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

SUBJECT:
Edit or Delete Links in Adobe Acrobat

PURPOSE:
Procedure to edit or delete links in Adobe Acrobat

PROCEDURE:

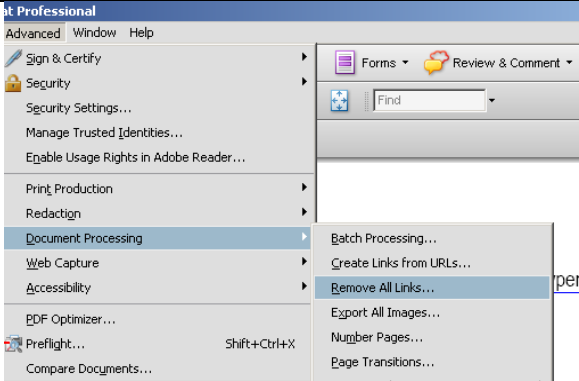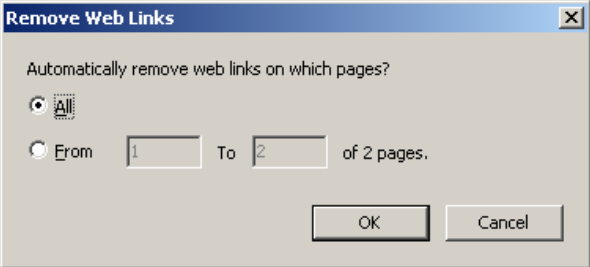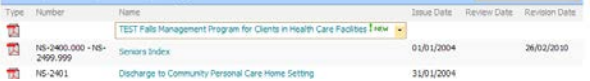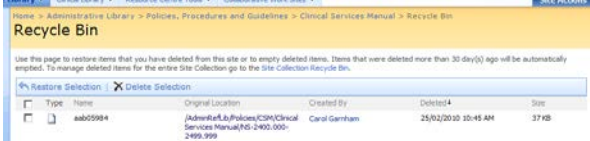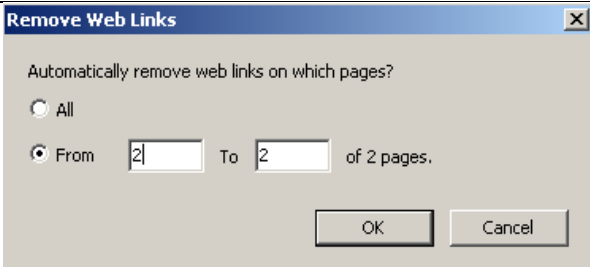This procedure is applicable to any file that has been converted to Adobe Acrobat that is ready to publish or is already in a publishing environment. There may be times when a Documentation link is incorrect and points to the wrong file. When this occurs, **Do Not** select **Remove All Links**. The impact 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.
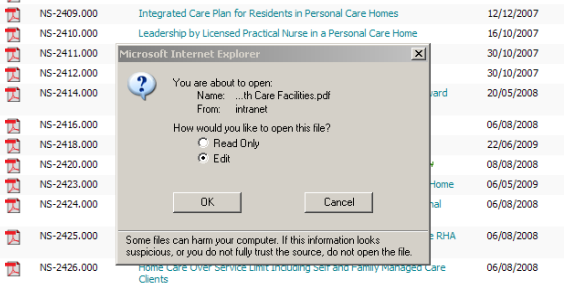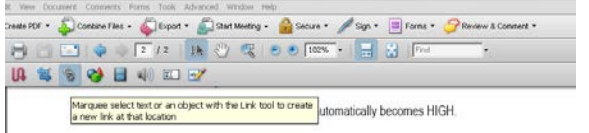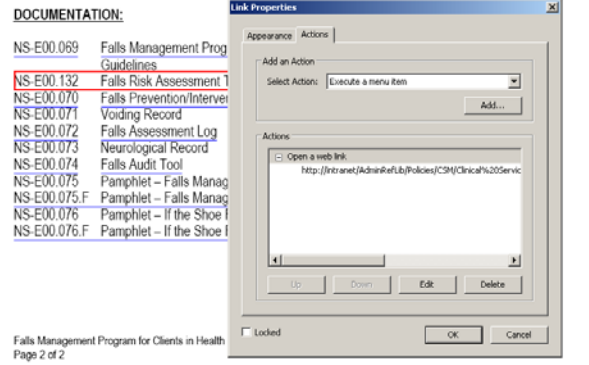
Depending where your file is will be where you will start from. It may be either:

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

	↓ Metadata Wrapper (context) are descriptive elements i.e. Type *of file*, Number etc. as shown below.
→ File (content) is the actual item identified by it's Name	<table><tr><td>Type</td><td>Number</td><td>Name</td><td>Issue Date</td><td>Review Date</td><td>Revision Date</td></tr><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></table>

Do Not select **Remove All Links**.	
By selecting **All** this action results in a separation of the metadata wrapper (context) from the actual file itself (content).	
The file →	
The metadata wrapper → 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. The context for the file can still be beneficial to you and can be utilized to recreate the contextual information.	
If your file has multiple pages, isolate the pages where you want to remove web links by specifying the pages. If your file is a one page document, this will not be possible. In this case, the following procedure will be applicable.	

Edit an Existing Link

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.**	
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.	
4. A dialogue box will appear. Select **Actions**.	
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.	