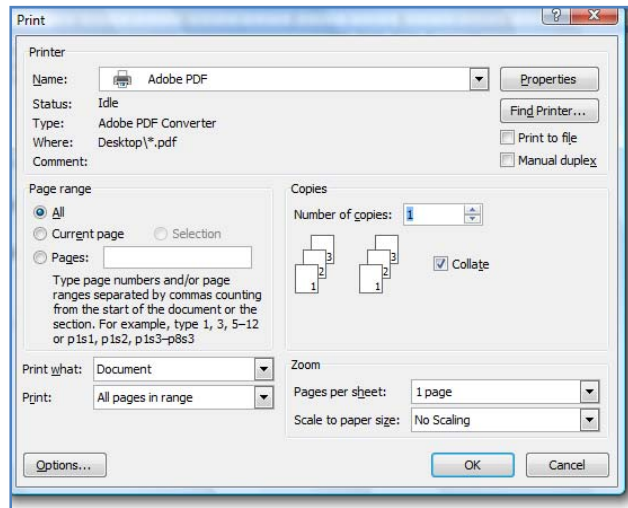


CREATING A PDF FILE FROM A MICROSOFT WORD DOCUMENT

PLACING A LINK TO A PDF FILE IN SOCS

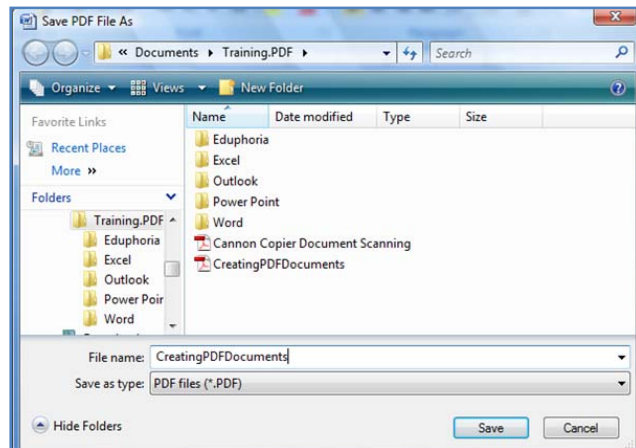
1. Open the word document.
Select “print” under the office button. Select Adobe PDF for printer.

Press OK

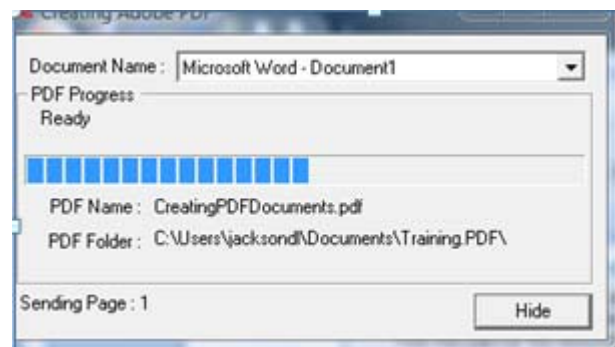


2. Navigate to where you would like to save the document.

Click Save.



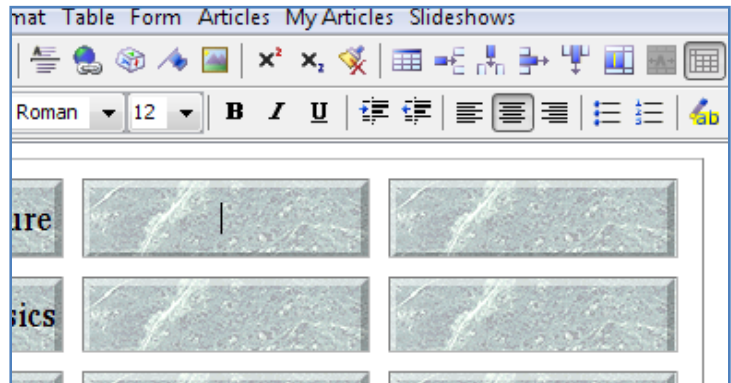
3. The Creating Adobe PDF window opens showing the PDF Progress.
4. The PDF file will open when complete.



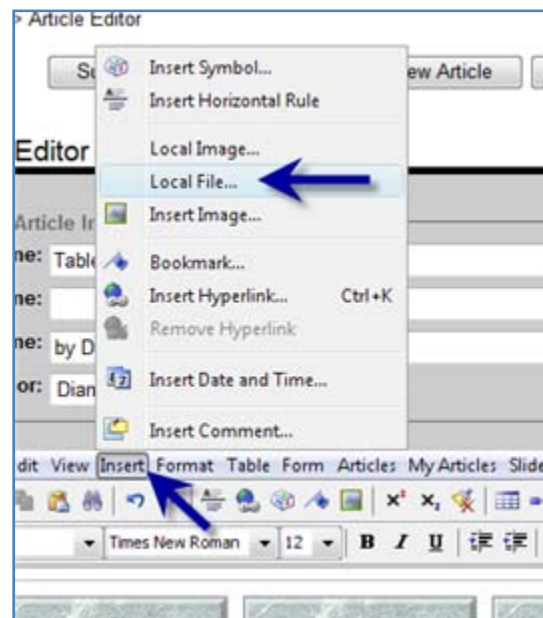
CREATING A PDF FILE FROM A MICROSOFT WORD DOCUMENT

PLACING A LINK TO A PDF FILE IN SOCS

5. Place your cursor where you want the link.

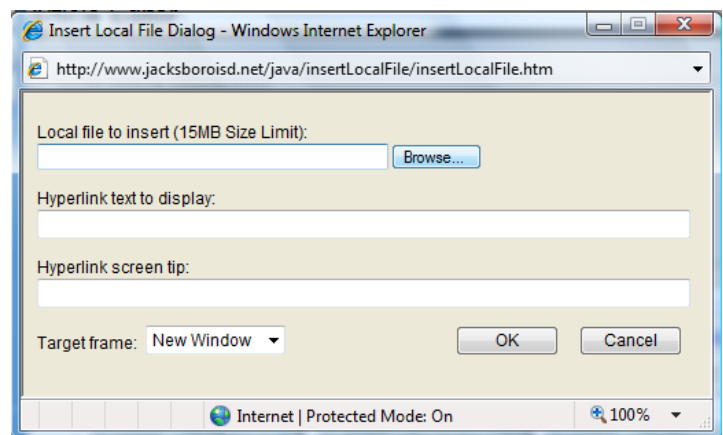


6. Select Local File... from the Insert Menu.



7. The Insert Local File Dialog window opens.

Notice the size limit for the file.



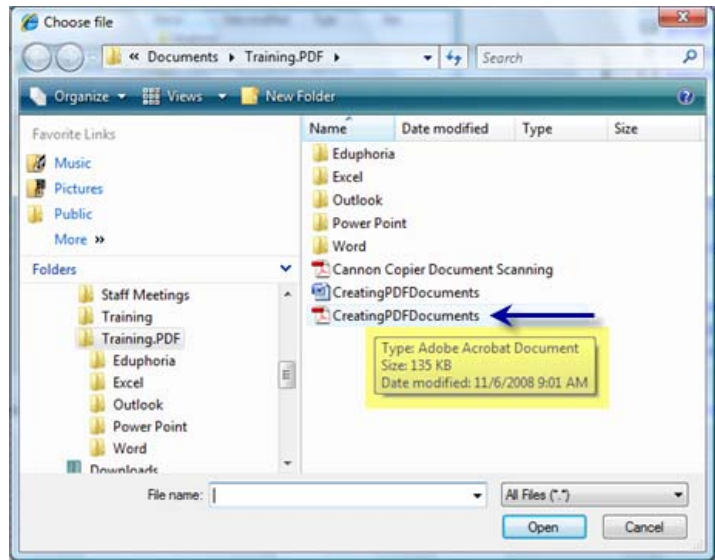
CREATING A PDF FILE FROM A MICROSOFT WORD DOCUMENT

PLACING A LINK TO A PDF FILE IN SOCS

8. Click Browse and navigate to the PDF file.

Notice the Size of the file.

9. Select the file and click Open.



10. The address for the file is inserted.

11. Enter Hyperlink text to display.

12. Enter Hyperlink screen tip

13. Make sure the Target frame is "New Window".

14. Click OK.

15. The file is uploaded and the link is in place. You may change the format by highlighting the text and changing the format.

16. The hyperlink is complete.

