Reference Number: ORG.1611.PR.006	Program Area: Information Technology
Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014 Review Date: Revision Date:	Subject: Add Links to Documentation in MS Word

SUBJECT:

Add Links to Documentation in MS Word

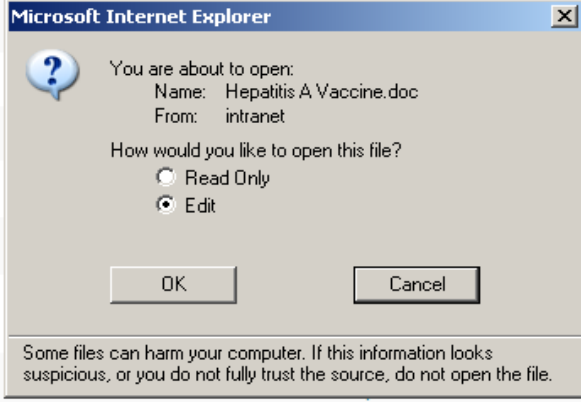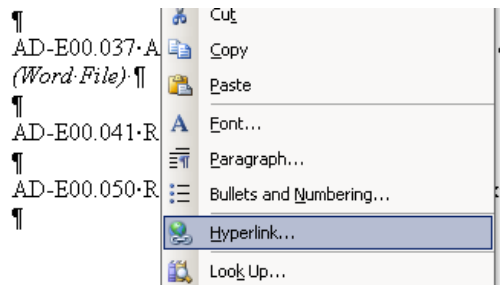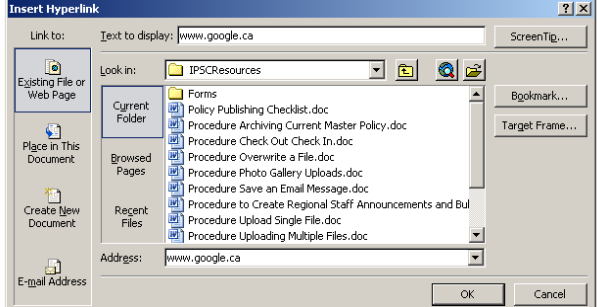**PURPOSE:**
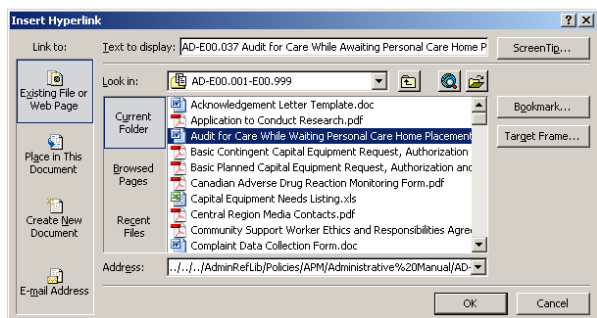
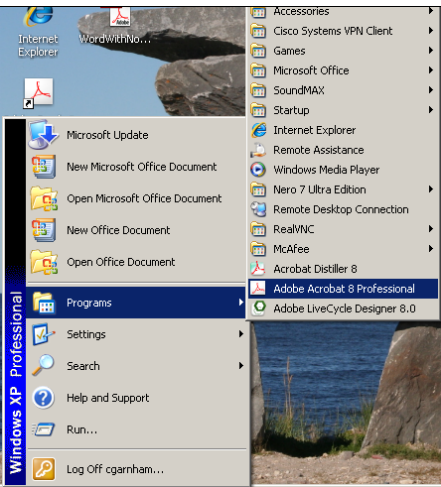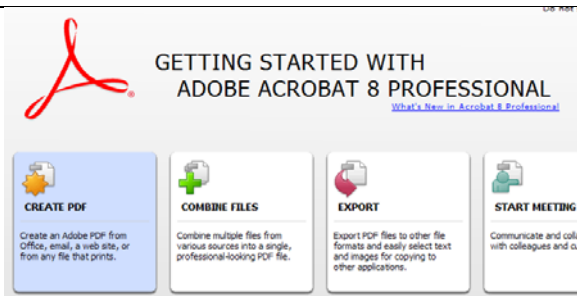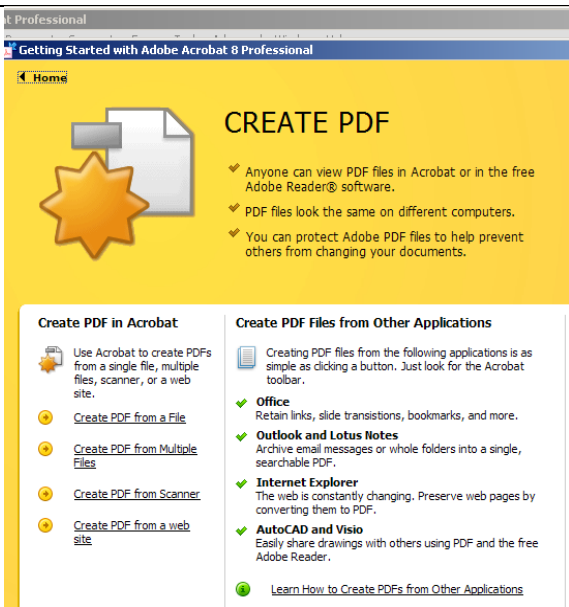Procedure to add links to documentation in MS Word

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

To imbed links into a Word document: 1. Select the document in your Collaborative Work Site space.	

2. A dialogue box will appear. Click **Edit**. Click **OK**.	
3. The document selected will open in Word.	
4. Scroll through the document to the Documentation section of the policy or guideline. 5. Select the first document item by clicking and dragging your cursor over the word or words you want to apply the link to. 6. **Right Click** your mouse. A drop down menu will appear. Click **Hyperlink**.	
7. The Insert Hyperlink window appears. 8. Leave the default settings in place for Link To as Existing File or Web Page. 9. If you know the URL for the site or document you are linking to, enter it in the Address box and click **OK**.	
10. If you do not know the URL, Navigate to Internal Portal site where the document you want to link to is located using the Look in: and Current Folder. 11. Select the appropriate file and click **OK**.	

12. Save the file with your changes and then close.	
13. From your desktop, select **Start**, **Programs**, **Adobe Acrobat 8 Professional.**	
14. Adobe Acrobat 8 Professional will open. Select **Create PDF**	
15. A new screen will appear. Select **Create PDF from a file**	

16. A new screen will appear. Navigate to the location of your Word file. Select the file and click **OK.** Adobe will convert the Word file and create an Adobe file. Once saved, test the links. You can now upload to the publishing site.	