



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If you have unpublished policy that you need to imbed links into the Documentation section begin at Step 1.

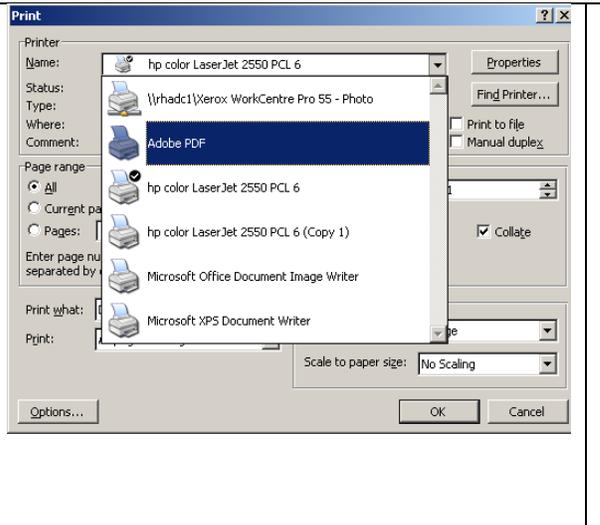
If you have published policy that you need to imbed links into the Documentation section, begin at Step 9.

<p>To imbed links into a document using Acrobat Acrobat 8 Professional or newer:</p> <ol style="list-style-type: none"> Select the document in your Collaborative Work Site space. 	<table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> <th>Name</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>IPC-200.000</td> <td>Occupational Health Practices</td> <td>31/01/2002</td> </tr> <tr> <td></td> <td>IPC-200.002</td> <td>Immunization of Health Care Workers</td> <td>31/01/2002</td> </tr> <tr> <td></td> <td>IPC-200.003</td> <td>Hepatitis A Vaccine</td> <td>31/01/2002</td> </tr> </tbody> </table>	Type	Number	Name	Issue Date		IPC-200.000	Occupational Health Practices	31/01/2002		IPC-200.002	Immunization of Health Care Workers	31/01/2002		IPC-200.003	Hepatitis A Vaccine	31/01/2002
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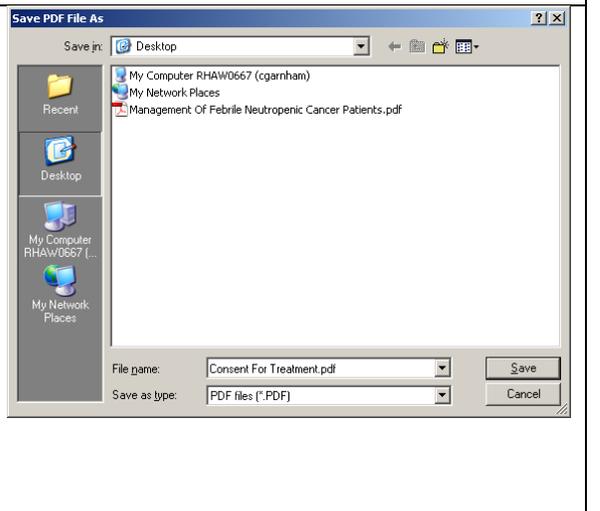
2. A dialogue box will appear. Click **Edit**. Click **OK**.

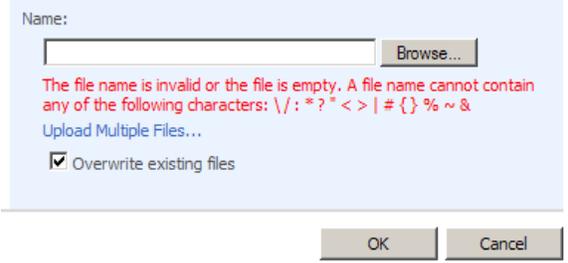
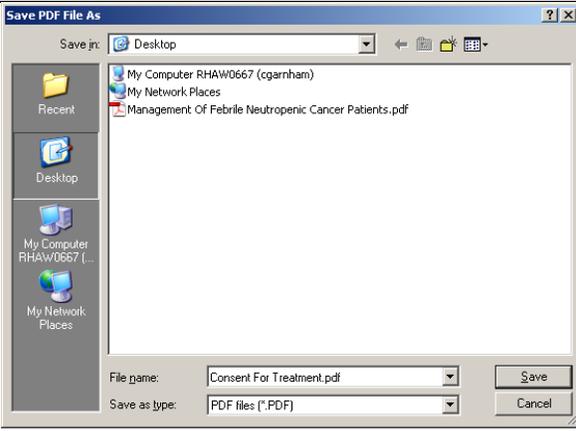
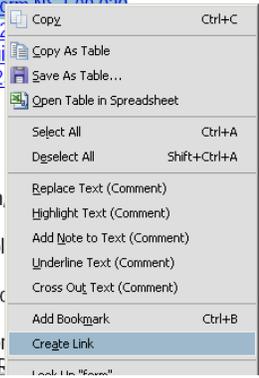


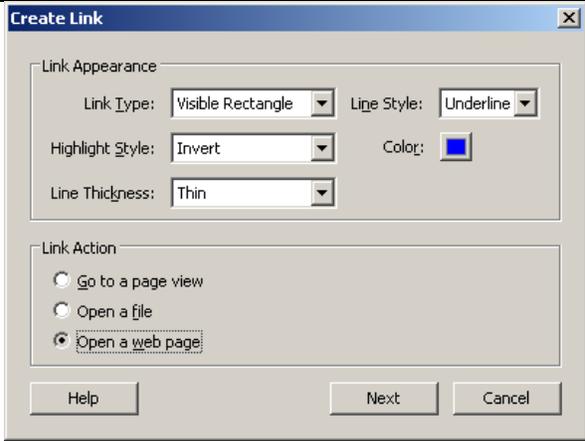
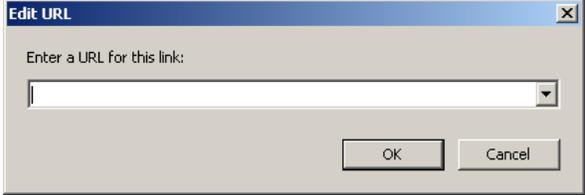
3. The document selected will open in Word.
4. From the toolbar, Select **File**. From the drop down bar, Select **Print**. Select **Adobe PDF**, Click **OK**.

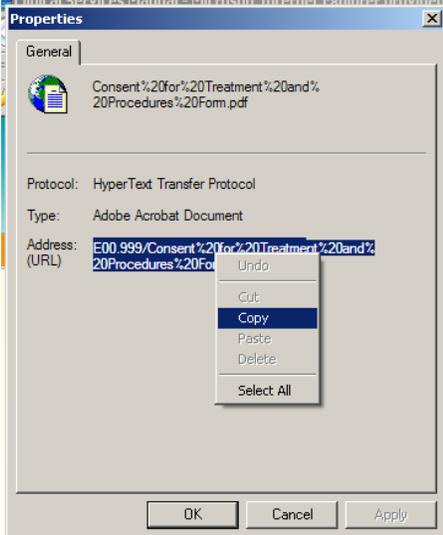


5. A new screen will appear. Select the location to save your .pdf to. Use the Desktop as a temporary staging storage location.
6. Check the File name: Enter the file name if it does not appear correctly.



<p>7. Double check your file names to ensure that there are no invalid characters contained in the file name(s).</p> <p>You will receive a message, as shown, if there are. The file name must be altered to remove them.</p>	
<p>8. Click Save.</p> <p>Adobe will create your .pdf.</p> <p>The Adobe program will open and your .pdf will appear once the document has been converted.</p>	
<p>9. Scroll through the document to the Documentation section of the policy or guideline.</p> <p>10. Select the first document item by clicking and dragging your cursor over the word or words you want to apply the link to.</p> <p>11. Right Click your mouse. A drop down menu will appear. Click Create Link.</p>	<p>DOCUMENTATION:</p> <p>Consent for Treatment and Procedures from NS-E00.02 Foreign Residents Agreement NS-E00.02 Invasive Procedures & Treatments Requi Waiver of Responsibility form NS-E00.02</p> <p>REFERENCES:</p> <p>Canadian Medical Protective Association, Canadian Nurses' Protective Society, Vol College of Physicians and Surgeons Guid Gardner, W. S., Pitblado Buchwald Asper 2500 – 360 Main Street, Winnipeg, MB, R</p> 

<p>12. The Create Link window appears.</p> <p>13. Leave the default settings in place for Link Type as Visible Rectangle; Highlight Style as Invert and Line Thickness as Thin.</p> <p>Change Line Style to Underline and Colour to bright blue located on the second row column</p> <p>14. Change Link Action to Open a web page.</p> <p>15. Click Next.</p>	
<p>16. A new dialogue box will appear.</p> <p>If you know the URL for the site or document you are linking to, enter it and click OK.</p>	
<p>17. If you do not know the URL, Navigate to Internal Portal site where the document you want to link to is located.</p> <p>18. Hover your cursor over the document Name and Right Click. A drop down menu will appear. Click Properties.</p>	

<p>19. A Properties dialogue box will appear.</p> <p>20. 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.</p> <p>21. Right Click while address is highlighted and Click Copy. Click OK.</p>	
<p>22. Navigate back to Adobe program by maximizing it.</p> <p>23. Paste the link in to the Edit URL. Click OK.</p>	<p>15. Telephone Consent – Applies only to situations where a patient is unable to consent and when the patient's alternate is not immediately available, but telephone. The Responsible Physician shall complete the Telephone Consent Form</p> 
<p>24. Test the link. Hover over the file name. Your cursor will change to a hand pointer. The URL will appear. Click the file.</p>	<p>DOCUMENTATION:</p> <p>Consent for Treatment and Procedures form NS-E00.020 Foreign Residents Agreement NS-E00.021 Invasive Procedures & Treatments Requiring Written Consent NS-E00.022 Waiver of Responsibility form NS-E00.023</p> 
<p>25. A Security Warning will appear. Check Remember my action for this site. Click Allow, if prompted.</p> <p>By selecting Remember my action for this site the Security Warning will not reappear.</p>	
<p>26. The link file will open.</p> <p>27. Click Save and Close.</p>	