Create a link in a InDesign

Create a hyperlink to a web page (URL)
You can use several different methods to create hyperlinks to URLs. When you specify a URL, you can use any valid
Internet resource protocol: http://, file://, ftp://, or mailto://.

Note: You may want to create a character style for hyperlinks. Hyperlinks are often formatted in underlined blue text.

1. Select the text, frame, or graphic you want to be the hyperlink's source. For example, you can select the text,
   "See the Adobe website."
2. In the Hyperlinks panel, use any of the following methods to create a hyperlink to a URL:
   • In the URL text box, type or paste the URL name (such as http://www.adobe.com), and then choose New
     Hyperlink from the Hyperlinks panel. Choose URL from the Link To menu, specify appearance options, and
     click OK.
   • If a URL is selected in your document, choose New Hyperlink From URL in the Hyperlinks panel menu.
     Double-click the hyperlink in the Hyperlinks panel, and then choose URL from the Link To menu, specify
     appearance options, and click OK.
   • Select a previously added URL from the URL menu. The hyperlink appearance is the same as that used in the
     previous URL.
   • Choose New Hyperlink in the Hyperlinks panel menu. Choose URL from the Link To menu, specify
     appearance options, and click OK.
3. If you make a PDF directly from within InDesign, be sure to check ***Include Hyperlinks*** box.

*Note: If a URL hyperlink isn't working in the exported PDF, there may be a problem with the hyperlink being a "Shared
Destination." Double-click the hyperlink in the Hyperlinks panel, choose URL from the Link To menu, deselect Shared
Hyperlink Destination, and click OK.*

Create a hyperlink to a page
You can create a hyperlink to a page without first creating a destination. However, by creating a page destination, you can
specify a page number and view setting.

1. Select the text, frame, or graphic you want to be the source of the hyperlink.
2. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of
   the Hyperlinks panel.
3. In the New Hyperlink dialog box, choose Page from the Link To menu.
4. For Document, select the document containing the destination that you want to jump to. All open documents that
   have been saved are listed in the pop-up menu. If the document you're looking for isn't open, select Browse in
   the pop-up menu, locate the file, and then click Open.
5. For Page, specify the page number you want to jump to.
6. For Zoom Setting, do one of the following to select the view state of the page being jumped to:
   • Select Fixed to display the magnification level and page position that were in effect when you created the link.
   • Select Fit View to display the visible portion of the current page as the destination.
   • Select Fit In Window to display the current page in the destination window.
   • Select Fit Width or Fit Height to display the width or height of the current page in the destination window.
   • Select Fit Visible to display the page so that its text and graphics fit the width of the window, which usually
     means that the margins are not displayed.
   • Select Inherit Zoom to display the destination window at the magnification level the reader uses when the
     hyperlink is clicked.
7. Specify appearance options, and then click OK.
8. If you make a PDF directly from within InDesign, be sure to check ***Include Hyperlinks*** box.

Create a link in a PDF

Links let you jump to other locations in the same document, to other electronic documents including attachments, or to websites. You can use links to initiate actions or to ensure that your reader has immediate access to related information. You can also add actions to play a sound or movie file.

Create a link using the Link tool
1. Choose Tools > Advanced Editing > *Link Tool*, or select the *Link tool* in the Advanced Editing toolbar. The pointer becomes a cross hair, and any existing links in the document, including invisible links, are temporarily visible.
2. Drag a rectangle where you want to create a link. This is the area in which the link is active.
3. In the Create Link dialog box, choose the options you want for the link appearance.
4. Select one of the following link actions:

   Go To A Page View Click Next to set the page number and view magnification you want in the current document or in another document (such as a file attachment), and then click Set Link.

   Open A Web Page Provide the URL of the destination web page.

Create a link using the Select tool or Snapshot tool
1. Using the *Select tool* or the *Snapshot too*l (Tools > Select & Zoom), drag to select the text or image from which you want to create a link.
2. Right-click the selection, and choose Create Link.
3. Select the options you want in the Create Link dialog box.
   Note: The Custom Link option is not available for links created from selected text.

Create web links from URLs

You can automatically create links in a PDF from all URLs or from URLs on selected pages. When selected, the Create Links From URLs setting in the General preferences generates active links from text in all PDFs that you open.

Create web links
1. Choose Advanced > Document Processing > Create Links From URLs.
2. In the Create Web Links dialog box, select All to create links from all URLs in the document, or select From and enter a page range to create links on selected pages.

Remove all web links
1. Choose Advanced > Document Processing > Remove All Links.