

Converting Documents to PDF Files

Word or Excel document to PDF (Mac Only)*:

Word documents may be converted to PDF (Portable Document Format) files by completing the following steps:

1. Open a Word file.
2. Select **Print** from the *File Menu*.
3. From the Word file, select **print**.
4. Select the button in the bottom left corner which says PDF. This will display a pull down menu.
5. Select **Save as PDF**
6. A dialog box will be displayed. Change the filename if desired and select the location in which to save the file. Click **Save**.
5. The program finishes creating the file and saves it in PDF in your desired location. View to make sure it looks as it should.

NOTES: If you want to ftp the PDF files to the ROHAN web server, select the RAW DATA format when transferring the file.

**Converting a Word document to PDF in windows requires a full copy of Adobe Acrobat.*

Adding Hotlinks to PDF Files

1. Go to Mimic (or any machine with a full copy of Adobe Acrobat).
2. Open the desired pdf file from within Adobe Acrobat.
3. Go to the **Advanced** menu. select **Links** and then **Create from URLs in document**. Acrobat will automatically create a hot link anywhere in the document where there is a URL.