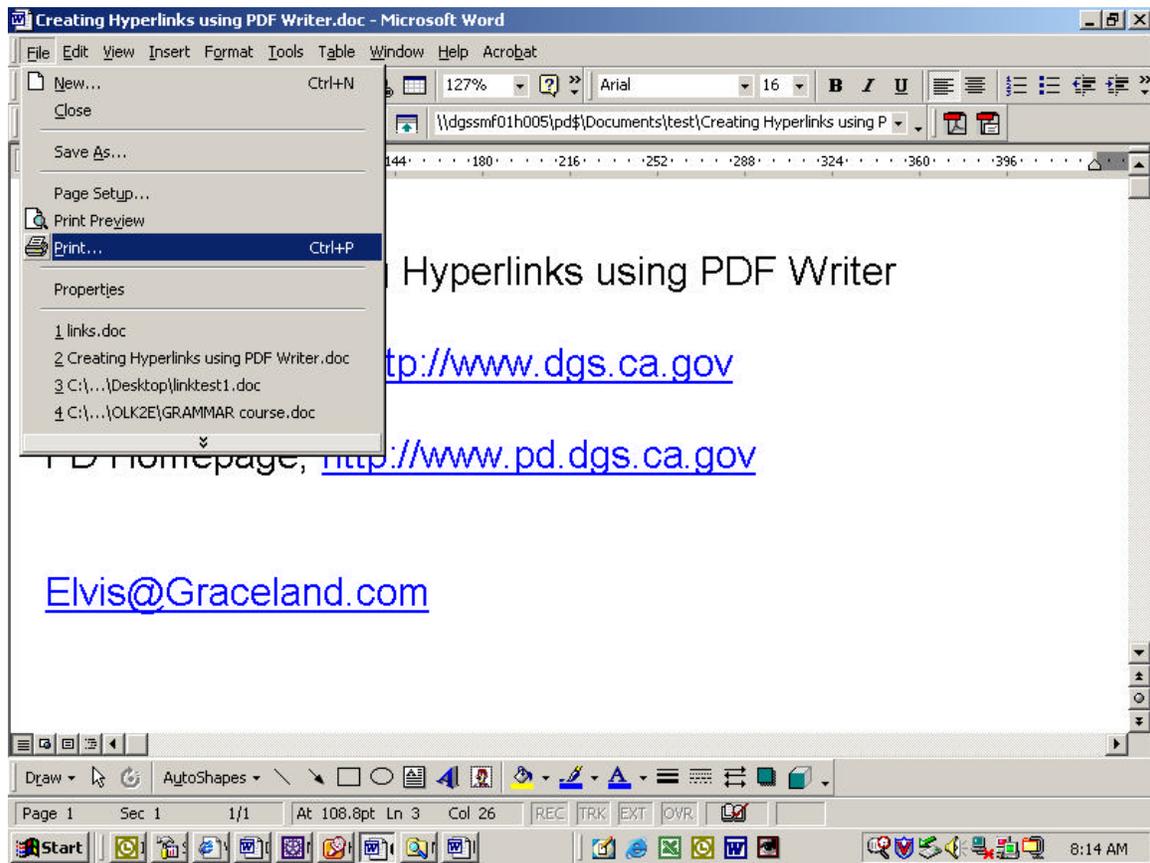
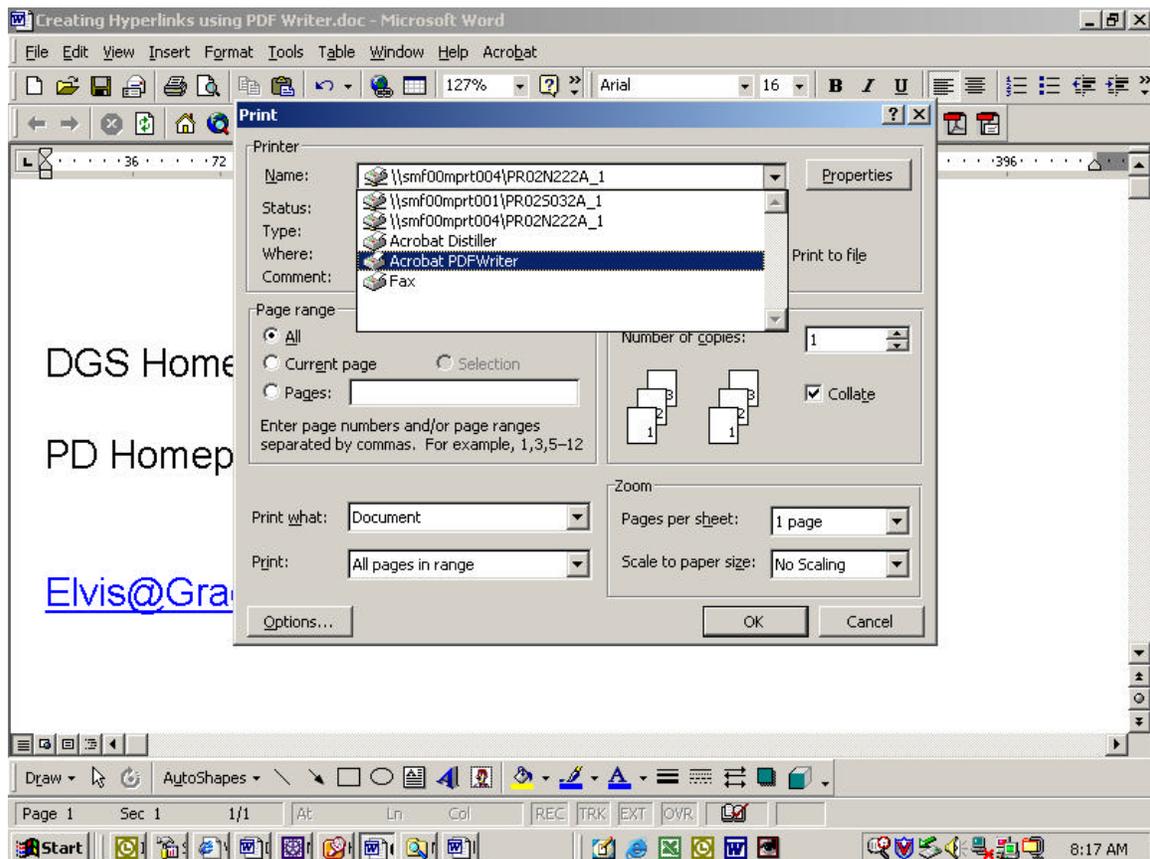


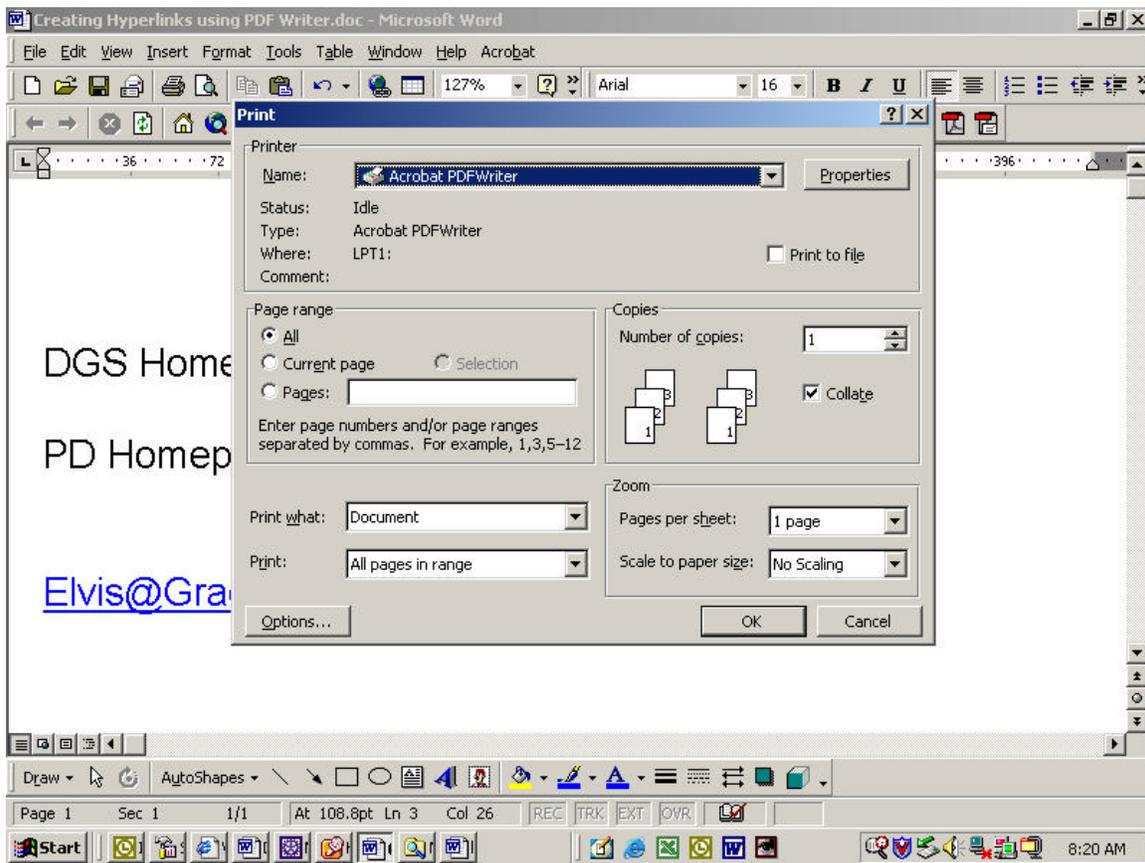
1. Go to "File", and select the "Print" option.



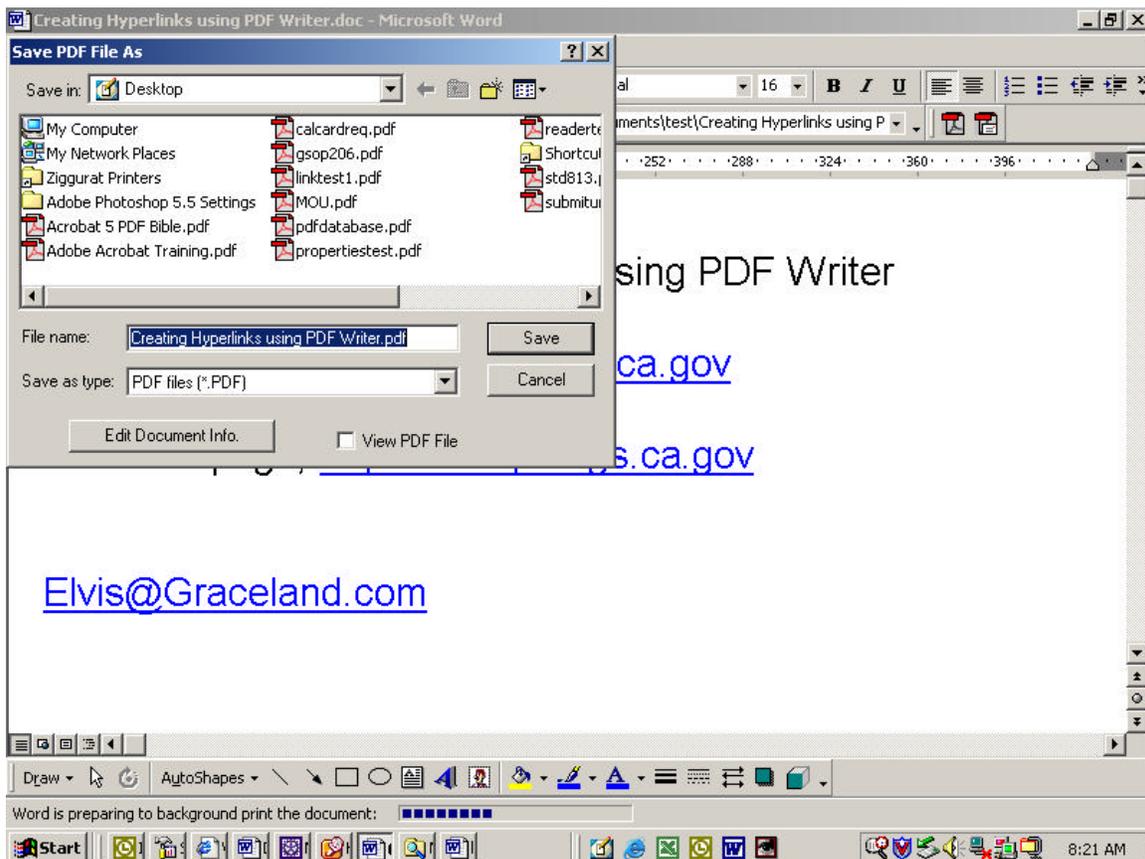
2. Select the Triangle next to the Properties button and then select "Acrobat PDF Writer"



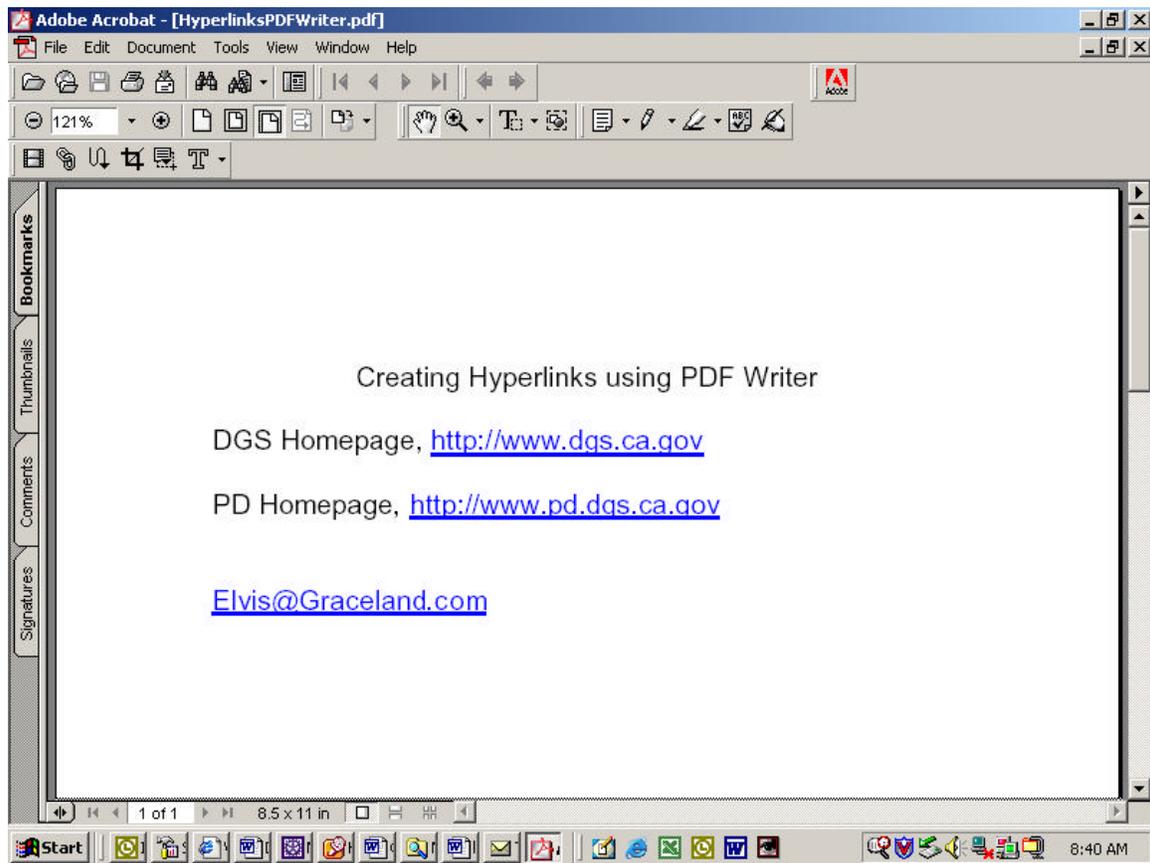
3. Select the "OK" button



4. You now will be prompted to choose a Name for your PDF document and file location.

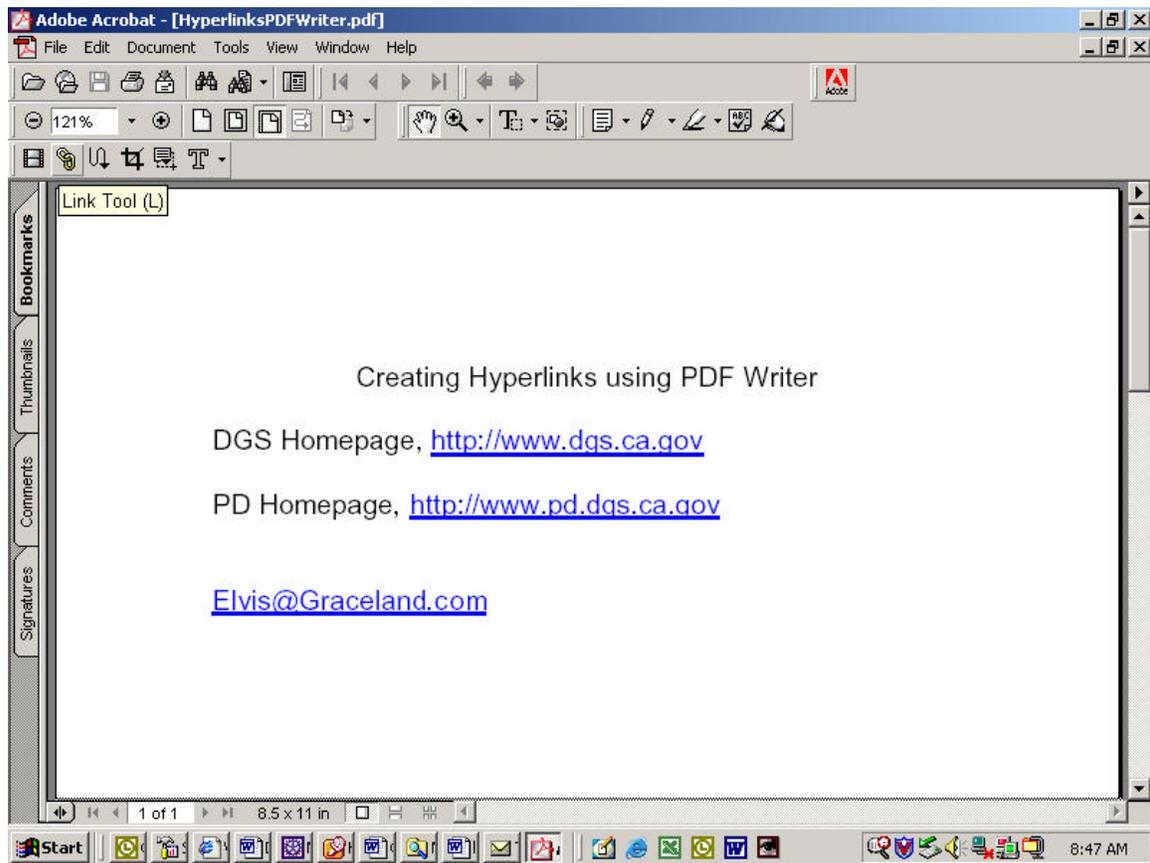


5. Navigate to the document you converted to pdf and open it.

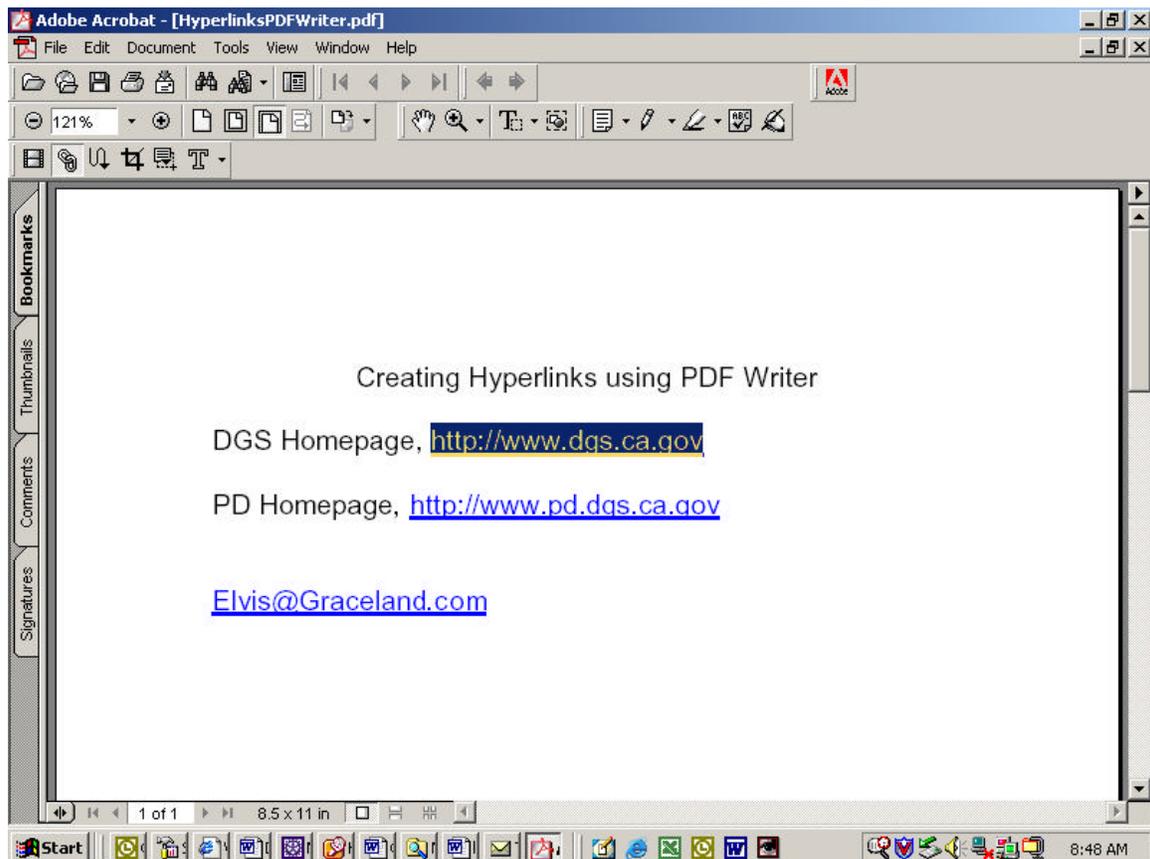


6. Place your cursor over one of the hyperlinks, notice that your cursor doesn't change, that means the hyperlink is inactive. Next we will be using Adobe Acrobat 5.0 to make the hyperlinks and email address active.

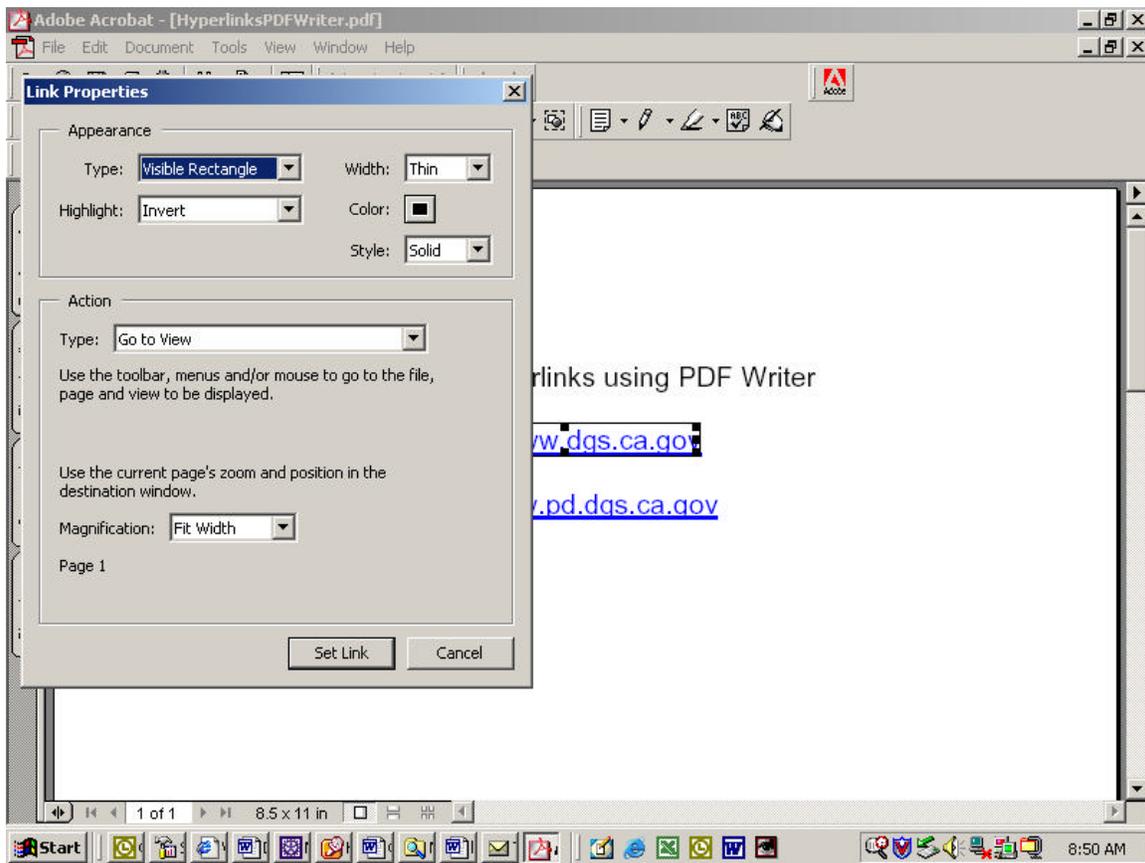
7. Select the Link Tool, and then place your cursor in front of a hyperlink.



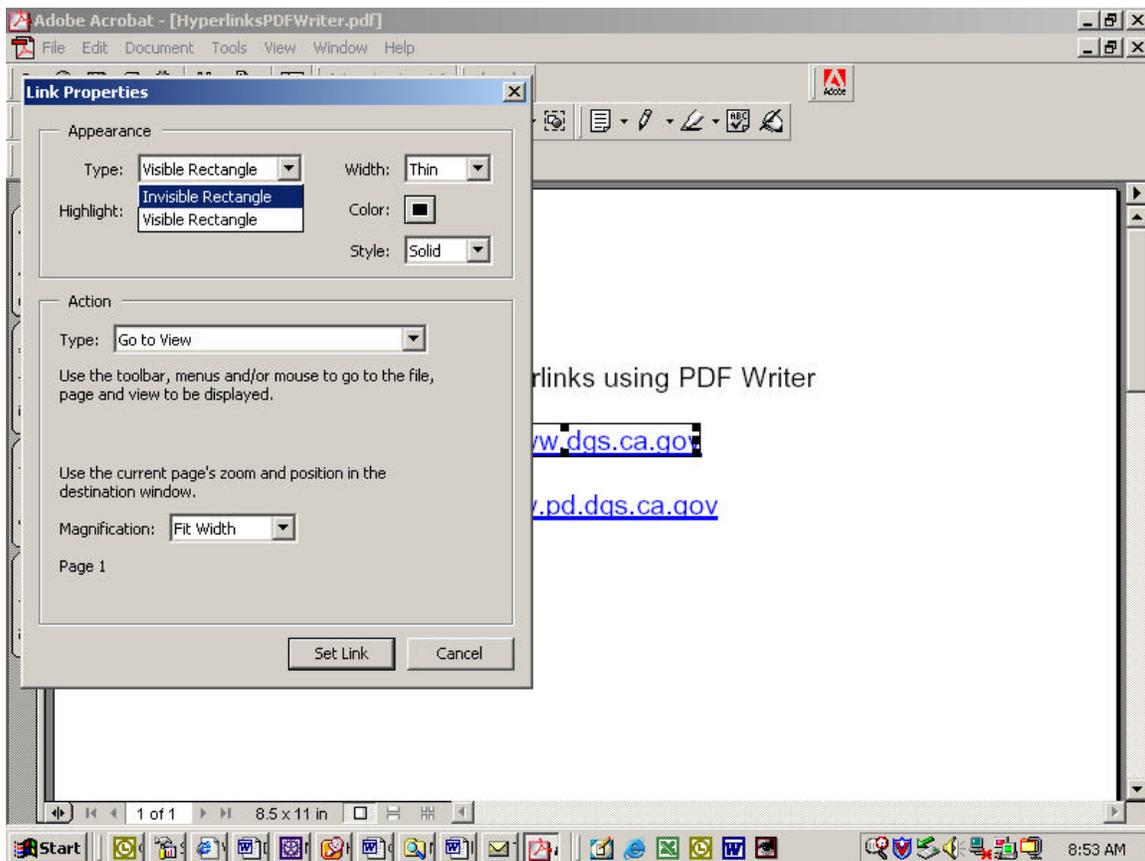
8. Press the Control Key (Ctrl) and highlight the hyperlink you want to make active. After highlighting the hyperlink, release the mouse button.



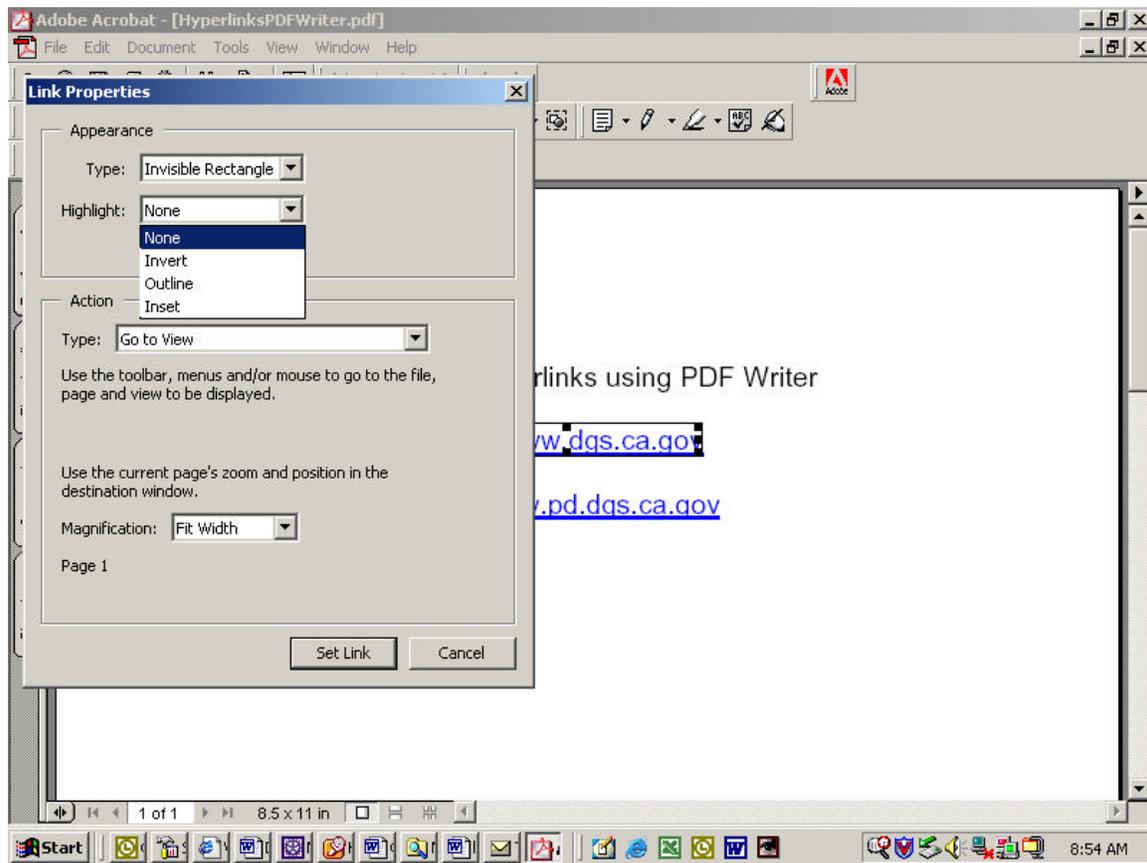
The screen below should now appear.



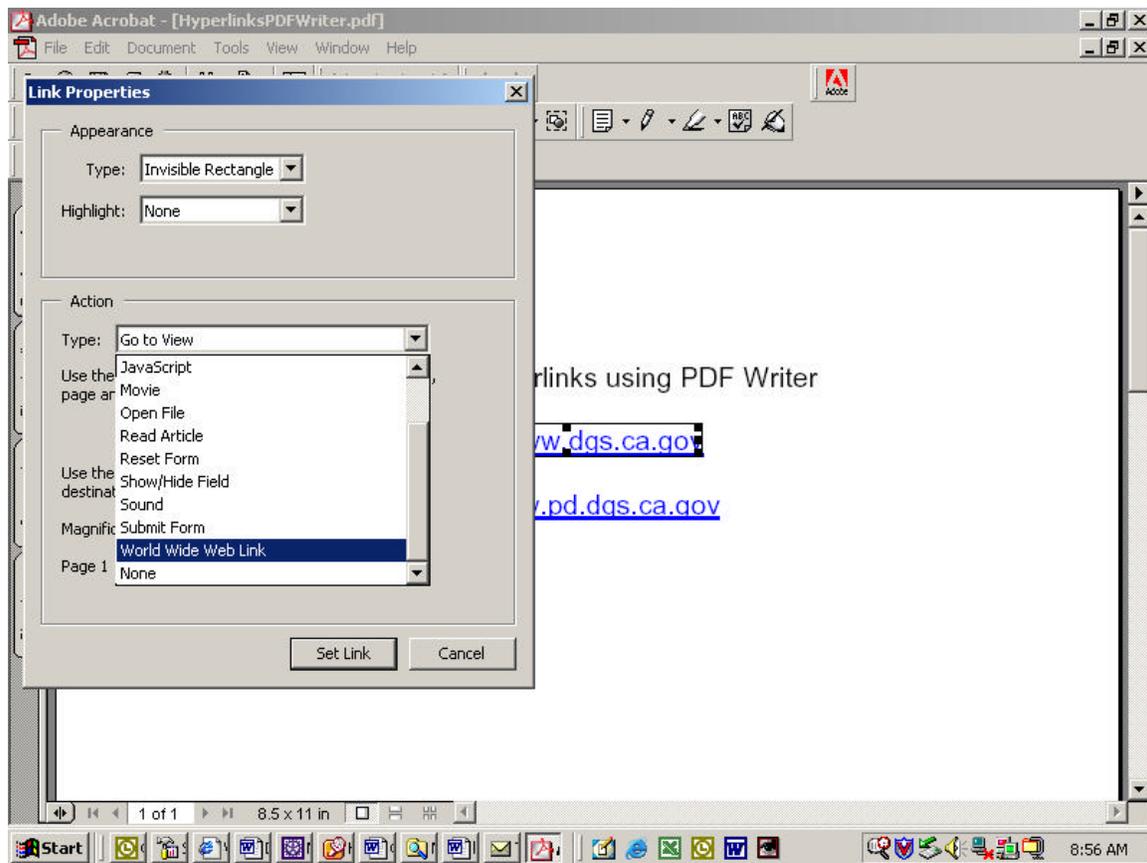
9. For the Appearance Type, select "Invisible Rectangle".



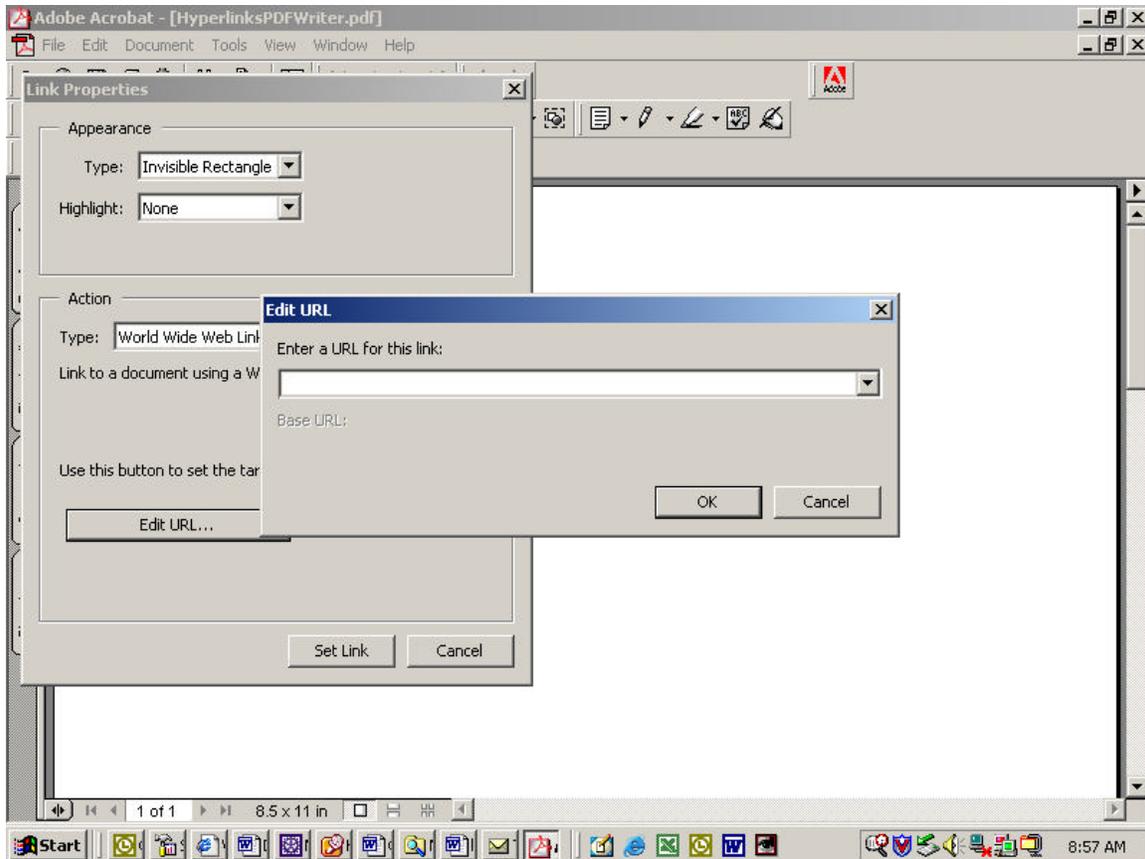
10. For Highlight, select “None”.



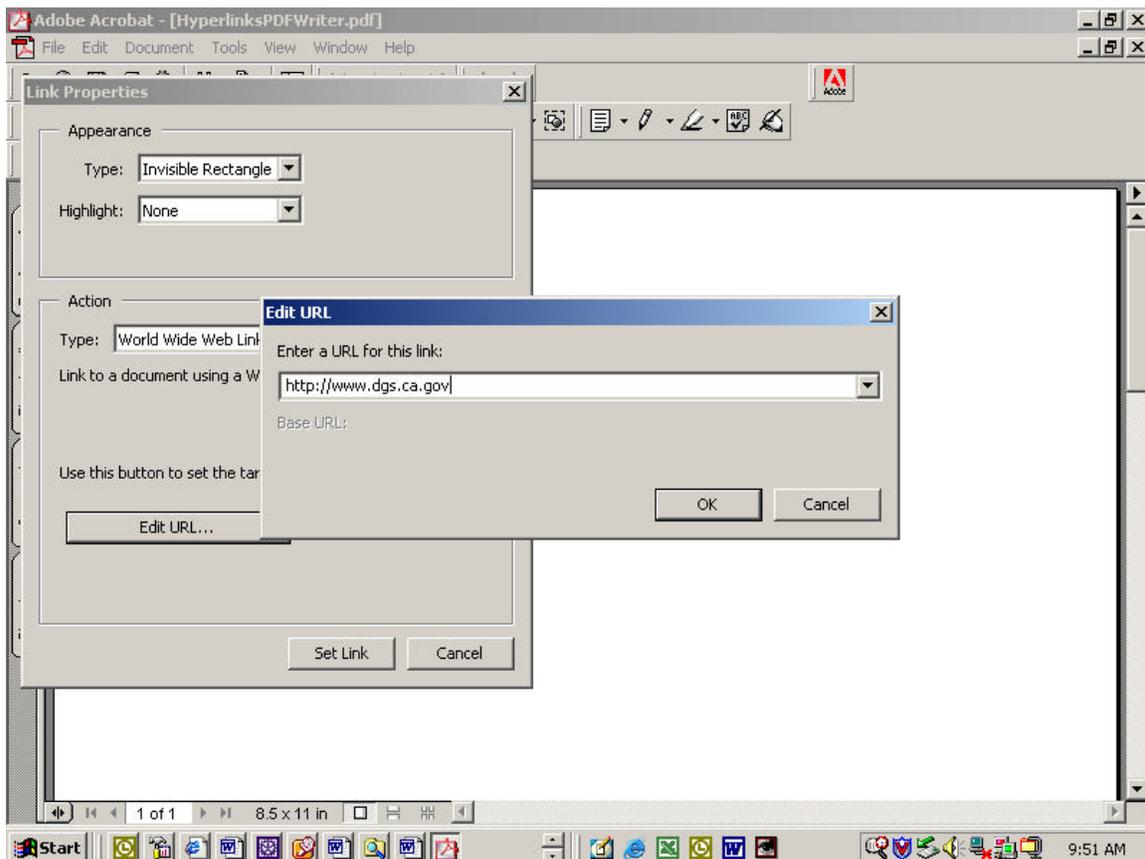
11. For Action Type, Select “World Wide Web Link”



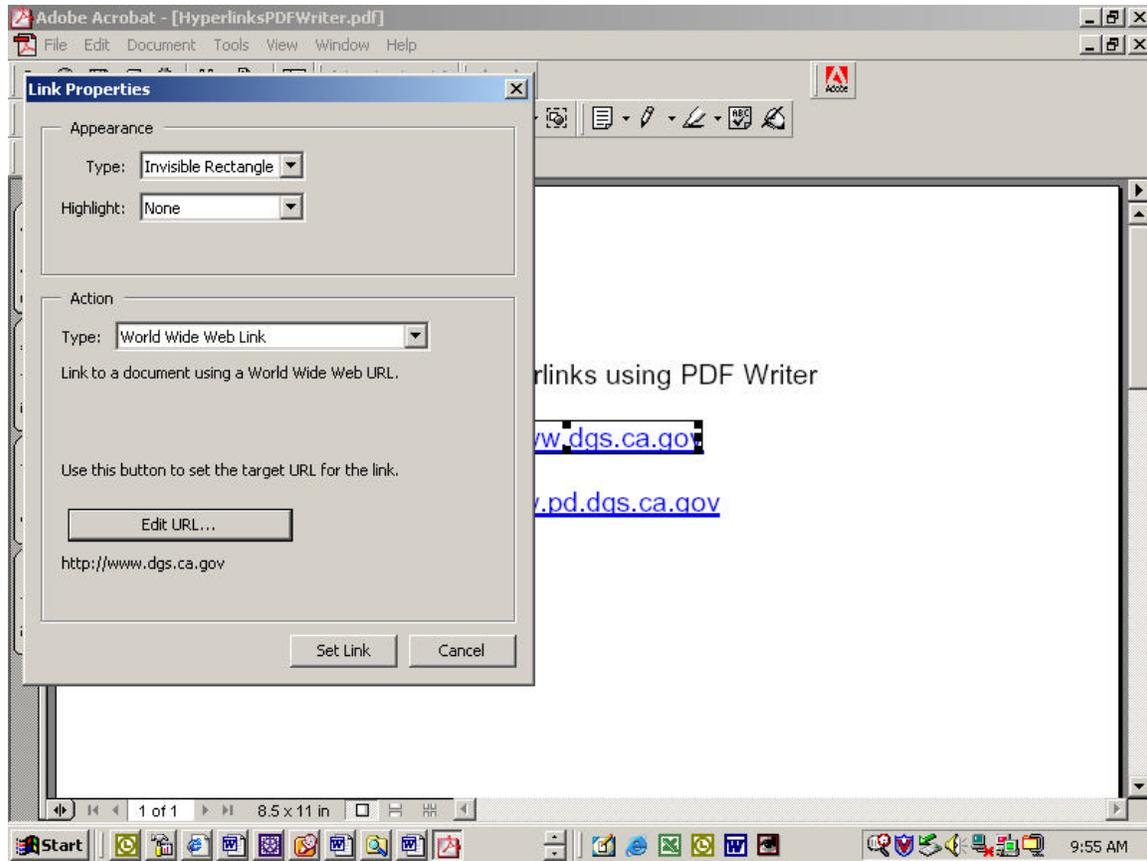
12. Select the “Edit URL” . A window should open and here is where you enter the hyperlink address. You may copy and paste this info or enter it manually.



13. When entering a hyperlink address, remember to include <http://>



14. After added the hyperlink address, select the “OK” button. Now select the “Set Link” button.

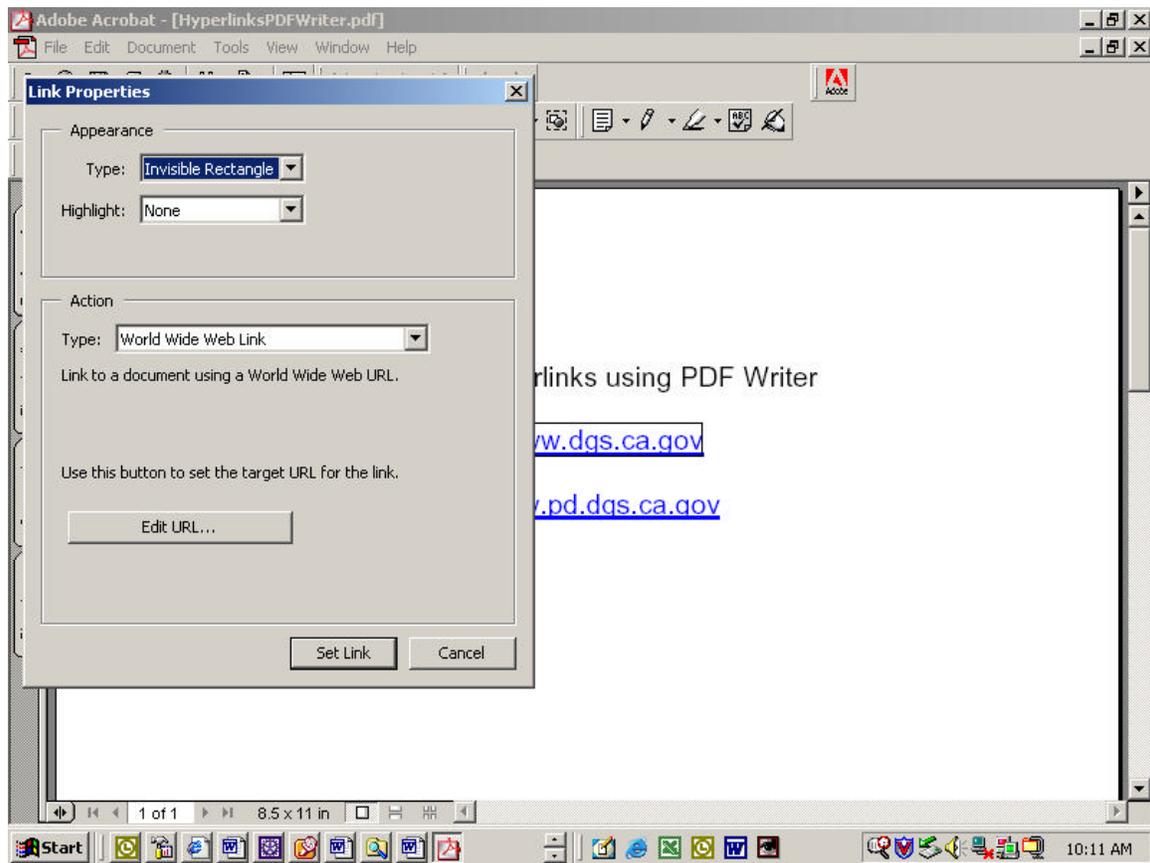


15. Now select the “Hand” tool and place your cursor over the Hyperlink you just created. Notice that the “Hand” changes and now has a “W” in front of it, indicating that the hyperlink is now active.

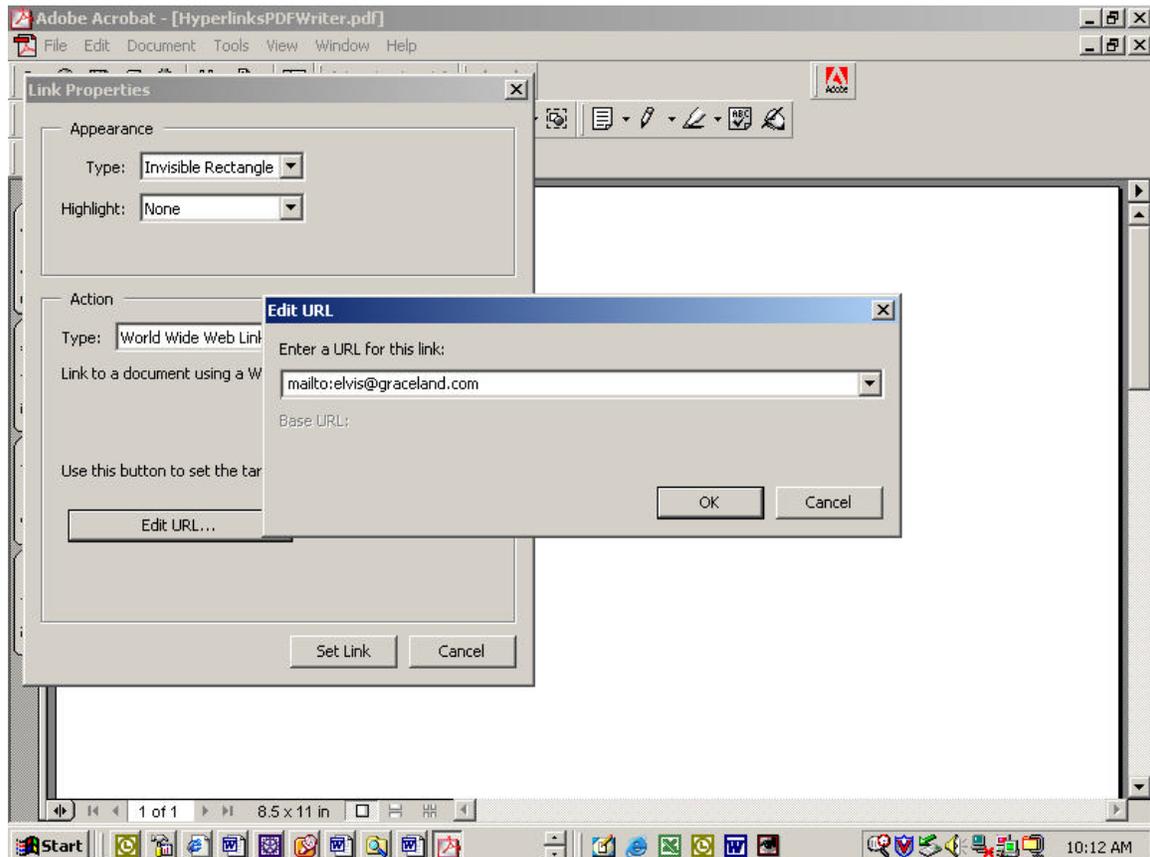
Repeat steps 8-14 to make the second hyperlink on the page active also.

After making the second hyperlink active, we will now make the email address link active. Using the “Link” Tool, highlight the email address.

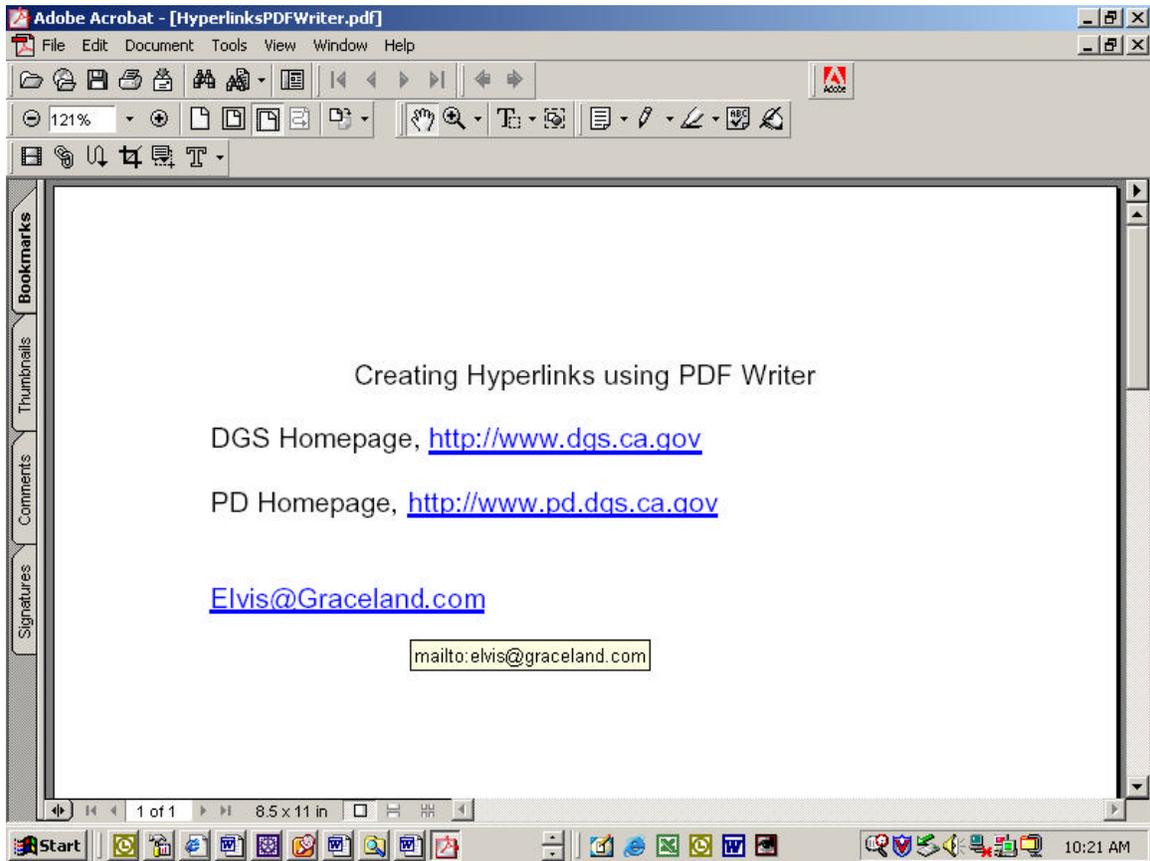
16. Select the “Edit URL” button.



17. Add the email address, remember to add “mailto: “ before the email address, with no spaces between mailto: and the email address. Select “OK” and then “Select Link”.



Now select the “Hand” tool and notice that the email hyperlink is now active.

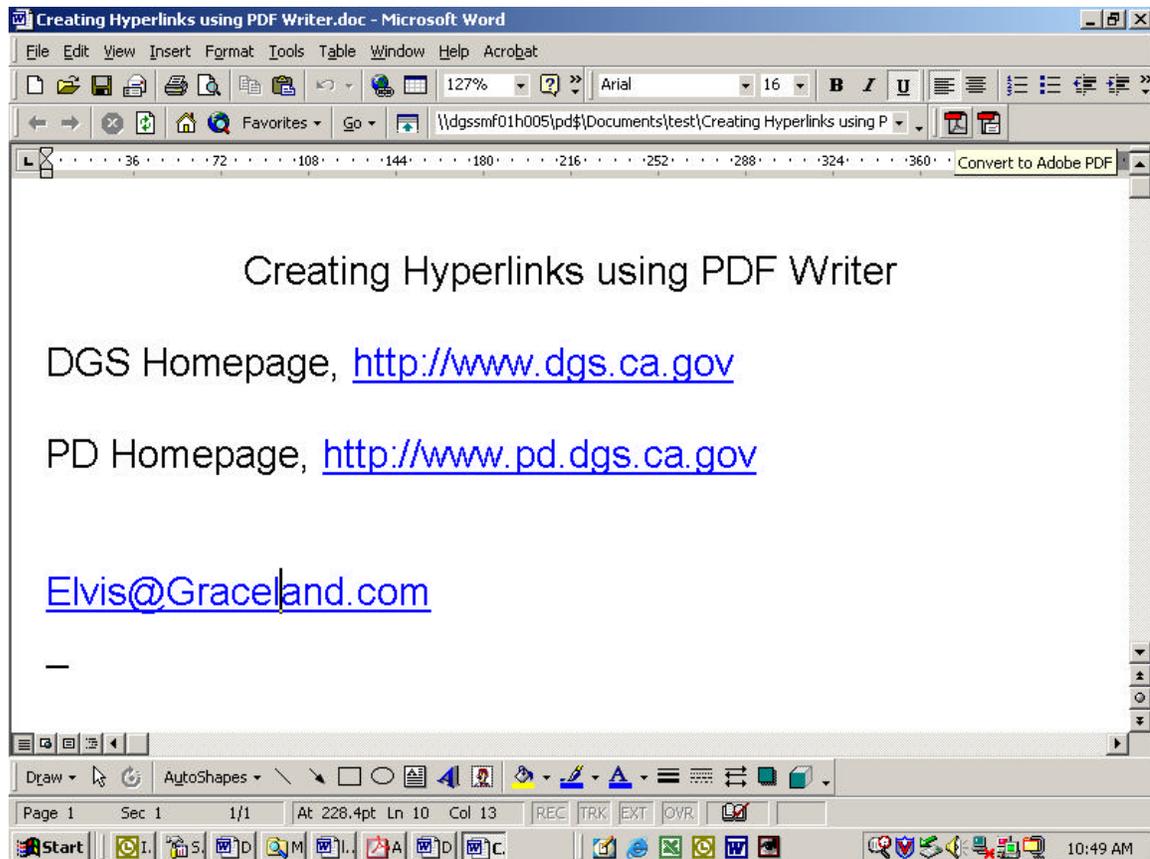


Creating Hyperlinks using PDF Maker

By using Adobe Acrobat 5.0 PDF Maker to convert your documents, all hyperlinks and email addresses will remain active, though the file size will increase dramatically.

By using PDF Maker, all properties from the your Word or Excel Spreadsheet will be transferred over to your newly created PDF document.

1. Open the document you want to convert to PDF. Then select the “PDF Maker Icon”



PDF Maker will create you new PDF document, though you still must name your PDF document and select a file location for where you want to place it.

