

Reference Number: ORG.1611.PR.005	Program Area: Information
	Technology
Issuing Authority/Source: Information	
Technology	Policy Section: Internal Portal
	Services Contributors Resources
Issue Date: August 27 2014	Subject: Add Links to
	Documentation from Adobe Acrobat
Review Date:	
Revision Date:	

PURPOSE:

Procedure to add links to documentation from Adobe Acrobat

SUBJECT:

Add Links to Documentation from Adobe Acrobat

PROCEDURE:

For purposes of this procedure, the imbedded link example referred to is in a policy. To imbed links into any document, the procedure is the same.

Depending where you have developed your draft documentation is where you will start from. It may be either:

- > Your shared drive on the network
- > Your Team's Collaborative Work Site
- Your Team's Policy Manual Section

NOTE:

If you have unpublished policy that you need to imbed links into the Documentation section begin at Step 1.

If you have published policy that you need to imbed links into the Documentation section, begin at Step 9.

To imbed links into a document using Acrobat Acrobat		Policy, Procedure, Guideline Development				
8 Professional or newer:			Туре	Number	Name	Issue Date
 Select the document in your Collaborative Work Site space. 			IPC- 200.000	Ocupational Health Practices	31/01/2002	
	Select the document in your Collaborative Work Site space.		P)	IPC- 200.002	Immunization of Health Care Workers	31/01/2002
				IPC- 200.003	Hepatitis A Vaccine	31/01/2002
			in the second se	TOC		21/01/2002

2. A dialogue box will appear. Click Edit. Click OK.	Microsoft Internet Explorer
	You are about to open: Name: Hepatitis A Vaccine.doc From: intranet How would you like to open this file? Read Only Edit OK Cancel Some files can harm your computer. If this information looks suspicious, or you do not fully trust the source, do not open the file.
3. The document selected will open in Word.	Print ? X Printer Name: properties Properties
 From the toolbar, Select File. From the drop down bar, Select Print. Select Adobe PDF, Click OK. 	Status: Type: Whatc1[Xerox WorkCentre Pro 55 - Photo Find Printer Where: Adobe PDF Print to file Manual duplex Page range All Find printer Print to file Pages: Adobe PDF Manual duplex Find printer Pages: Pages: Pages: Pages: Pages: Print what: Pages: Microsoft Office Document Image Writer Collate Print what: Microsoft XPS Document Writer Pe V Scale to paper size: No Scaling OK Cancel
 A new screen will appear. Select the location to save your .pdf to. Use the Desktop as a temporary 	Save PDF File As
staging storage location.	My Computer RHAW0667 (cgarnham) My Network Places Monagement Of Febrile Neutropenic Cancer Patients.pdf
6. Check the File name: Enter the file name if it does not appear correctly.	Desktop Wp Computer HAW0567 (L. Wy Network Places Hig pame: Consent For Treatment.pdf Save Save Save Cancel

7.	Double check your file names to ensure that there are no invalid characters contained in the file name(s). You will receive a message, as shown, if there are. The file name must be altered to remove them.	Name: Browse The file name is invalid or the file is empty. A file name cannot contain any of the following characters: \/:*?*<> # {} % ~ & Upload Multiple Files Image: Contract of the provided multiple files <t< th=""></t<>
8.	Click Save. Adobe will create your .pdf. The Adobe program will open and your .pdf will appear once the document has been converted.	Save PDF File As ? × Save in:
9. 10.	Scroll through the document to the Documentation section of the policy or guideline. Select the first document item by clicking and dragging your cursor over the word or words you want to apply the link to.	DOCUMENTATION: Consent for Treatment and Procedures for the Fore one Foreign Residents Agreement NS-E00.02 Invasive Procedures & Treatments Requi Copy As Table Waiver of Responsibility form NS-E00.02 Save As Table Waiver of Responsibility form NS-E00.02 Save As Table REFERENCES: Select All Canadian Medical Protective Association Select Comment)
11.	Right Click your mouse. A drop down menu will appear. Click Create Link.	Canadian Nurses' Protective Society, Vol College of Physicians and Surgeons Guic Gardner, W. S., Pitblado Buchwald Asper 2500 – 360 Main Street Winningo MB F

Create Link
Link Appearance Link Iype: Visible Rectangle Vige Style: Underline Vige Style: Visible Rectangle Vige Style: Underline Vige Style: Visible Rectangle Vige Style: Underline Vige Style: Visible Rectangle Visible Rec
Link Action C Go to a page view O Open a file Open a web page
Help Next Cancel
Edit URL
NS-E00.020 Consent for Treatment and Procedures Form NS-E00.021 Foreign Residents Agreement NS-E00.022 Invasive Procedures and Treatments Requi NS-E00.023 Waiver of Responsibility - NS-E00.024 Triage Record NS-E00.025 Resident Information for Integrated Care F NS-E00.026 Resident Information for Health Record NS-E00.027 Integrated Assessment NS-E00.028 Delivery of Care Record for Year NS-E00.028 Delivery of Care Record for Year NS-E00.028 Delivery of Care Record for Year Properties Properties

	📜 Imral Services Manual = Microsoft Internet Exolorer oroviden
19. A Properties dialogue box will appear.	Properties
 Select the Address (URL) by clicking and dragging your cursor over the address. Be sure to drag from the top left to the bottom right to get the full address which may not be visible. Right Click while address is highlighted and Click Copy. Click OK. 	Consent %20fror %20Treatment %20and % 20Procedures %20Form.pdf Protocol: HyperText Transfer Protocol Type: Adobe Acrobat Document Address: E00.999/Consent %20 reatment %20and % (URL) 20Procedures %20For Undo Cut Copy Paste Delete Select All DK Cancel Apply
22. Navigate back to Adobe program by maximizing it.	 Telephone Consent – Applies only to situations where a patient is unable t consent and when the patient's alternate is not immediately available, but telephone. The Responsible Physician shall complete the Telephone Con Consent Form retire unit.
23. Paste the link in to the Edit URL. Click OK .	DOCUMENTATION Enter a URL for this Ink: DOcument for Treatme 0,999/Consent%20for%20Treatment%20and%20Procedures%20Form.pdf ▼ Consent for Treatme 0k Cancel Foreign Residents A 0k Cancel Invasive Procedures & Treatments Requiring Written Consent NS-E00.022 Waiver of Responsibility form NS-E00.023
24. Test the link. Hover over the file name. Your cursor will change to a hand pointer. The URL will appear. Click the file.	DOCUMENTATION: Consent for Treatment and Procedures form NS-E00.020 Foreign Residents Agreement NS-E00.021 Invasive Procedures & Treatments Requiring Writter Waiver of Responsibility form NS-E00.023 Waiver of Responsibility form NS-E00.023
25. A Security Warning will appear. Check Remember my action for this site. Click Allow, if prompted.	Security Warning
By selecting Remember my action for this site the Security Warning will not reappear.	If you trust the site, choose Allow. If you do not trust the site, choose Block.
26. The link file will open.	
27. Click Save and Close.	