



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	Subject: Add Links to Documentation in MS Word
Review Date:	
Revision Date:	

**SUBJECT:**

Add Links to Documentation in MS Word

**PURPOSE:**

Procedure to add links to documentation in MS Word

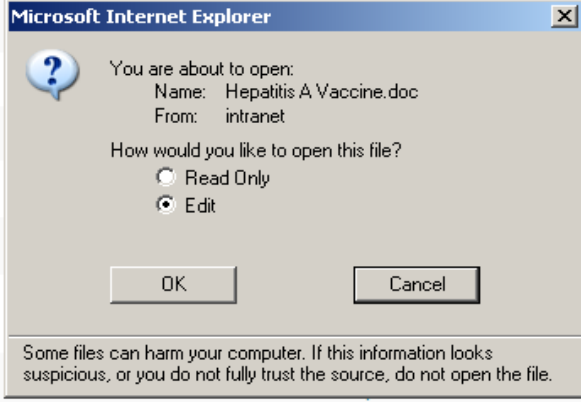
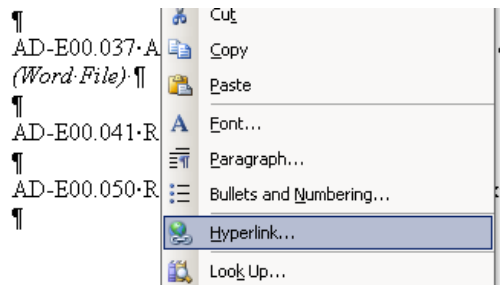
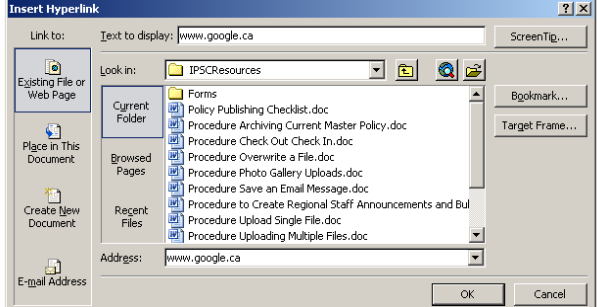
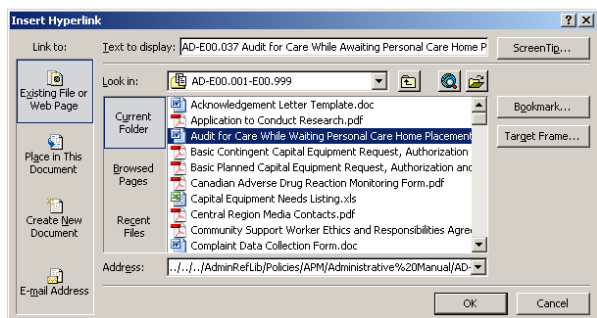
**PROCEDURE:**

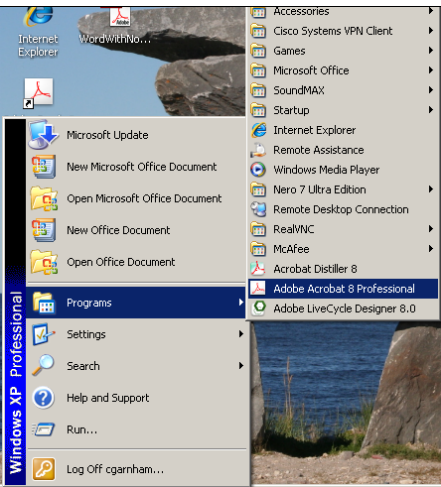
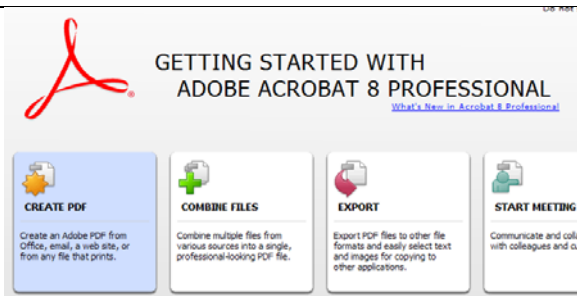
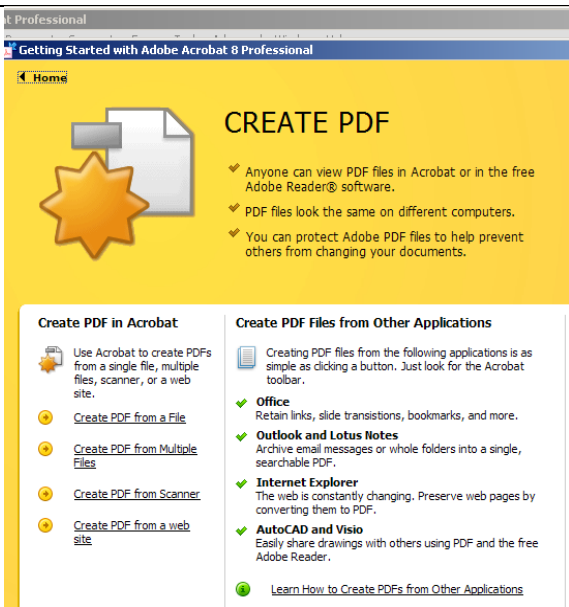
For purposes of this procedure, the imbedded link example referred to is in a policy. To imbed links into any document, the procedure is the same.

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

<p>To imbed links into a Word document:</p> <ol style="list-style-type: none"> <li>1. Select the document in your Collaborative Work Site space.</li> </ol>	<table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>Word Document</td> <td>Archived Policy Template Sample</td> <td>12/06/2014</td> </tr> <tr> <td>Word Document</td> <td>Data Entry Keyboarding Shortcuts and Quick Strokes</td> <td>09/07/2009</td> </tr> <tr> <td>Word Document</td> <td>EToIssuingAuthoritiesProcessReminderJune13-2011</td> <td></td> </tr> <tr> <td>Word Document</td> <td>IPS-100.000 Internal Portal Service Procedure Index</td> <td>06/01/2010</td> </tr> </tbody> </table>	Type	Name	Issue Date	Word Document	Archived Policy Template Sample	12/06/2014	Word Document	Data Entry Keyboarding Shortcuts and Quick Strokes	09/07/2009	Word Document	EToIssuingAuthoritiesProcessReminderJune13-2011		Word Document	IPS-100.000 Internal Portal Service Procedure Index	06/01/2010
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<p>2. A dialogue box will appear. Click <b>Edit</b>. Click <b>OK</b>.</p>	
<p>3. The document selected will open in Word.</p>	
<p>4. Scroll through the document to the Documentation section of the policy or guideline.</p> <p>5. 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>6. <b>Right Click</b> your mouse. A drop down menu will appear. Click <b>Hyperlink</b>.</p>	
<p>7. The Insert Hyperlink window appears.</p> <p>8. Leave the default settings in place for Link To as Existing File or Web Page.</p> <p>9. If you know the URL for the site or document you are linking to, enter it in the Address box and click <b>OK</b>.</p>	
<p>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.</p> <p>11. Select the appropriate file and click <b>OK</b>.</p>	

<p>12. Save the file with your changes and then close.</p>	
<p>13. From your desktop, select <b>Start, Programs, Adobe Acrobat 8 Professional.</b></p>	 <p>A screenshot of the Windows XP Start menu. The 'Start' button is at the top left. Below it are icons for Internet Explorer, Word with No..., and Adobe Acrobat. The 'Start' menu is open, showing options like Microsoft Update, New Microsoft Office Document, Open Microsoft Office Document, New Office Document, and Open Office Document. The 'Programs' menu is expanded, and 'Adobe Acrobat 8 Professional' is highlighted in blue. Other programs listed include Cisco Systems VPN Client, Games, Microsoft Office, SoundMAX, Startup, Internet Explorer, Remote Assistance, Windows Media Player, Nero 7 Ultra Edition, Remote Desktop Connection, RealVNC, McAfee, and Acrobat Distiller 8. The desktop background shows a landscape with a lake and rocks.</p>
<p>14. Adobe Acrobat 8 Professional will open. Select <b>Create PDF</b></p>	 <p>A screenshot of the Adobe Acrobat 8 Professional 'Getting Started' screen. The Adobe logo is at the top left. The title is 'GETTING STARTED WITH ADOBE ACROBAT 8 PROFESSIONAL'. Below the title are four main sections: 'CREATE PDF', 'COMBINE FILES', 'EXPORT', and 'START MEETING'. Each section has a brief description of its function. The 'CREATE PDF' section is highlighted with a blue background.</p>
<p>15. A new screen will appear. Select <b>Create PDF from a file</b></p>	 <p>A screenshot of the Adobe Acrobat 8 Professional 'Create PDF' screen. The title is 'CREATE PDF'. Below the title is a large orange star icon and a document icon. To the right of the icon are three bullet points: 'Anyone can view PDF files in Acrobat or in the free Adobe Reader® software.', 'PDF files look the same on different computers.', and 'You can protect Adobe PDF files to help prevent others from changing your documents.' Below the bullet points are two sections: 'Create PDF in Acrobat' and 'Create PDF files from Other Applications'. The 'Create PDF in Acrobat' section lists four options: 'Create PDF from a File', 'Create PDF from Multiple Files', 'Create PDF from Scanner', and 'Create PDF from a web site'. The 'Create PDF files from Other Applications' section lists four applications: 'Office', 'Outlook and Lotus Notes', 'Internet Explorer', and 'AutoCAD and Visio'. Each application has a brief description of how it can be used to create PDF files. A 'Learn How to Create PDFs from Other Applications' link is at the bottom right.</p>

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.

