



Reference Number: ORG.1611.PR.010	Program Area: Information Technology
Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014	Subject: Edit or Delete Links in Adobe Acrobat
Review Date:	
Revision Date:	

SUBJECT:

Edit or Delete Links in Adobe Acrobat

PURPOSE:

Procedure to edit or delete links in Adobe Acrobat

PROCEDURE:

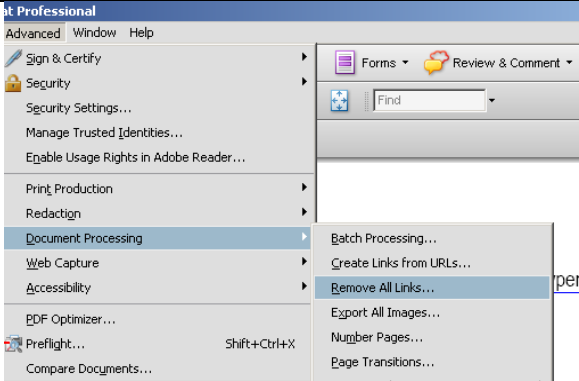
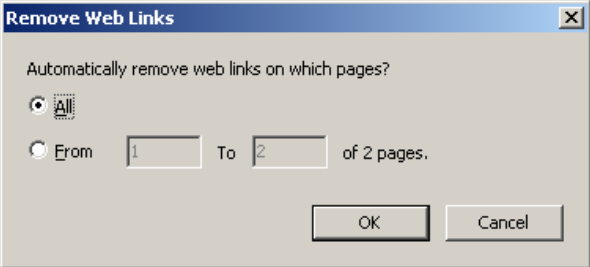
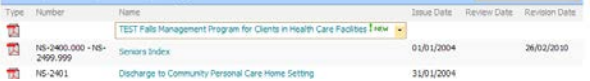
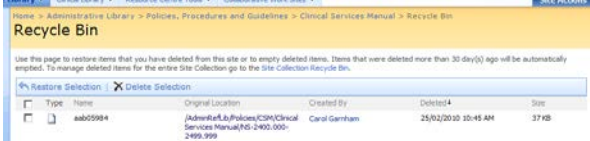
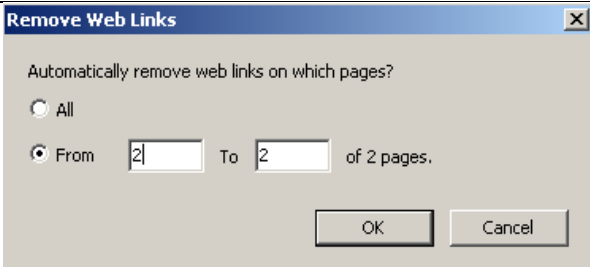
This procedure is applicable to any file that has been converted to Adobe Acrobat that is ready to publish or is already in a publishing environment. There may be times when a Documentation link is incorrect and points to the wrong file. When this occurs, **Do Not** select **Remove All Links**. The impact is that you will have two separate files, one content and one metadata, that cannot be re-connected, as shown below.

For purposes of this procedure, the example referred to is in policy Documentation. To edit or delete links in any file, the procedure is the same.

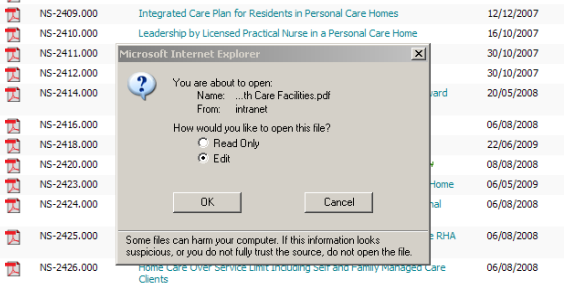

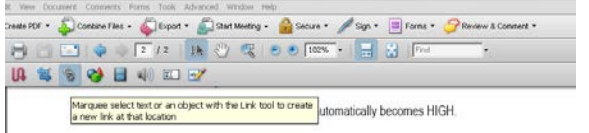
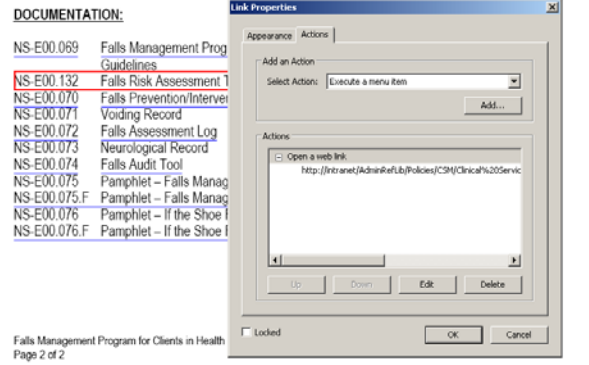
Depending where your file is will be where you will start from. It may be either:

- Your Team's Collaborative Work Site
- Your Team's Policy Manual Section

	↓ Metadata Wrapper (context) are descriptive elements i.e. <i>Type of file, Number</i> etc. as shown below.																																																
→ File (content) is the actual item identified by it's Name	<table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> <th>Name</th> <th>Issue Date</th> <th>Review Date</th> <th>Revision Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>NS-2000.000 - NS-2099.999</td> <td>Pharmacy and Therapeutics Index</td> <td>28/06/2006</td> <td></td> <td>11/09/2009</td> </tr> <tr> <td></td> <td>NS-2001</td> <td>Expiry of Opened Ophthalmic Products</td> <td>05/12/2005</td> <td></td> <td></td> </tr> <tr> <td></td> <td>NS-2002</td> <td>Expiry of Opened Multi-Dose Injectable Products</td> <td>05/12/2005</td> <td></td> <td></td> </tr> <tr> <td></td> <td>NS-2003</td> <td>Automatic Therapeutic Interchnage</td> <td>05/12/2005</td> <td></td> <td></td> </tr> <tr> <td></td> <td>NS-2003 Appendix A</td> <td>Automatic Therapeutic Interchange Table</td> <td>05/12/2005</td> <td>10/09/2009</td> <td>10/09/2009</td> </tr> <tr> <td></td> <td>NS-2004</td> <td>Chemotherapy Preparation and Administration</td> <td>05/12/2005</td> <td></td> <td></td> </tr> <tr> <td></td> <td>NS-2005</td> <td>Interchange of Generic Products</td> <td>05/12/2005</td> <td></td> <td></td> </tr> </tbody> </table>	Type	Number	Name	Issue Date	Review Date	Revision Date		NS-2000.000 - NS-2099.999	Pharmacy and Therapeutics Index	28/06/2006		11/09/2009		NS-2001	Expiry of Opened Ophthalmic Products	05/12/2005				NS-2002	Expiry of Opened Multi-Dose Injectable Products	05/12/2005				NS-2003	Automatic Therapeutic Interchnage	05/12/2005				NS-2003 Appendix A	Automatic Therapeutic Interchange Table	05/12/2005	10/09/2009	10/09/2009		NS-2004	Chemotherapy Preparation and Administration	05/12/2005				NS-2005	Interchange of Generic Products	05/12/2005		
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<p>Do Not select Remove All Links.</p>	 <p>The screenshot shows the Adobe Acrobat Professional menu with 'Document Processing' expanded. The 'Remove All Links...' option is highlighted in the submenu.</p>																								
<p>By selecting All this action results in a separation of the metadata wrapper (context) from the actual file itself (content).</p>	 <p>The 'Remove Web Links' dialog box is shown with the 'All' radio button selected. The 'From' and 'To' fields are set to 1 and 2 respectively, indicating all pages.</p>																								
<p>The file →</p>	 <table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> <th>Name</th> <th>Issue Date</th> <th>Review Date</th> <th>Revision Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>TEST Falls Management Program for Clients in Health Care Facilities [New]</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>NS-2400.000 - NS-2499.999</td> <td>Sensors Index</td> <td>01/01/2004</td> <td></td> <td>26/02/2010</td> </tr> <tr> <td></td> <td>NS-2401</td> <td>Discharge to Community Personal Care Home Setting</td> <td></td> <td></td> <td>31/01/2004</td> </tr> </tbody> </table>	Type	Number	Name	Issue Date	Review Date	Revision Date			TEST Falls Management Program for Clients in Health Care Facilities [New]					NS-2400.000 - NS-2499.999	Sensors Index	01/01/2004		26/02/2010		NS-2401	Discharge to Community Personal Care Home Setting			31/01/2004
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<p>The metadata wrapper →</p> <p>It may appear as if the metadata has disappeared all together. Check your recycle Bin, it will be there and can be identified by a system generated alphanumeric Name.</p> <p>The context for the file can still be beneficial to you and can be utilized to recreate the contextual information.</p>	 <p>The screenshot shows a Recycle Bin window with a table of deleted items:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Original Location</th> <th>Created By</th> <th>Deleted</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td></td> <td>aab05984</td> <td>/Admin/Ref/Polices/CSM/Clinical Services Manual(NS-2400.000-2499.999)</td> <td>Carol Ganham</td> <td>25/02/2010 10:45 AM</td> <td>37 KB</td> </tr> </tbody> </table>	Type	Name	Original Location	Created By	Deleted	Size		aab05984	/Admin/Ref/Polices/CSM/Clinical Services Manual(NS-2400.000-2499.999)	Carol Ganham	25/02/2010 10:45 AM	37 KB												
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<p>If your file has multiple pages, isolate the pages where you want to remove web links by specifying the pages.</p> <p>If your file is a one page document, this will not be possible. In this case, the following procedure will be applicable.</p>	 <p>The 'Remove Web Links' dialog box is shown with the 'From' field set to 2 and the 'To' field set to 2, indicating that web links will be removed from the second page.</p>																								

Edit an Existing Link

<ol style="list-style-type: none"> 1. Navigate to the file that requires revisions. 2. Select the file. A dialogue box will appear, select the action by clicking Edit, click OK. 	
<ol style="list-style-type: none"> 3. Select the Link Tool  or if it is not visible on your toolbar, choose Tools, Advanced Editing, Link Tool. Navigate within the file to the location of the link to be revised. Double Click the link rectangle. 	
<ol style="list-style-type: none"> 4. A dialogue box will appear. Select Actions. 	
<ol style="list-style-type: none"> 5. On the Actions tab of the Link Properties dialogue box, select the listed action you want to change, Click Edit. Click OK. 6. Revise the current address by entering the appropriate new address for the link. Click OK. 7. In the Link Properties dialogue box, Click OK again. 8. Save then Close the file, minimize the Adobe program and return to the Internal Portal Service to test your revised link. 	