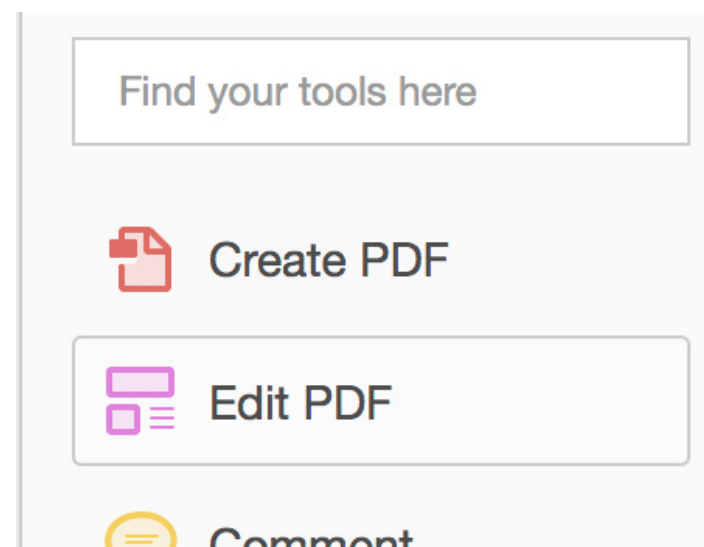
Export the PDF using [LDS Web Standard]

Close the InDesign file *without* saving

## Changing Text Color in Acrobat

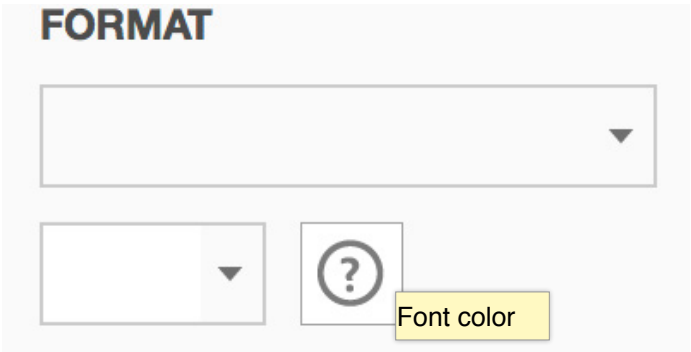Open the PDF in Acrobat Pro and open the Edit PDF toolset

The 'Edit' tool should be selected by default and the text in the PDF should be surrounded by gray boxes

Select the boxes containing the text to be linked

Click the 'Font Color' selector from the 'Format' tools (it may question mark in a circle)



Set the color to RGB: 37, 99, 142.
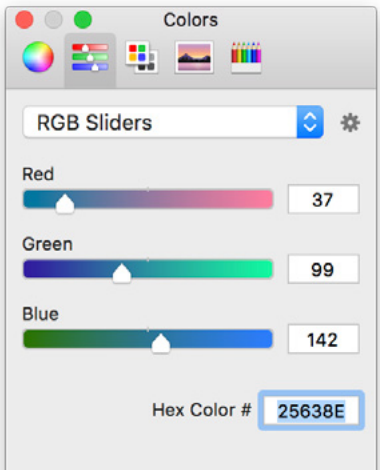


If the text shifts after changing the color, try selecting fewer text boxes. If the text continues to shift, Change the text color in the InDesign document and re-export, or reposition the text frames manually.
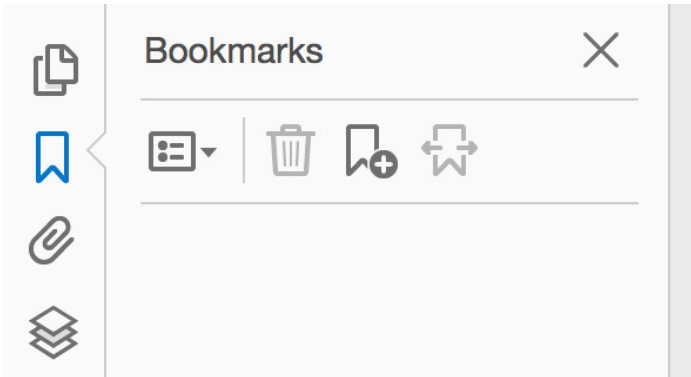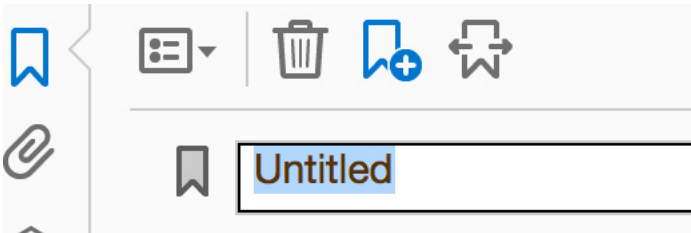
## Creating Bookmarks

Open the Bookmarks panel


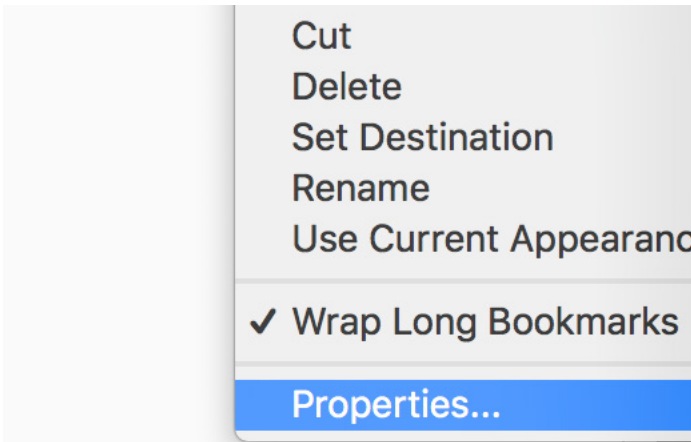
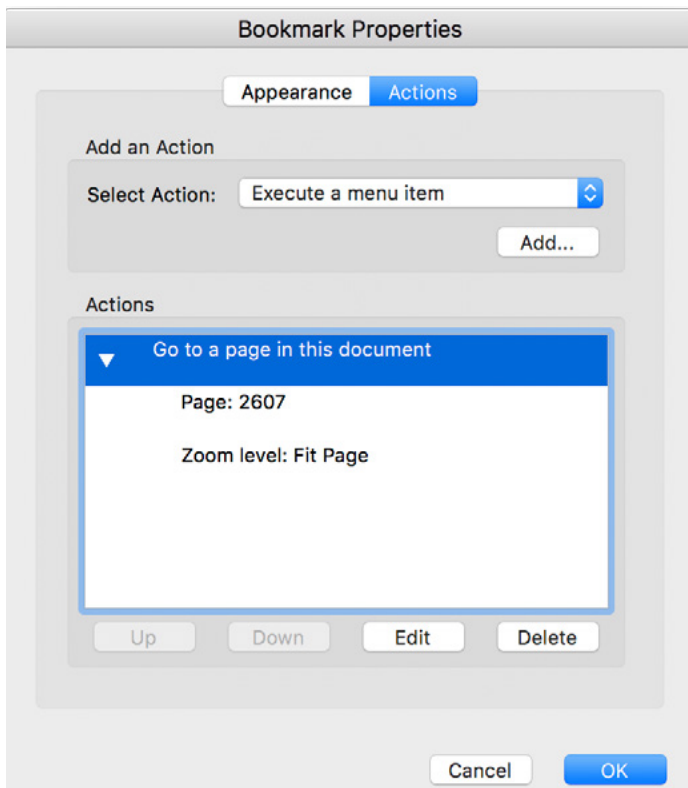Navigate to the page to be bookmarked and click the 'New bookmark' button.



- If body text is selected when adding the bookmark, that text will be used as the default name. Hard returns and line breaks are not recognized, so spacing may not be accurate if multiple lines are selected.
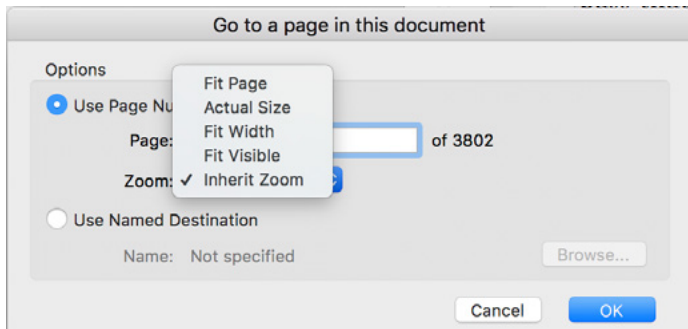
If needed, rename the bookmark to the appropriate title the right click the bookmark and select 'Properties'

Select the 'Actions' tab and click on the 'Go to a page in this document' action and click 'Edit'

**Bookmark Properties**

Appearance | **Actions**

Add an Action

Select Action: Execute a menu item

Add...

Actions

Go to a page in this document

Page: 2607

Zoom level: Fit Page

Up | Down | Edit | Delete

Cancel | OK

Change the Zoom setting to 'Inherit Zoom'

**Go to a page in this document**

Options

Use Page Nu...
Fit Page
Actual Size
Page: Fit Width
Fit Visible
Zoom: ✓ Inherit Zoom
of 3802

Use Named Destination

Name: Not specified | Browse...
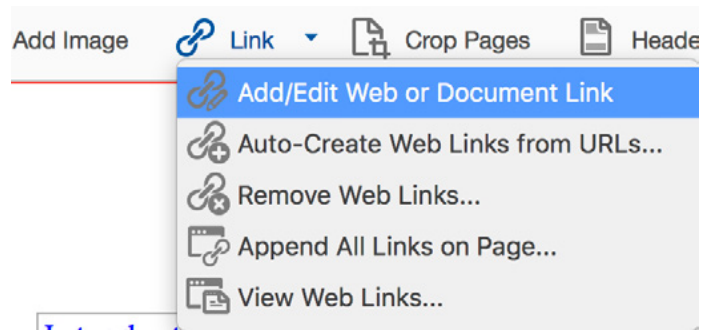
Cancel | OK

Save the settings and exit the windows by selecting 'OK'

## *Nesting Bookmarks*

Nest bookmarks by selecting one or more created bookmarks and dragging them into the parent bookmark
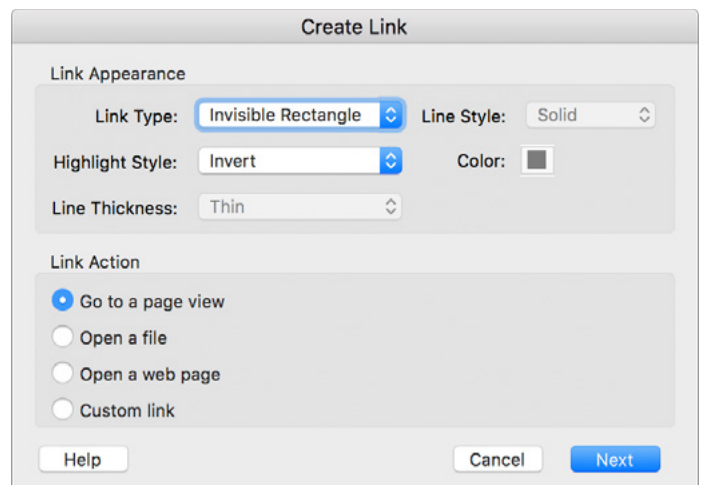
Ether

Chapter 1

Chapter 2
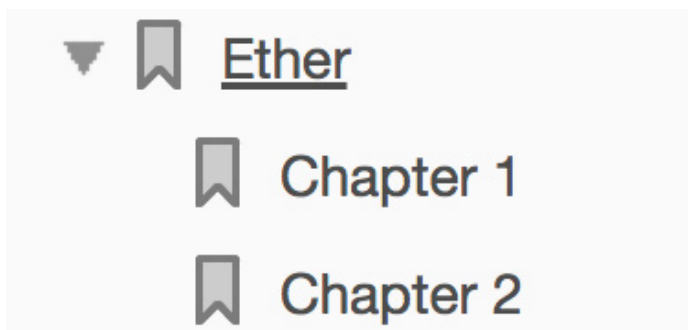
## Creating Links

Open the Edit PDF toolset and select the 'Link' tool. Select 'Add/Edit Web or Document Link'

Add Image | Link ▾ | Crop Pages | Heade

Add/Edit Web or Document Link

Auto-Create Web Links from URLs...

Remove Web Links...

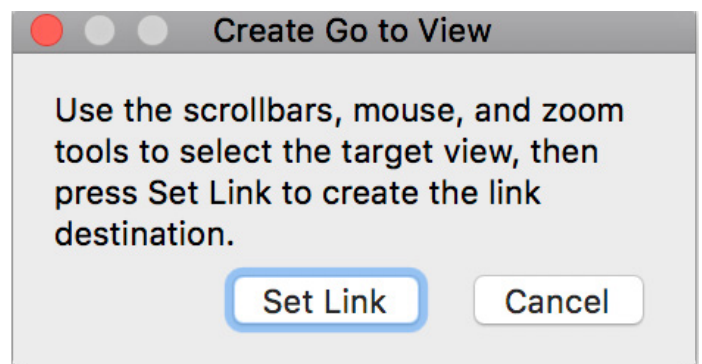Append All Links on Page...

View Web Links...

Using the crosshair cursor, draw a rectangle around the text to be linked. This will bring up the 'Create Link' window

- Set the Link Type to 'Invisible Rectangle'
- Set the Link Action to 'Go to a page view' for in document links
- Set the Link Action to 'Open a web page' for web links

**Create Link**

Link Appearance

Link Type: Invisible Rectangle | Line Style: Solid

Highlight Style: Invert | Color:

Line Thickness: Thin

Link Action

○ Go to a page view
○ Open a file
○ Open a web page
○ Custom link

Help | Cancel | Next

## *Document Links*

Click 'Next' to bring up the 'Create Go to View' window.

**Create Go to View**

Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.
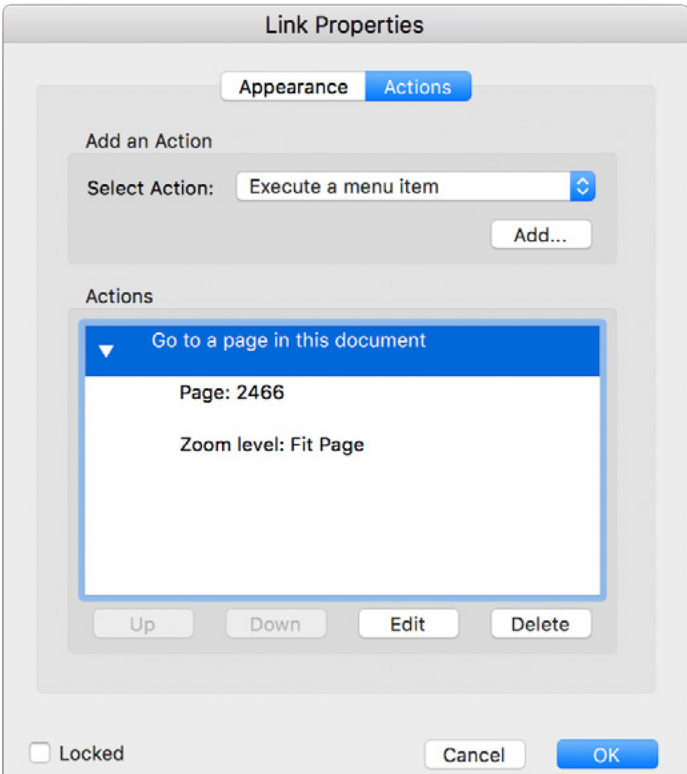
Set Link | Cancel

Navigate to the destination page and click 'Set Link'. The page view will return to the page with the newly created link

Right click on the link and select 'Properties'
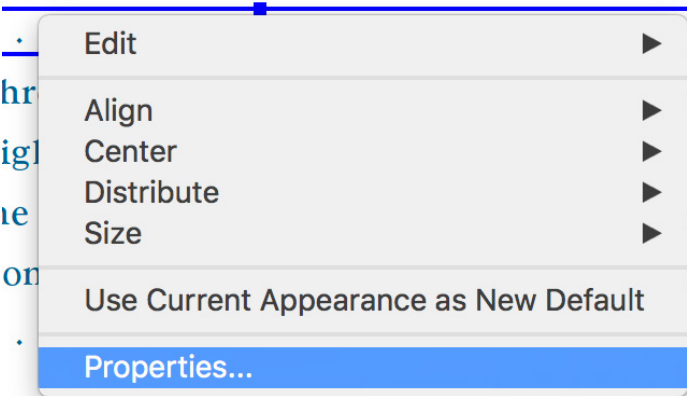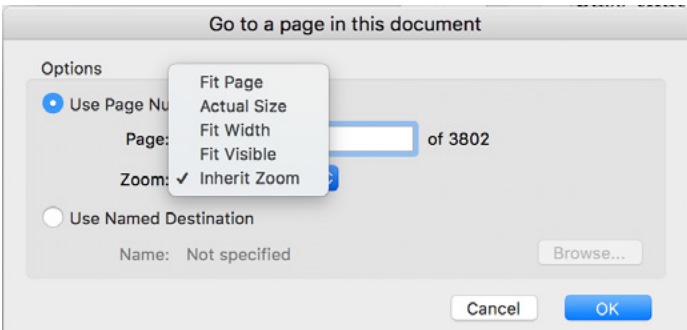
| Edit | ▶ |
|---|---|
| Align | ▶ |
| Center | ▶ |
| Distribute | ▶ |
| Size | ▶ |
| Use Current Appearance as New Default | |
| **Properties...** | |

Select the 'Actions' tab and click on the 'Go to a page in this document' action and click 'Edit'

**Link Properties**

Appearance · Actions

Add an Action

Select Action: Execute a menu item

Add...

Actions

▼ Go to a page in this document

Page: 2466

Zoom level: Fit Page

Up · Down · Edit · Delete

☐ Locked · Cancel · OK

Change the Zoom setting to 'Inherit Zoom'

**Go to a page in this document**

Options

⦿ Use Page Nu

Page:         of 3802

Zoom: ✓ Inherit Zoom

○ Use Named Destination

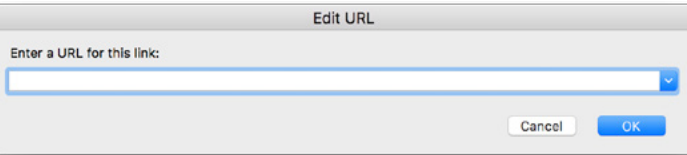Name: Not specified · Browse...

Cancel · OK

Fit Page
Actual Size
Fit Width
Fit Visible
✓ Inherit Zoom

Save the settings and exit the windows by selecting 'OK'

### Web Links
Click 'Next' to bring up the 'Edit URL' window.

**Edit URL**

Enter a URL for this link:
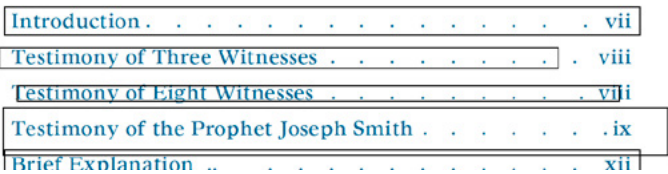
Cancel · OK

Copy the URL from a web browser and paste it into the space provided.

### Organizing Links
Open the Rich Media toolset and select the 'Select Object' tool

Add SWF · Add Video · Select Object
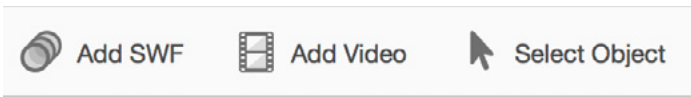
Any created links will be visible with grey boxes indicating their placement

- Each link can be moved by clicking and dragging the rectangle. They can be resized by clicking and dragging on the corners
- If needed, resize the top link to be the standard size all links should be
- If needed, move the top and bottom links to be in the proper place

Select all links (click and drag the cursor over all rectangles or hold the Command key (⌘) and click each rectangle). The selected rectangles will be highlighted in blue
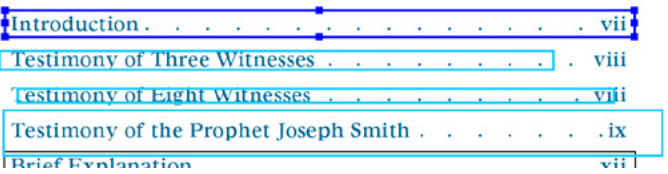
Right click on the rectangle that best matches the desired size (generally the top rectangle) and select 'Size > Both'. This will resize all rectangles in the group to exactly match the selected rectangle
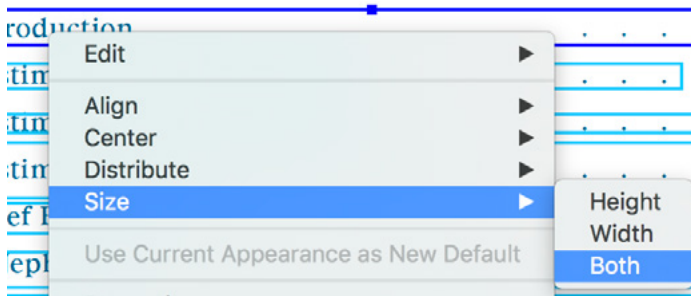


Right click on the rectangle that best matches the desired placement (generally the top rectangle) and select 'Align > Right' or 'Align > Left'. This will reposition all rectangles in the group to exactly match the selected rectangle
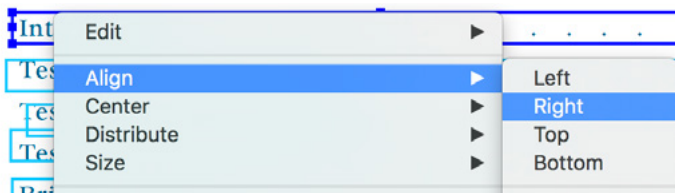


Right click on any rectangle in the group and select 'Distribute > Vertically'. This will reposition all rectangles in the group be evenly spaced
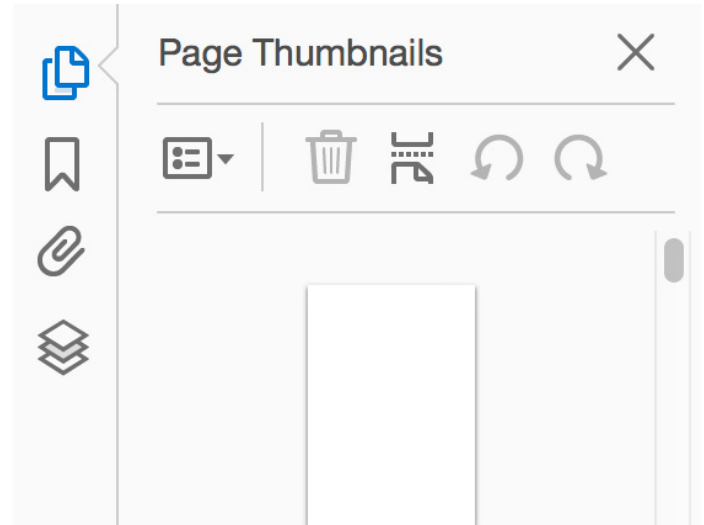


Manually reposition or resize any rectangles that need adjustment

## Extracting Pages

Acrobat will not preserve bookmarks or links if pages are extracted. The best option for extracting pages is to delete any page that isn't needed in the final pdf

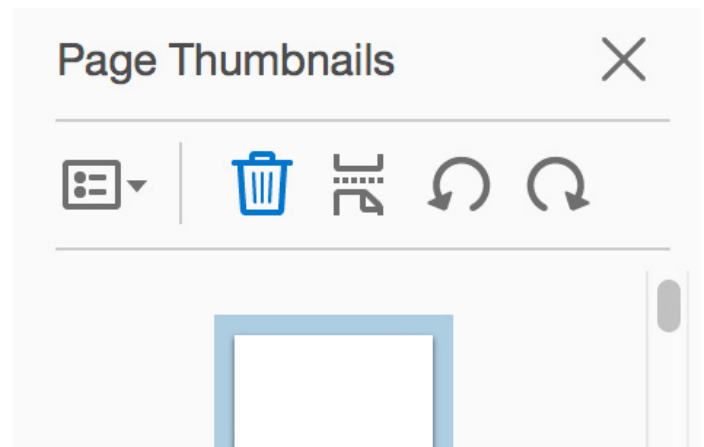*When deleting pages, always work on a copy.*

Open the Page Thumbnails panel



Select a group of continuous pages
- Crashing may be a concern on large documents (1000+ pages). Select groups of 30-100 pages to lessen the chances of that happening

Press the delete pages button



A confirmation dialog will appear. Press 'OK' to confirm