

Hyperlinking Guidance (Separate files in folders- PDF)

This guide will show you how to assemble a PDF Bookmarked Application and requires a paid version of Adobe Acrobat to fully complete. **Any free version of Adobe will not work.**

It is recommended that you type any phrases you plan to use as your link is done in Microsoft Word (e.g., your file names and page numbers). This will help mitigate any spacing issues that may occur if you only add phrases to a PDF that may not have adequate spacing as a default.

One of the benefits of using this method is that the evidence files are not all in one file. This can help with loading issues that can occur when putting all the files together into one PDF.

It is critically important to have all the files that will be linked in your PDF are kept in one place. Ideally, these files should be in a single folder to minimize linking issues. Using multiple folders can lead to hyperlinking errors, especially when transferring onto SharePoint between folders. That said, this method tends to be one of the national reviewers' favored methods, because they can keep the crosswalk open while also looking at the evidence in question.

The other benefit of this method is when you start hyperlinking, if the file you are working with correlates to several pieces of evidence in your crosswalk, it can be kept open, and you can scroll to the evidence you wish to link to without having to deal with scrolling through pages upon pages up or down to find the evidence you wish to link.

Whatever method you choose, ensure that you are linking to local files and not files on your SharePoint. This can lead to broken links or links that will not open files for anyone outside of your organization. Start early, test often, and keep your State Lead and PPHR close as resources.

Quick links for your convenience:

- [Hyperlink files to open into separate files. \(pp. 2-10\)](#)
- [Test hyperlinks \(pp.11-15\)](#)
- [Hyperlink defaults \(pp.16-18\)](#)

To start, you will need to open your crosswalk in Adobe.

Start by opening Adobe Acrobat.

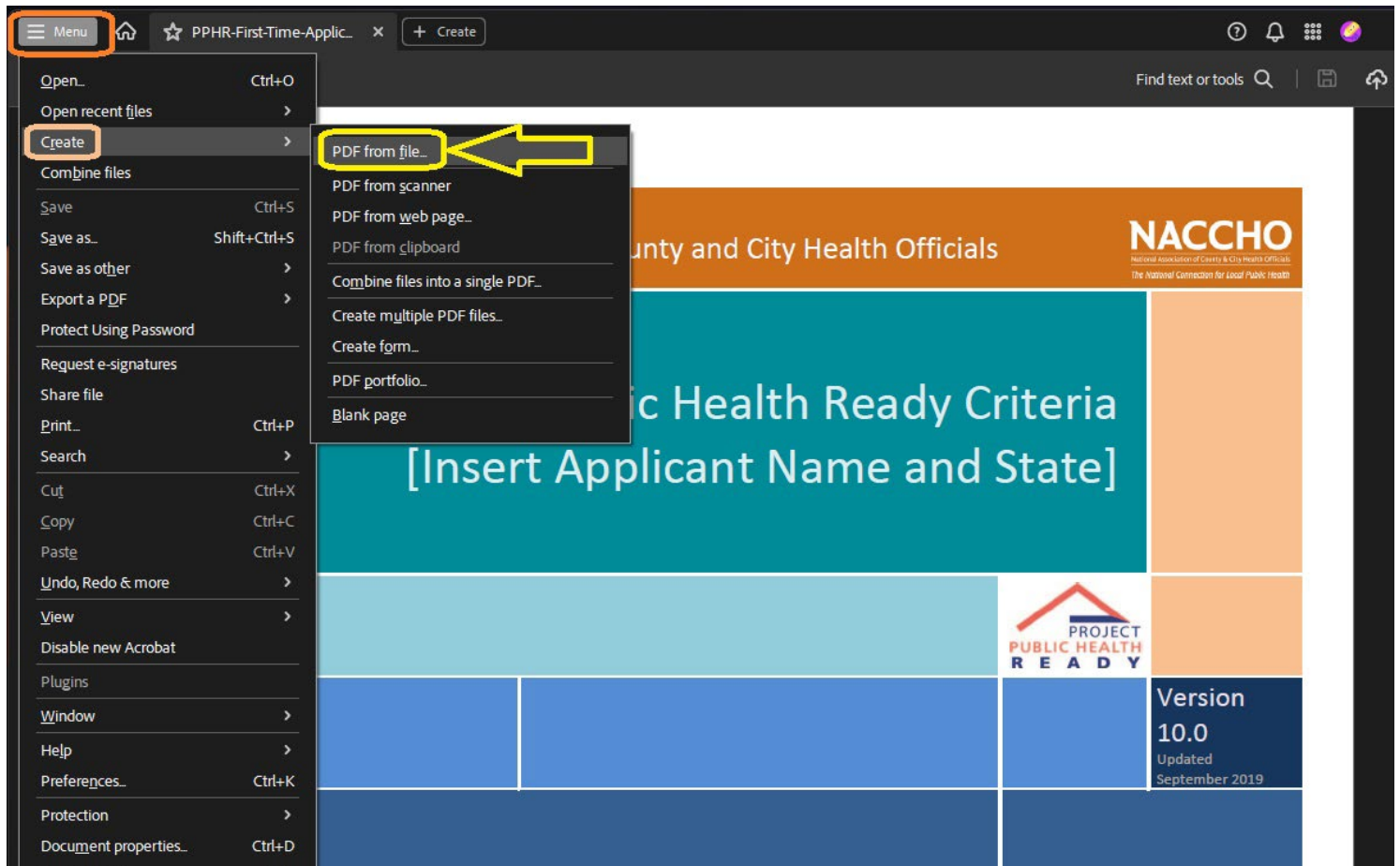


Figure 1: Main page when opening a PDF file. If crosswalk is not in PDF format, you will need to click Menu, squared in orange, scroll down to Create, squared in peach, then select PDF from file option, pointed to with yellow arrow and squared in yellow. Select your crosswalk file to convert then click Open. Adobe will then convert the MS Word document into a PDF file.

If you still have the crosswalk in Microsoft Word format, you will need to click Menu on the top left of the screen, scroll down to create, then click PDF from file (see Figure 1). A pop-window will appear. Select your crosswalk file from the appropriate folder, then click Open. This will convert the Word document into a PDF file. Otherwise, if the file is already in PDF format, you can just open up your crosswalk to get started.

PPHR Hyperlinking Guide- PDF Separate File

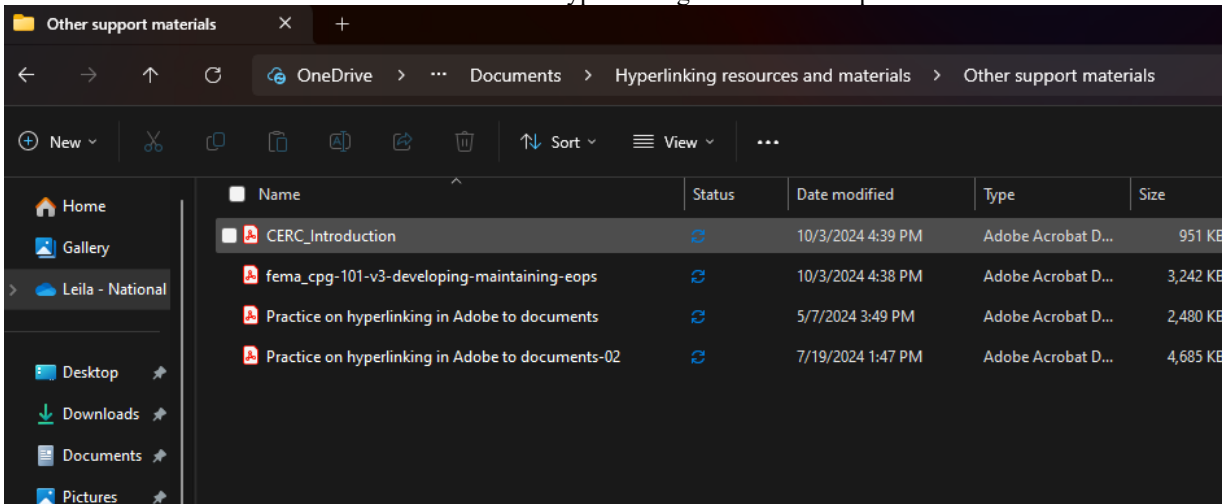


Figure 2: Select a file or two you wish to hyperlink. Keep your crosswalk open.

In addition to the crosswalk being open, you will need to open any file(s) you wish to hyperlink. Start with one or two to minimize confusion and to limit issues from happening. Once you have your file(s) open, proceed to the next step.

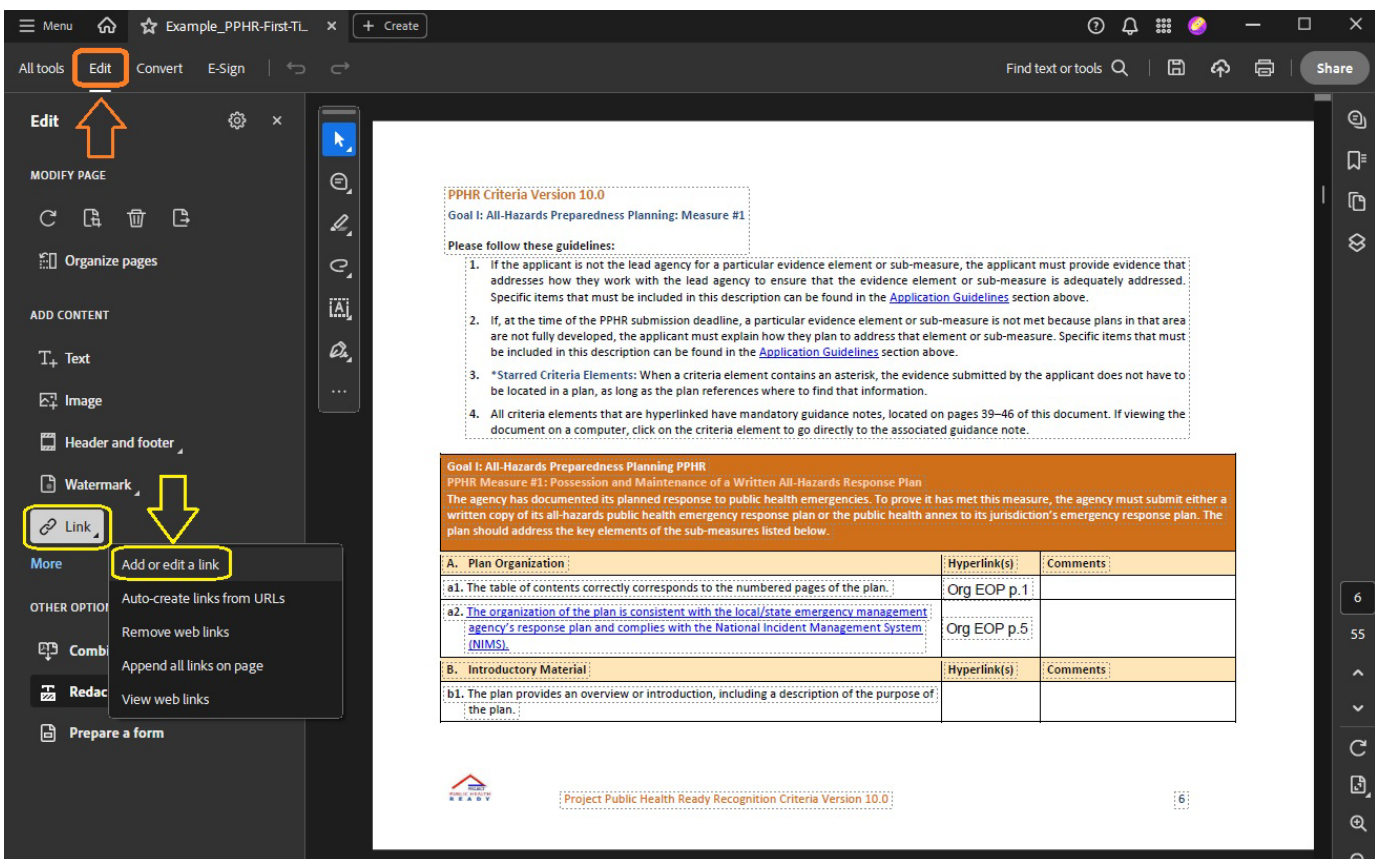


Figure 3: View of opened crosswalk to hyperlink. Clicking All Tools will give you several options to work on your PDF. In this example, you will click Edit (orange square, orange arrow) then scroll down and click onto Link (yellow square) then Add or edit a link (yellow ellipse, yellow arrow) to start the hyperlinking process.

Pull up your crosswalk in Adobe, then click Edit. Navigate to the link button and click it then select Add or edit a link from the options.

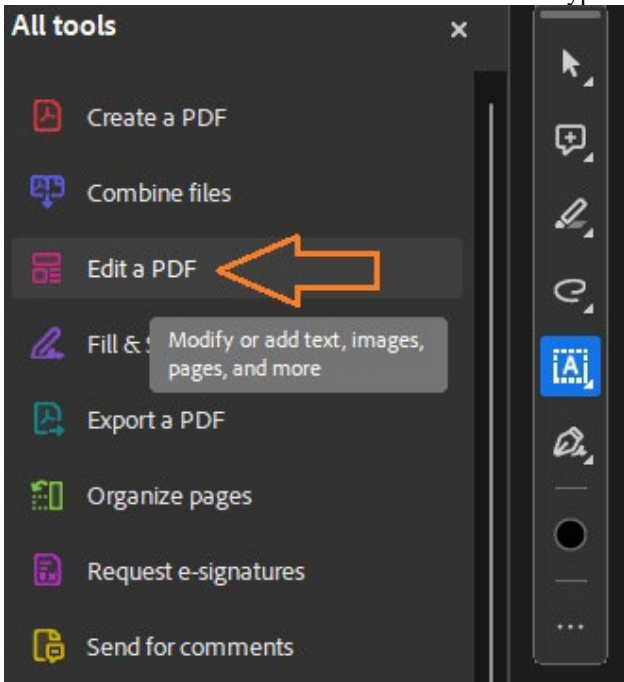


Figure 4: Demonstration of options that are given when clicking All Tools. To begin linking, you will need to select the Edit a PDF option indicated by the orange arrow.

Another way to get there is to click All Tools on the upper left side of the screen, then click Edit a PDF (see Figure 4).

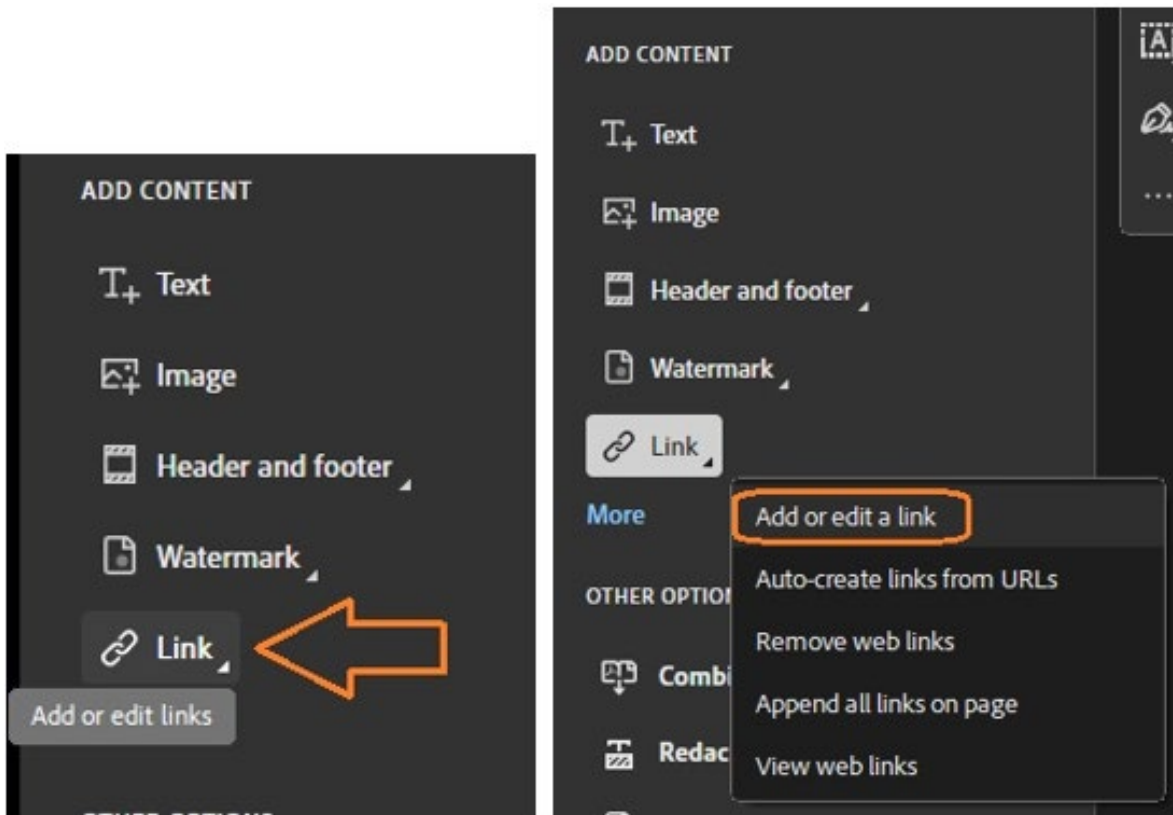


Figure 5: Demonstration of linking steps. Click Link indicated by the orange arrow, then add or edit a link squared in orange.

Then scroll down and click to Link then select Add or Edit a Link (see Figure 5).

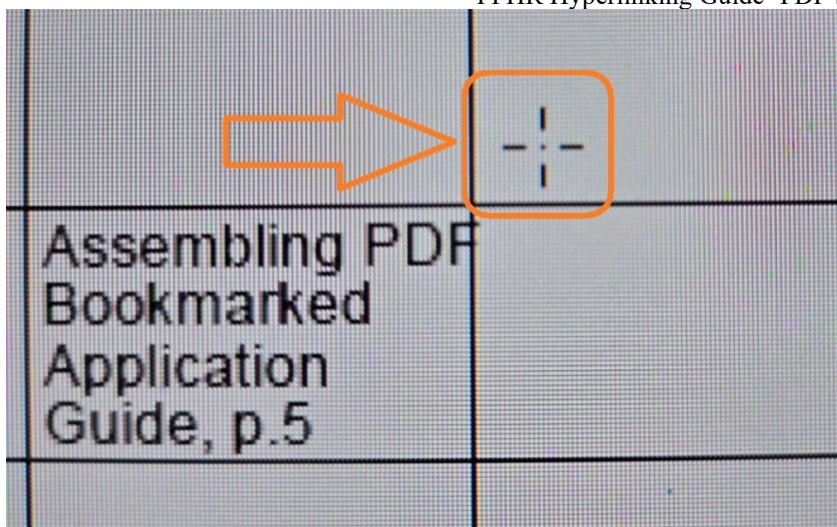


Figure 6: Demonstration of how the cursor will change to allow you to make a clickable box around an area in the PDF to serve as a link. Orange square and arrow show cursor change.

Your cursor will change shapes (see *Figure 6*) indicating that you can now highlight an area of text to turn it into a hyperlink.

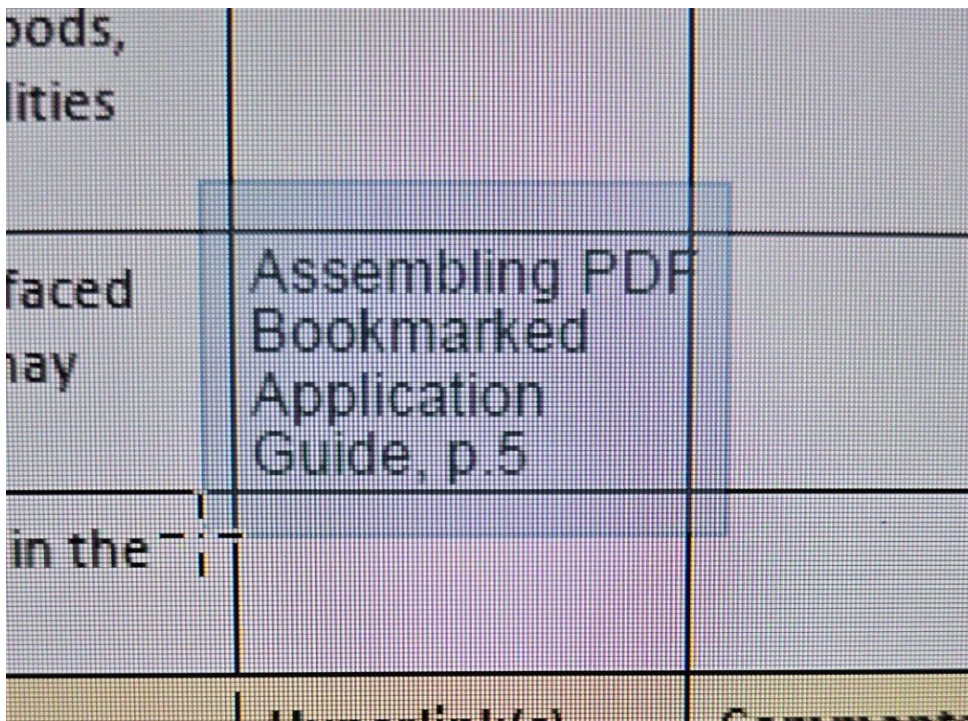


Figure 7: Demonstration of the blue box that will appear when a spot is clicked and dragged in the PDF with the cursor when set to make a new hyperlink. Once you let go, a new pop up will prompt you to continue to the next steps.

Click and drag the cursor around the text you wish to create a link for. You should see a light blue shaded box to help guide you during this process (see *Figure 7*). This will be your future click-box (i.e., the size of the area that will be hyperlinked; anywhere someone clicks in this highlighted area will take them to the evidence you hyperlink). Once you are satisfied with the size and position of your box, release it and a new pop up will appear with the next steps.

PPHR Criteria Version 10.0

Goal I: All-Hazards Preparedness Planning: Measure #1

Please follow these guidelines:

	Hyperlink(s)	Comments
	Org EOP p.1	
	Org EOP p.5	
B. Introductory Material		
b1. The plan provides an overview or introduction, including a description of the purpose of the plan.		

Figure 8: Image of hyperlinking options.

A new window will pop-up giving you a list of hyperlinking options (see *Figure 8*). Click next if you want to keep the default settings, otherwise edit the hyperlink defaults then click next.

The following images in this guide will contain default options to demonstrate how it will look if defaults remain unchanged. It is recommended you change the defaults to NACCHO’s standards as you go as this can be a very time-consuming process to fix as each individual hyperlink’s defaults would need to be changed. That said, should you forget to change the defaults of a hyperlink, how to edit the hyperlink to conform to NACCHO standards will be covered later in this guide.

Use the following options to create your hyperlinks for your PPHR Application:

- Link Type: Visible Rectangle
- Line Style: Solid
- Highlight Style: None
- Color: Red
- Link Thickness: Thin
- Link Action: Go to a Page View

PPHR Criteria Version 10.0

Goal I: All-Hazards Preparedness Planning: Measure #1

Please follow these guidelines:

1. If the applicant is not the lead agency for a particular evidence element or sub-measure, the applicant must provide evidence that addresses how they work with the lead agency to ensure that the evidence element or sub-measure is adequately addressed. Specific items that must be included in this description can be found in the [Application Guidelines](#) section above.
2. If, at the time of the PPHR submission deadline, a particular evidence element or sub-measure is not met because plans in that area are not fully developed, the applicant must explain how they plan to address that element or sub-measure. Specific items that must be included in this description can be found in the [Application Guidelines](#) section above.
3. *Starred Criteria Elements: When a criteria element contains an asterisk, the evidence submitted by the applicant does not have to be located in a plan, as long as the plan references where to find that information.
4. All criteria elements that are hyperlinked have mandatory guidance notes, located on pages 39–46 of this document. If viewing the document on a computer, click on the criteria element to go directly to the associated guidance note.

The screenshot shows a table with the following content:

Goal I: All-Hazards Preparedness Planning: Measure #1: Possession and Maintenance of an All-Hazards Emergency Response Plan		
The agency has documented its planned response to a public health emergency. The plan should address the key elements of the plan.		
A. Plan Organization	Hyperlink(s)	Comments
a1. The table of contents correctly corresponds to the plan.	Org EOP p.1	
a2. The organization of the plan is consistent with the local/state emergency management agency's response plan and complies with the National Incident Management System (NIMS).	Org EOP p.5	
B. Introductory Material	Hyperlink(s)	Comments
b1. The plan provides an overview or introduction, including a description of the purpose of the plan.		

Figure 9: View of the pop-up that comes up after clicking next. This window allows you to navigate to the page that will be set as the hyperlink outlined in the next step. The pop-up in question is in the yellow square with the yellow arrow pointing to it.

A new pop-up will appear (see Figure 9). This will let you set your hyperlink to your desired page in the file of your choosing. You will be able to move around while the pop up is open. **KEEP THE POP UP OPEN!**



Figure 10: Demonstration of the pop-up remaining stationary as navigation to the correct PDF file and page scrolling to the appropriate evidence occurs in the background as well as the button to click to set the location of the hyperlink squared in orange with orange arrow.

With the pop up still open, navigate to the file and page you would like link to for your evidence. You can navigate outside of Adobe and open a new PDF file if the file you wish to link to is not currently opened.

If your evidence contains multiple pages, navigate to the first page of the evidence you wish to link (e.g., if evidence is on pages 6-10, set the link to page 6). The pop up will stay in place as you move around the screen until you are ready to set the link (see Figure 10). When you are in the correct location in the correct file, click Set Link. The pop-up will disappear, and the link will be set.

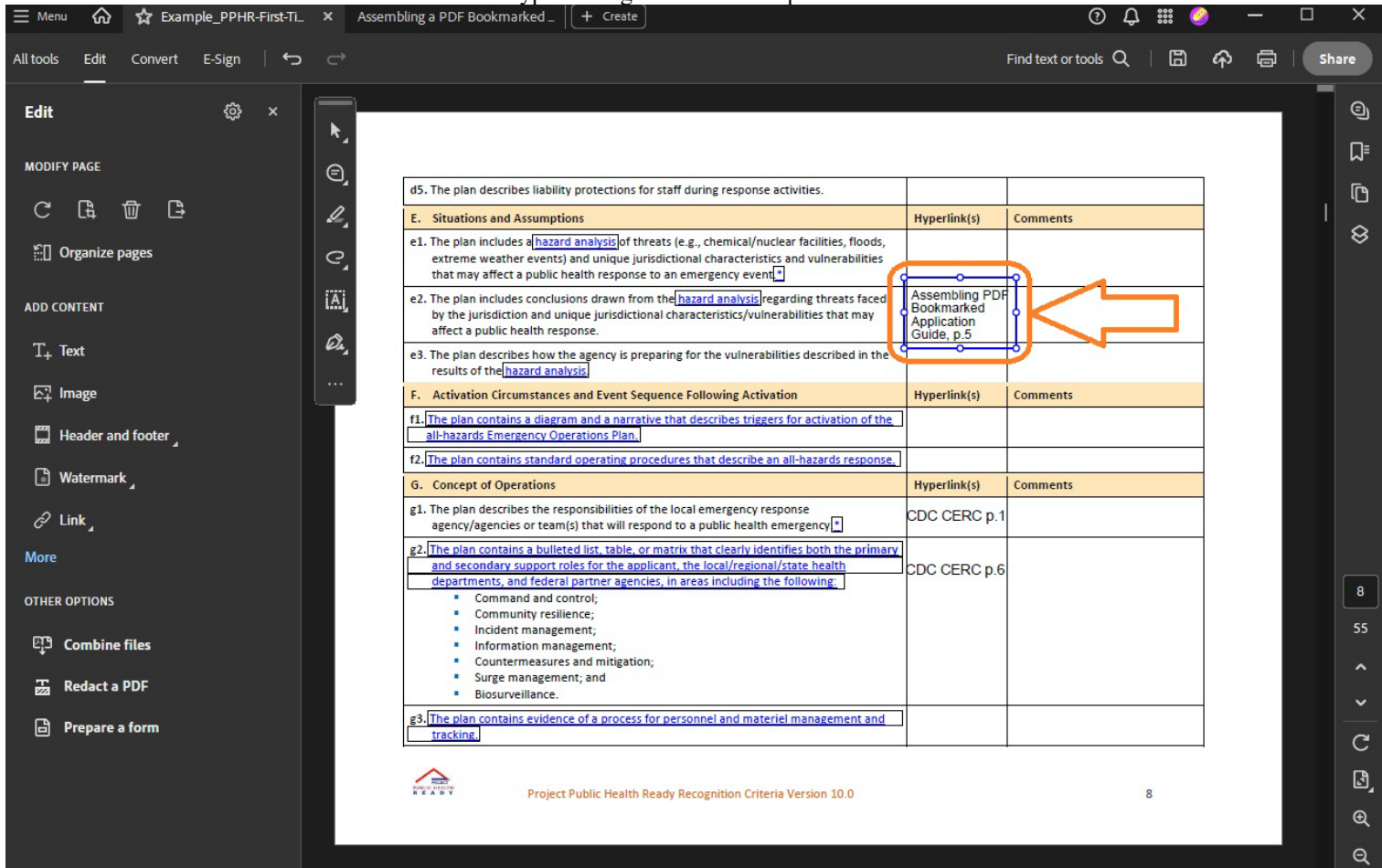


Figure 11: Demonstration of what your crosswalk will look like after finishing setting new link. The text square will likely still be highlighted in blue as indicated by the orange arrow and orange square.

When you navigate back to the crosswalk, you should see a blue square around the newly hyperlinked area (see Figure 11). You can change the shape of the text square, if necessary, otherwise you can continue to add other hyperlinks to a new area of the page.

If you are hyperlinking to several different pages in the same file, you can leave that file open and begin the process of hyperlinking again by remaining in Edit mode, scrolling down to and clicking on the Link option on the left side panel, then selecting Add or edit a Link (see Figures 3, 5, & 11). Wait for the cursor to change (see Figure 6), then click and drag the cursor over the next set of words you would wish to hyperlink (see Figure 7). Then, navigate to the first page of the evidence you wish to hyperlink, and click Set Link once more (see Figures 8-10). Continue this process until you are finished.

There may be settings that need to be changed to fit the PPHR standard. See the rest of this guide for direction.

d5. The plan describes liability protections for staff during response activities.		
E. Situations and Assumptions	Hyperlink(s)	Comments
e1. The plan includes a hazard analysis of threats (e.g., chemical/nuclear facilities, floods, extreme weather events) and unique jurisdictional characteristics and vulnerabilities that may affect a public health response to an emergency event.*		
e2. The plan includes conclusions drawn from the hazard analysis regarding threats faced by the jurisdiction and unique jurisdictional characteristics/vulnerabilities that may affect a public health response.		
e3. The plan describes how the agency is preparing for the vulnerabilities described in the results of the hazard analysis .		
F. Activation Circumstances and Event Sequence Following Activation	Hyperlink(s)	Comments
f1. The plan contains a diagram and a narrative that describes triggers for activation of the all-hazards Emergency Operations Plan.		
f2. The plan contains standard operating procedures that describe an all-hazards response.		
G. Concept of Operations	Hyperlink(s)	Comments
g1. The plan describes the responsibilities of the local emergency response agency/agencies or team(s) that will respond to a public health emergency.*		CDC CERC p.1
g2. The plan contains a bulleted list, table, or matrix that clearly identifies both the primary and secondary support roles for the applicant, the local/regional/state health departments, and federal partner agencies, in areas including the following:		CDC CERC p.6
<ul style="list-style-type: none"> ▪ Command and control; ▪ Community resilience; ▪ Incident management; ▪ Information management; ▪ Countermeasures and mitigation; ▪ Surge management; and ▪ Biosurveillance. 		
g3. The plan contains evidence of a process for personnel and materiel management and tracking.		

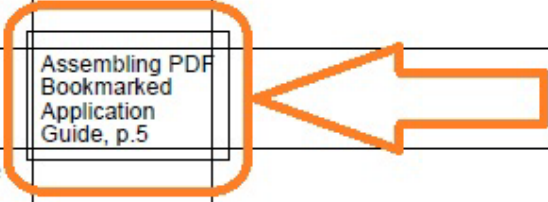


Figure 12: Demonstration of a default hyperlinked box in Adobe.

As you move forward, hyperlinks that were successfully created will appear as they were set. For instance, in this case, the defaults were left on, so the box is a thin black line around the hyperlinked set of words (see Figure 12). When set to PPHR standards, the link will have a red box around it. Changing this setting will be discussed later in this guide.

***Periodically test your hyperlinks to ensure they are functioning properly. ***

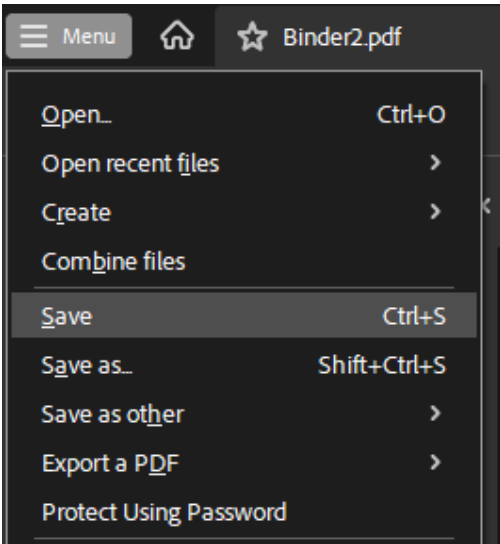


Figure 13: Close up view of the Menu dropdown option. You can use this option at any point to save your work.

It is recommended to periodically test your hyperlinks to be certain they are functioning properly. To do that, first be sure to save your file.

Be sure to save your save from time to time to minimize losing any edits you have made along the way. To do this, you will locate and click Menu on the top left of your screen (see Figure 13). Scroll to and click Save As. A new window will pop up where you will name your new file. Click Save when finished. Your file is now saved and accessible for future use. If you have already saved your file, hitting Ctrl+ S on your keyboard will also save your file. Close your file and proceed to the next step.

Goal 1: All-Hazards Preparedness Planning PPHR		
PPHR Measure #1: Possession and Maintenance of a Written All-Hazards Response Plan		
The agency has documented its planned response to public health emergencies. To prove it has met this measure, the agency must submit either a written copy of its all-hazards public health emergency response plan or the public health annex to its jurisdiction’s emergency response plan. The plan should address the key elements of the sub-measures listed below.		
A. Plan Organization	Hyperlink(s)	Comments
a1. The table of contents correctly corresponds to the numbered pages of the plan.	Org EOP p.1	
a2. The organization of the plan is consistent with the local/state emergency management agency’s response plan and complies with the National Incident Management System (NIMS).	Org EOP p.5	<div style="border: 1px solid black; padding: 5px;"> Delete Link Edit Link... </div>
B. Introductory Material	Hyperlink(s)	Comments
b1. The plan provides an overview or introduction, including a description of the purpose of the plan.		

Figure 14: View of the drop-down list that appears after right clicking the linked text you wish to edit. Click Edit Link indicated by the orange arrow and squared in orange to change hyperlink settings.

Start by opening your saved file, then click on any new link you have set. Ideally, the file you have hyperlinked should open in a new tab or window. If it does not, you will likely need to change the settings of the link. You will do this by right clicking your hyperlinked words and selecting Edit Link (see Figure 14).

Goal I: All-Hazards Preparedness Planning PPHR
 PPHR Measure #1: Possession and Maintenance of a Written All-Hazards Response Plan
 The agency has documented its planned response to public health emergencies. To prove it has met this measure, the agency must submit either a written copy of its all-hazards public health emergency response plan or the public health annex to its jurisdiction's emergency response plan. The plan should address the key elements of the sub-measures listed below.

A. Plan Organization	Hyperlink(s)	Comments
a1. The table of contents correctly corresponds to the numbered pages of the plan.	Org EQP p.1	
a2. The organization of the plan is consistent with the local/state emergency management agency's response plan and complies with the National Incident Management System (NIMS).	Org EQP p.5	
B. Introductory Material	Hyperlink(s)	Comments
b1. The plan provides an overview or introduction, including a description of the purpose of the plan.		

Figure 15: View of the drop-down list that appears after right clicking the linked text you wish to edit. Click Properties indicated by the orange arrow and squared in orange to change hyperlink settings.

If you know you need to change the actions of the hyperlink while still in Edit mode, right click the hyperlinked words then scroll down and click on Properties (see Figure 15) Note that Edit in this menu will not give you the options you need to change the actions of the hyperlink.

Link Properties

Appearance: **Actions**

Link Type: [Visible Rectangle](#) Line Style: [Solid](#)

Highlight Style: [Invert](#) Color: [■](#)

Line Thickness: [Thin](#)

Locked [OK](#) [Cancel](#)

ent or sub-measure, the applicant must provide evidence element or sub-measure is adequately in the [Application Guidelines](#) section above. element or sub-measure is not met because plans address that element or sub-measure. Specific iten [ines](#) section above. risk, the evidence submitted by the applicant does t information. notes, located on pages 39–46 of this document. If to the associated guidance note.

A. Plan Organization	Hyperlink(s)	Comments
a1. The table of contents correctly corresponds to the numbered pages of the plan.	Org EQP p.1	
a2. The organization of the plan is consistent with the local/state emergency management agency's response plan and complies with the National Incident Management System (NIMS).	Org EQP p.5	
B. Introductory Material	Hyperlink(s)	Comments

Figure 16: View of new pop-up window that appears after clicking Properties. Click on Actions, squared in orange and pointed to with orange arrow.

A new pop-up window will appear. Click on Actions (see Figure 16).

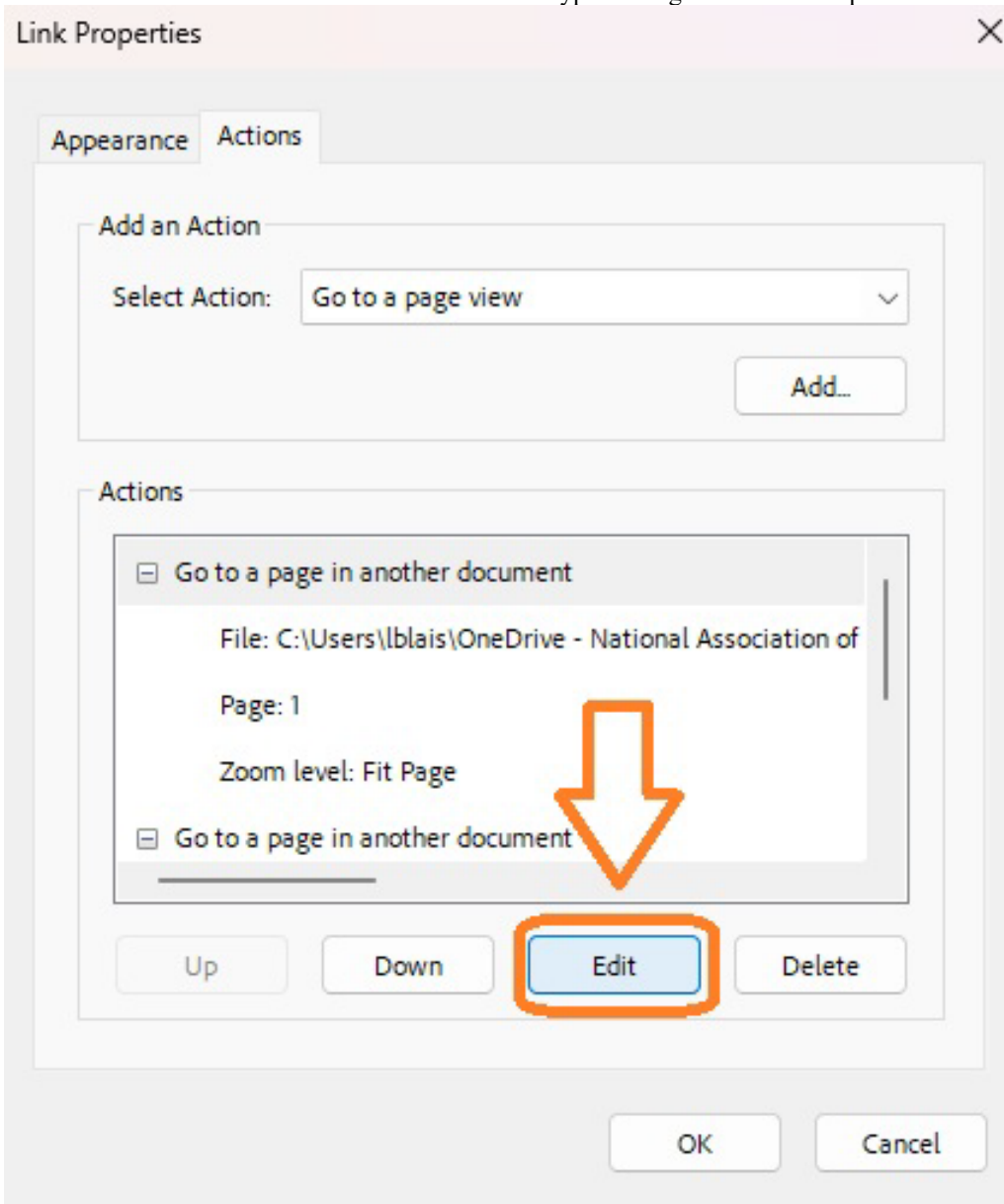


Figure 17: Demonstration of new options under the Actions tab. Click Edit button squared in orange and pointed to with orange arrow.

Different options will appear in this pop-up window. Move your cursor down to and click on the Edit button (see Figure 17).

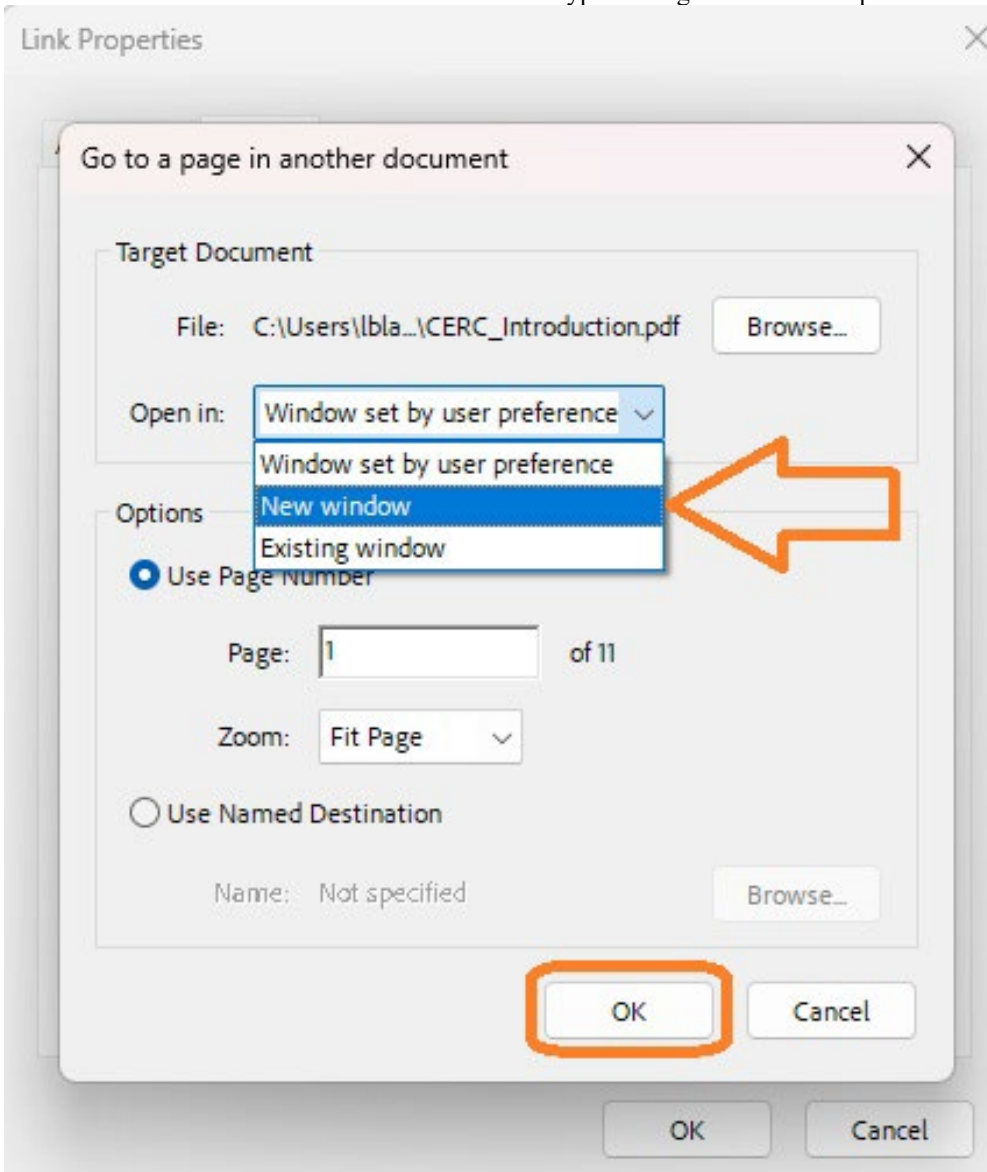


Figure 18: Demonstration of options in the new pop-up window. Click New window in the drop-down menu of Open in indicated by the orange arrow, then click OK, squared in orange, twice to apply the option.

A new window will pop-up. Navigate to the dropdown menu titled “Open in:” and select the New Window option then click OK in that window as well as the previous window to apply new the setting (see *Figure 18*). This will allow the crosswalk to stay open while the hyperlinked file opens in a new tab in Adobe when the hyperlink is clicked.

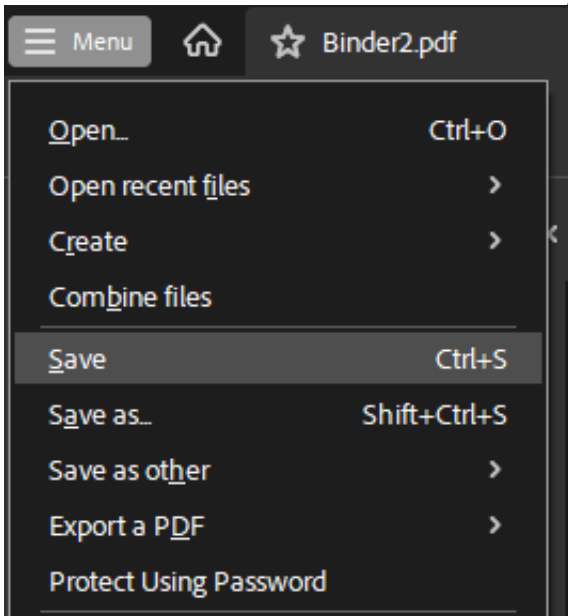


Figure 19: Remember to save your work!

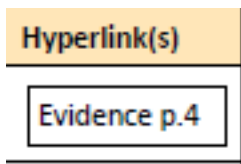
Save your application (see *Figure 19*), close it, then opened it again. Test your new link.



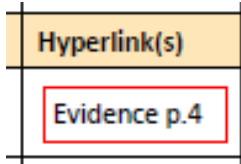
Figure 20: Demonstration of both the crosswalk and the hyperlinked file being open following changing the setting of the hyperlink to open hyperlinked file in a new window when clicking on its link.

When testing your new link, what should happen can be seen in *Figure 20*. Both the crosswalk and the file opened to the specific page number you set it on should be open now. This should be what happens for every hyperlink you make. When testing multiple hyperlinks to different files, you may have multiple tabs open along the top to several different files. This is exactly what should happen.

***The following section will explain how to change hyperlink defaults. ***

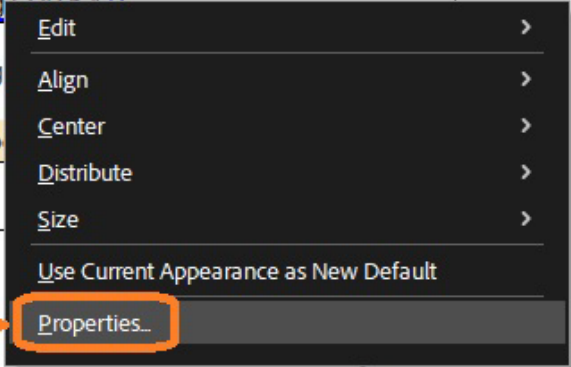


When the hyperlink text box is not selected, it will look like the image to the left.



Recall that it should look like this based off NACCHO's standards noted earlier in the guide.

Goal I: All-Hazards Preparedness Planning PPHR		
PPHR Measure #1: Possession and Maintenance of a Written All-Hazards Response Plan		
The agency has documented its planned response to public health emergencies. To prove it has met this measure, the agency must submit either a written copy of its all-hazards public health emergency response plan or the public health annex to its jurisdiction's emergency response plan. The plan should address the key elements of the sub-measures listed below.		
A. Plan Organization	Hyperlink(s)	Comments
a1. The table of contents correctly corresponds to the numbered pages of the plan.	Org EOP = 4	
a2. The organization of the plan is consistent with the local/state emergency management agency's response plan and complies with the National Incident Management System (NIMS).	Org	
B. Introductory Material	Hyp	
b1. The plan provides an overview or introduction, including a description of the purpose of the plan.		



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Figure 21: Demonstration of how to edit a link already set. Click Properties squared in orange pointed to by the orange arrow.

To change what your hyperlink box looks like, *and* if you are still in Edit PDF mode, bring your cursor over to your hyperlinked box then right click inside of it. A drop-down list will appear. You will then scroll down and click Properties (see *Figure 21*).

Hyperlink(s)	Comments
Evidence p.4	
Evidence p.6-7	

Figure 22: Demonstration of options available to edit hyperlink if not still in Edit PDF mode. Edit Link is the option to select which is squared in orange with orange arrow pointing to it.

If you are *not* in Edit PDF mode, you will hover your cursor over the hyperlink you wish to edit then right click inside the hyperlink click-box. A drop-down list will appear. Click Edit Link (see Figure 22).

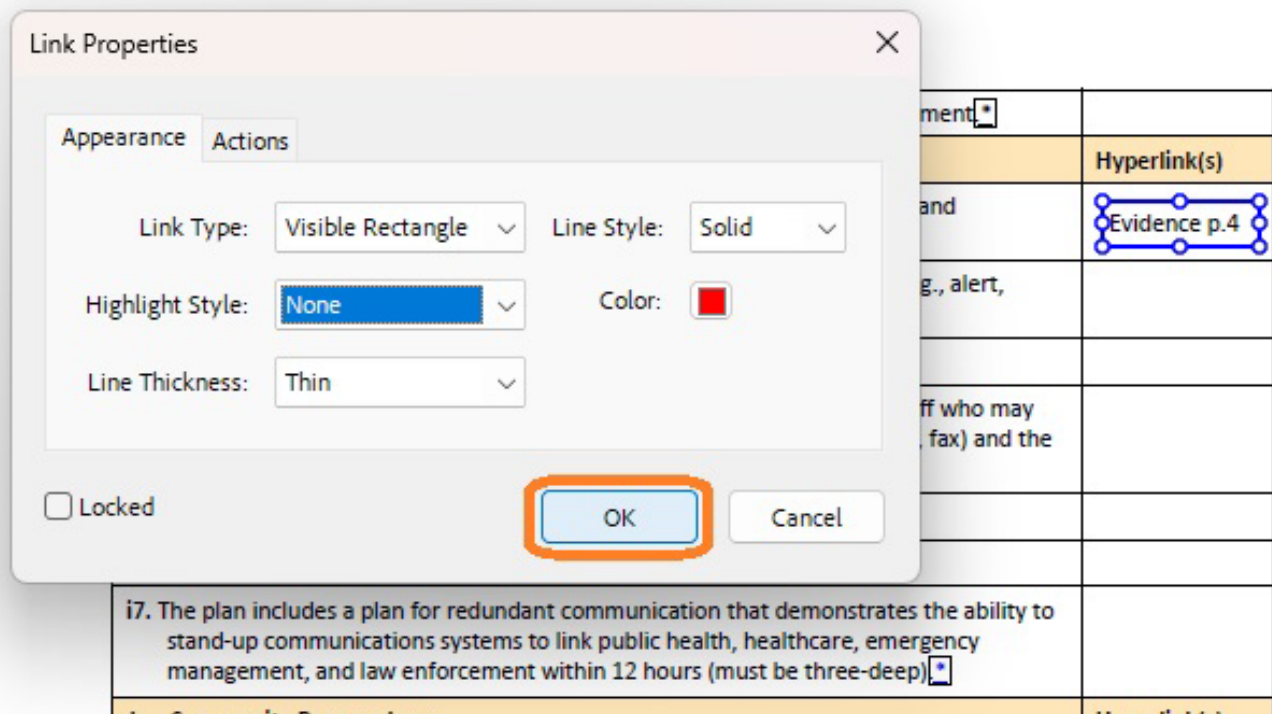


Figure 23: Image of the options available to edit hyperlink. Be sure to click okay, squared in orange, to apply any new changes to your link.

Either option will lead you next to a new pop-up window (see Figure 23). This pop-up will allow you to make any necessary changes to your hyperlink. In this example, you will stay in the Appearance section to change the look of the hyperlink box you need to change to NACCHO standards.

The following are the PPHR style:

Link Type: Visible Rectangle; Line Style: Solid; Highlight Style: None; Color: Red; Link Thickness: Thin (see Figure 37). Once you are done making changes, be sure to click Okay to apply the new changes to your link.

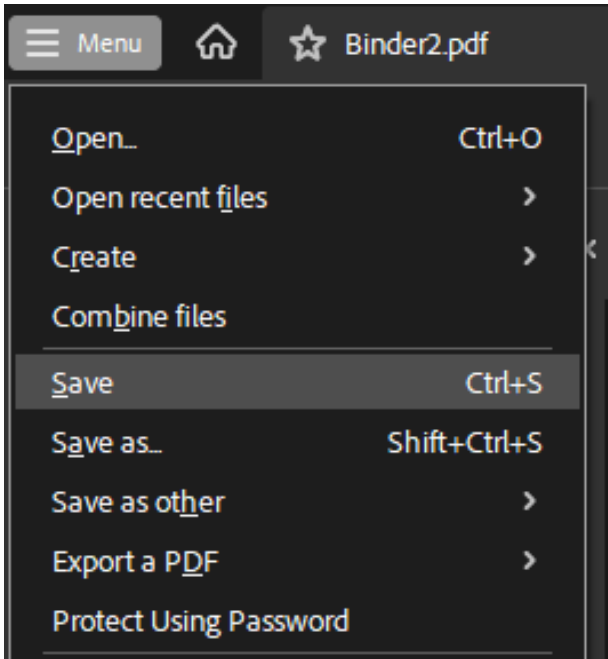


Figure 24: Remember to save your work!

Remember to always save any edits. To do this, recall you will locate and click Menu on the top left of your screen. Scroll to and then click Save (see *Figure 24*). You may also hit Ctrl+ S on your keyboard. Your edits are now saved, and the file is accessible for the future.