

A decorative graphic on the right side of the page. It features three blue circles of varying sizes, each composed of concentric circles in different shades of blue. Two thin blue lines intersect at the top left and extend diagonally across the page, framing the circles.

Linking to PDFs

Creating a direct link to a specific place (and view) in a pdf document

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The Need

Wouldn't it be nice to create a nice, long, list of frequently asked questions and place it on a website? Then, wouldn't it be even nicer to not make people read through the entire list to find the answer to their question? What if we could place just a few questions on a web page that could serve as hyperlinks that will take readers not to just the pdf document, but to the place in the document where that question is answered. Well, you can do that (and more)!

The Process

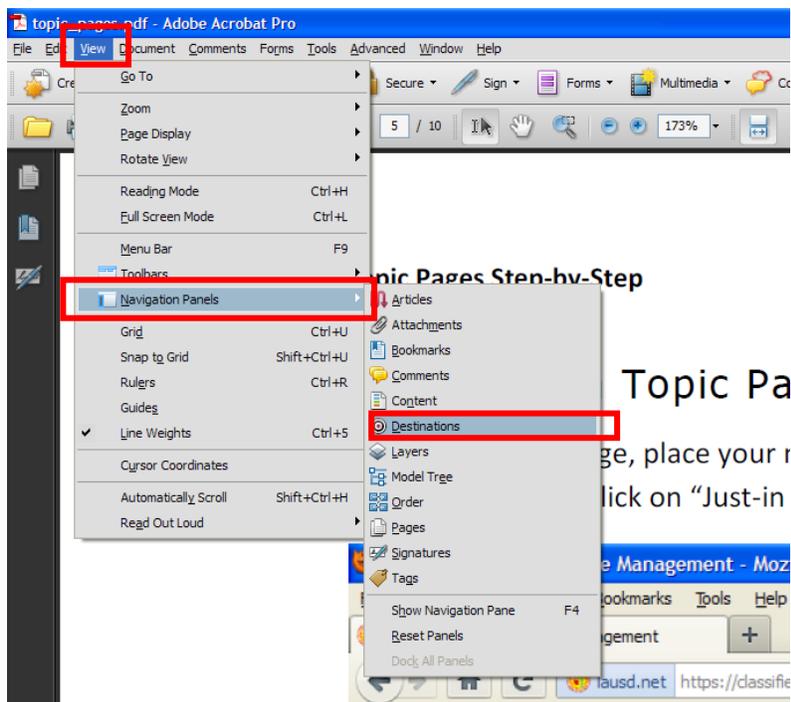
The process contains only two steps:

1. Insert a "named destination"
2. Create a link on your webpage that contains the name of the pdf document and the named destination

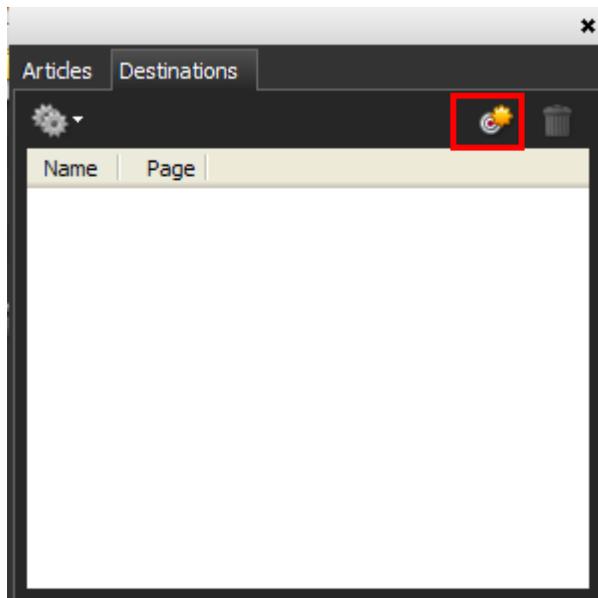
ONE IMPORTANT NOTE: When the reader clicks on the link, the document will open and will appear to be BLACK initially. This will go away if the reader scrolls or otherwise refreshes the page. This problem exists in both Firefox and Internet Explorer and is not curable to the best of my knowledge.

Insert a Named Destination

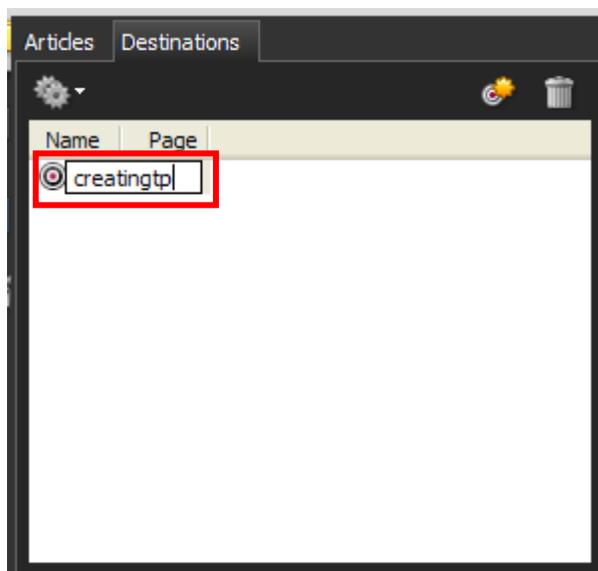
A named destination in a pdf document is like a bookmark in Microsoft Word but better. Open up your pdf document and navigate to the place in the document where you would like to insert the named destination. Change the view to make the document look exactly like you would like it to look for the reader. Click on "View," "Navigation Panels," and "Destinations" to open the "Destinations" dialog box



That will open the “Destinations” dialog box. Click on the tool to create a new destination



Give the destination a name (it will be easier for you if you can make it something simple like one word)



Creating the Link

Save the document and upload it to a website. Create a link on your web page as you normally would but add “#nameddest=[name of destination]” (without quotations and without brackets).

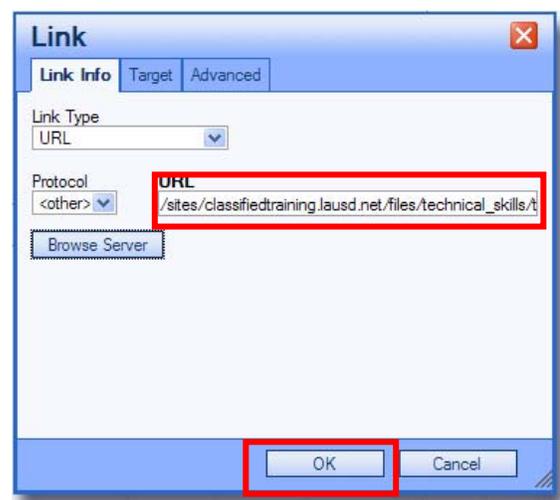
Here is an example using the Topic Pages section of the Workforce Management Classified Training website. Here, I’ve created a topic page called “Technical Skills” and I’ve uploaded a job aid for working with the website and creating topic pages. I’ve already created the named destination in the pdf job aid as shown in the steps above that will take the reader to “Step 6 Creating a Topic Page” with the view adjusted to “view page width.”

Let’s create the link by typing the link text and clicking on the “create hyperlink” tool

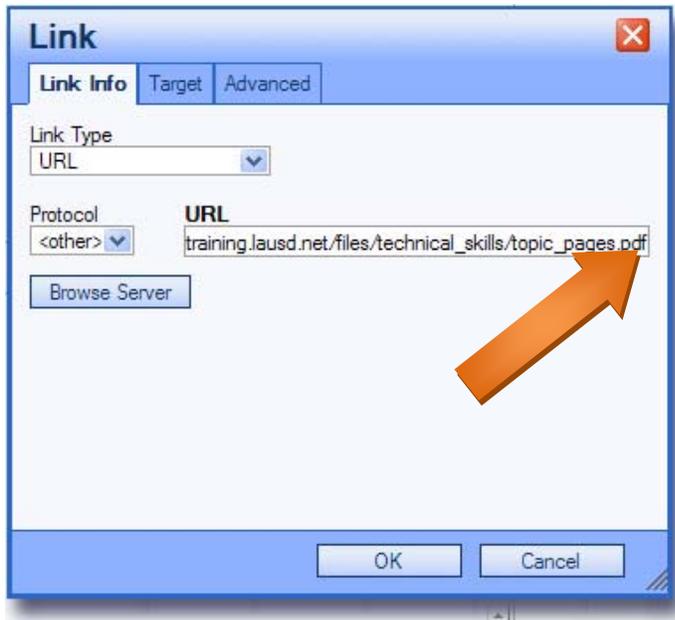
Job Aids and Other Resources:



Click the “Browse Server” and double click the name of the file to place the document address in the URL field.

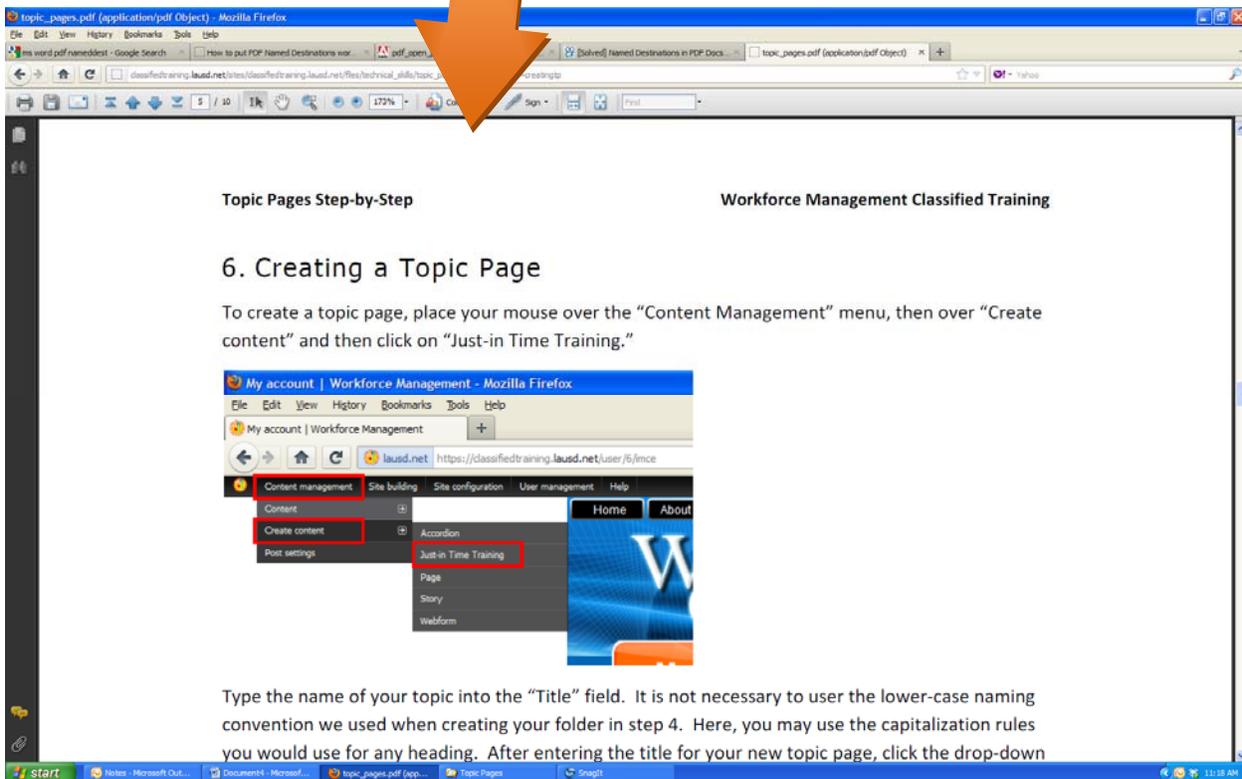


Click once on the address in the URL field and use the forward arrow key on your keyboard to move the cursor to the end of the address



Now, to create the link to the named destination in my document (which I called, "creatingtp") I'll type "nameddest=creatingtp" (without any quotes) and click "OK" and then save the page.





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