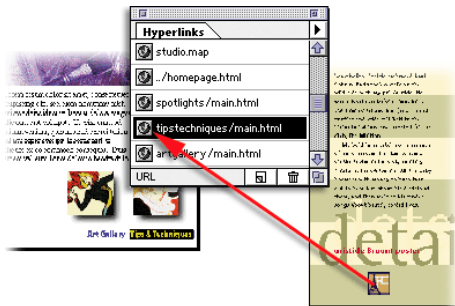


Adobe PageMaker

Hyperlinking documents in PageMaker

These four supertips deal with adding links to your Adobe® PageMaker® 7.0 online documents:

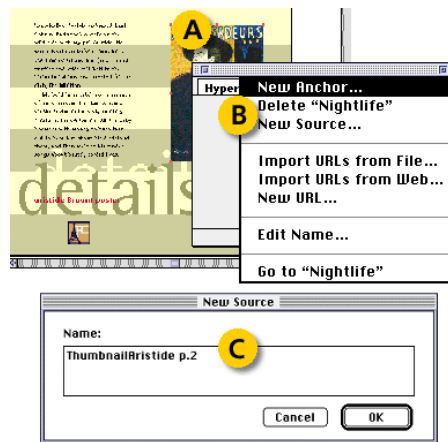
- * Learn how to create anchors and simple page-to-page links.
- * Explore linking to external URLs using the Hyperlinks palette.
- * Drag links from Netscape Navigator directly onto elements on PageMaker document pages.
- * Create automatic tables of contents and index links for PageMaker documents that are exported to Adobe Acrobat® PDF files.



1. Create the destination for your link.

Set the destination or "anchor" for your link by selecting a range of text or a graphic on a page (a), choose New Anchor from the Hyperlinks palette pop-up menu (b), and name the anchor to add it to the Hyperlinks palette (c). Repeat this step for each page destination you'll be specifying.

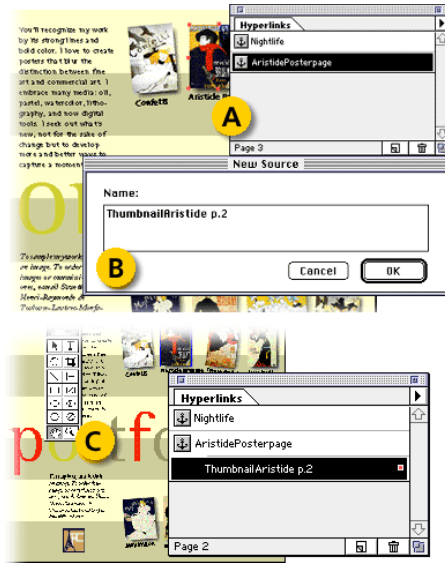
Establish the good working habit of adding all of the destinations (anchors and URLs) for your links first. Then go through the document and create sources (or links) for those destinations. You can set many sources to point to one destination.



2. Create the source of your link so that you can test the link in PageMaker.

Go to the page containing the text or graphic that you want to make the source of the link (a). 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 (b). To test the link, click the Hand tool in the tool box (c). 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 PDF files, they appear as you designed them in PageMaker. In HTML, they adopt the Browser default link style.)

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. Check the next step for details.



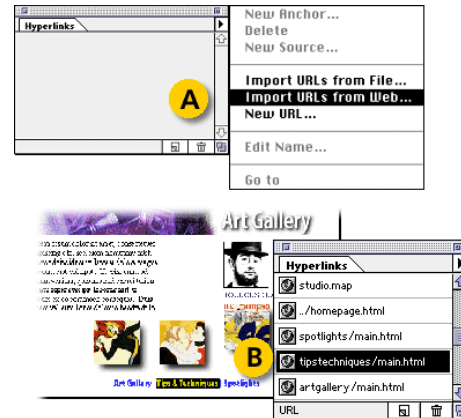
3. Set the destination for your link.

Choose New URL, Import URL from File, or Import URL from Web from the Hyperlinks palette pop-up menu (a).

When you choose New URL, you type the complete URL in the dialog box and it gets added to the Hyperlinks palette. Go to the page that contains the source text or image (b). Select the source and click the Anchor icon next to the destination URL in the Hyperlinks palette. Name your source to complete the link.

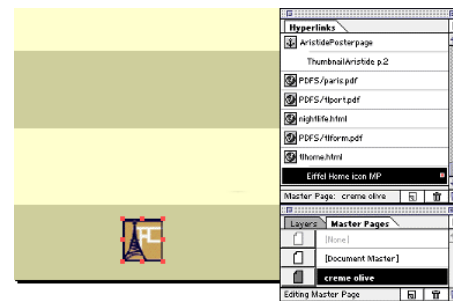
When you import URLs from a file or the Web, or drop a link to them from a browser, all of the URL links from that HTML page are added to your Hyperlinks palette.

Tip: 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.



4. Create a link that goes to the same destination from every page.

For example, a link might go back to the home page (main or index page). Place the source text or image on a master page. Create the link once. Then apply the master page to every regular page in your document.

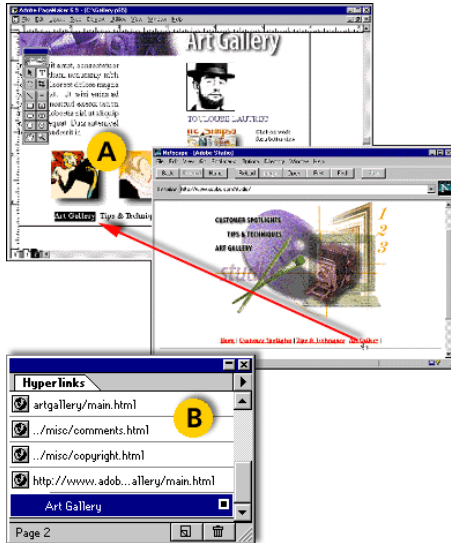


5. Use Netscape Navigator to drag linked text.

With your PageMaker document open, select the text or graphic you'd like to be the source of your link (a).

Then go to the Netscape Navigator browser window, drag the linked text from the browser window onto the selected element in PageMaker, and drop it.

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

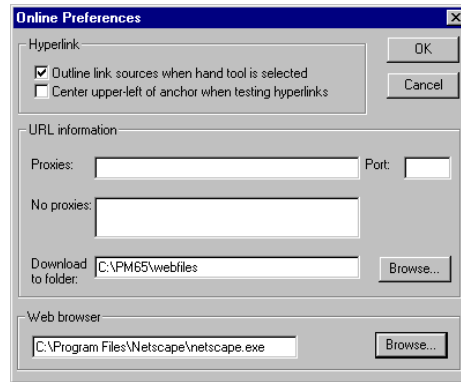


6. Use Netscape Navigator to bring the contents of a linked HTML page, as well as the link itself, into a PageMaker document.

Hold down Alt (Windows) or Option (Macintosh) before dragging in the link.

Be careful, though. If the HTML page is long and complex, you may be adding a lot of material to your PageMaker document.

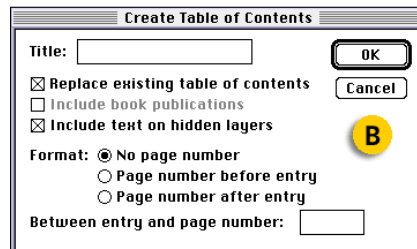
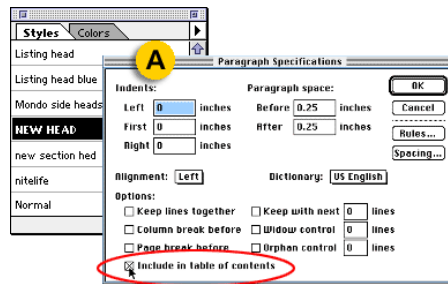
Tip: When you drag the contents of an HTML page into PageMaker, the HTML file and its associated files get copied to your hard disk. Set where those files go under URL Information in the Online Preferences dialog box before you use Alt or Option to drag. Then it's easy to locate the new content, move files without breaking links, or delete files.



7. Convert entries in a PageMaker table of contents (TOC) or index into links.

Use the same process you would to create a printed TOC or index. Then you can jump from a TOC or index entry to the referenced page.

Select the styles that you want to include in a table of contents (a). Make sure that Options: Include in Table of Contents is checked in the paragraph specifications for each TOC style. Choose Utilities > Create TOC (b). For online 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.

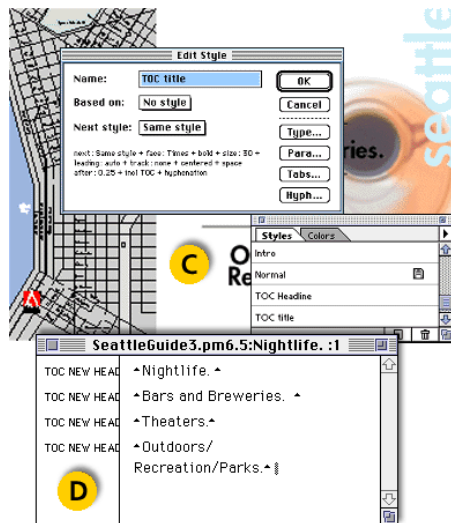


8. Continue by placing the TOC on the page (c).

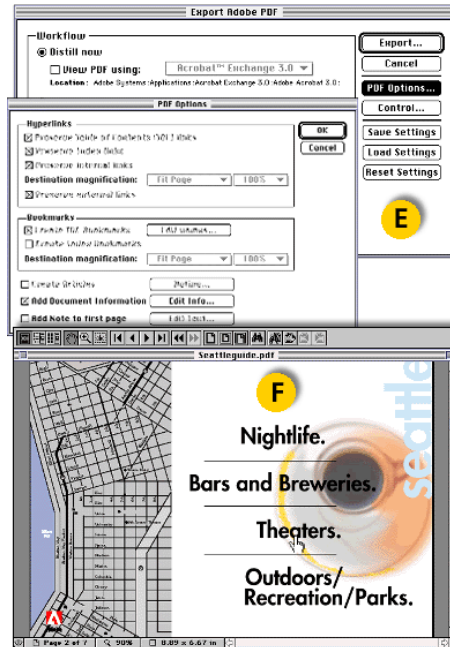
The type specifications for the TOC styles in the Styles palette are based on the text styles you chose to include in the TOC. If you want the TOC styles to look different, just modify the TOC styles in your Styles palette. Then save the publication.

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

Note: No special steps are involved in making index entries act as links. Index entries automatically become links when you export the PDF file.



After creating the PDF, check your links in the PDF file with Acrobat (f). The Hand cursor will change into 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 Acrobat.



9. Export to PDF.

Choose File > Export> Adobe PDF and adjust your general settings (e).

Then select the Hyperlinks tab to make sure that Table of Contents links is selected. Set the magnification of the view of your link destination. On the Articles/Bookmarks tab, create bookmarks if you'd also like Acrobat bookmarks to be generated from your TOC.