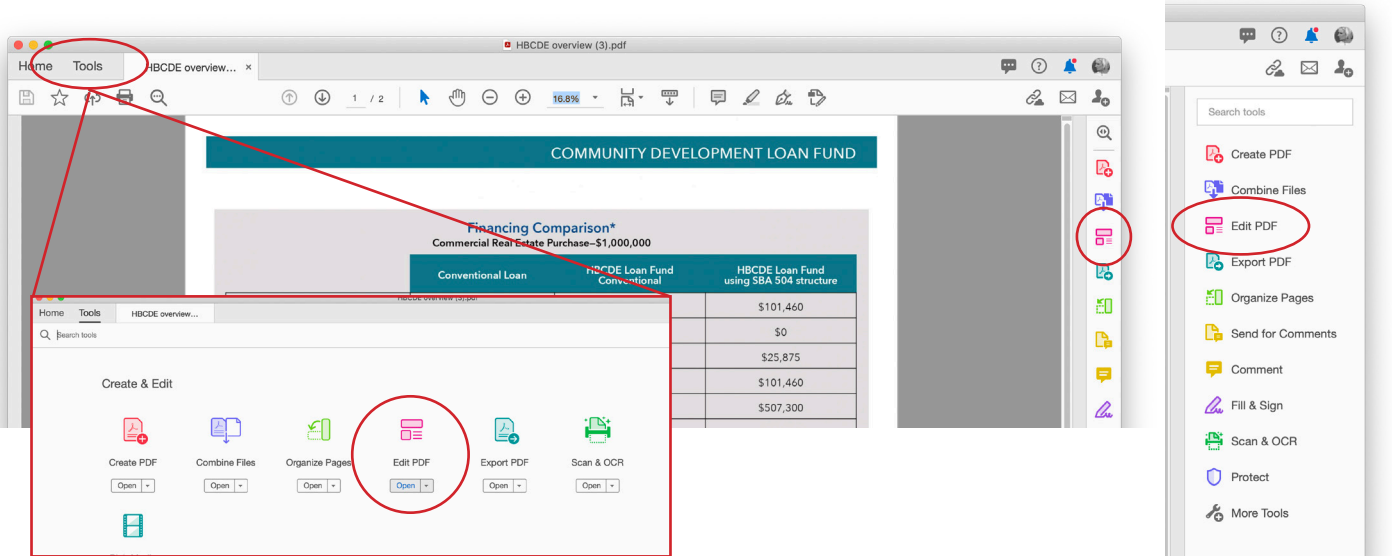
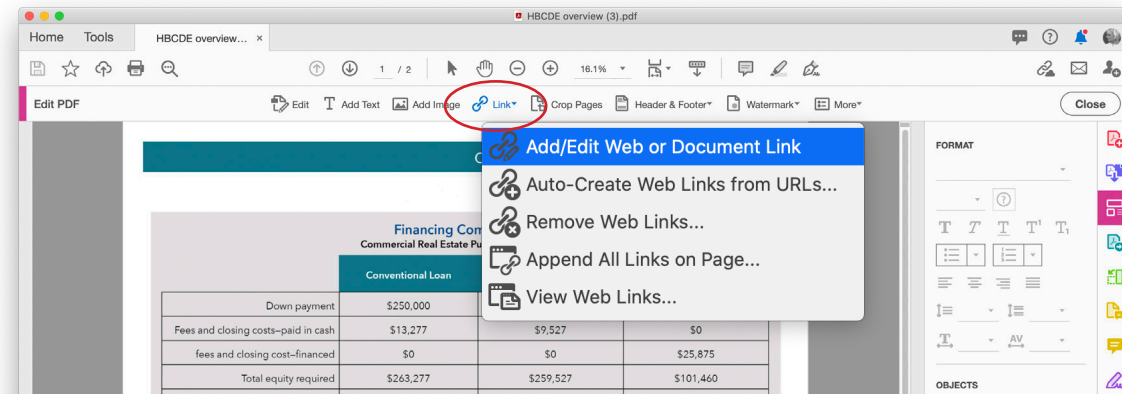


1. Open your document in Adobe Acrobat.
2. Click on the **Edit PDF** icon.

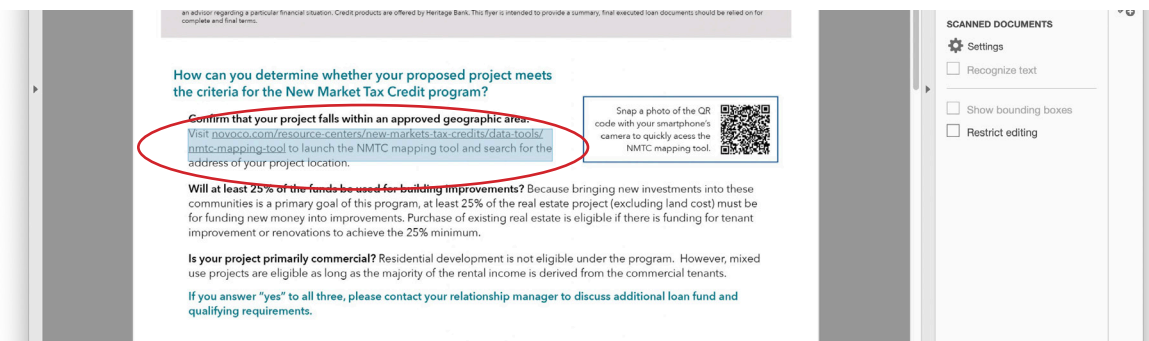
NOTE: If you do not see the icon or tool along the right edge of your window, click **Tools** at the top of your window and then click **Open** under the **Edit PDF** icon.



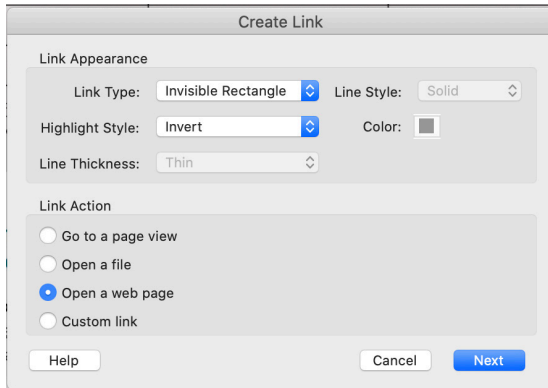
3. Click the **Link** icon in the toolbar above your document and choose **Add/Edit Web or Document Link**.



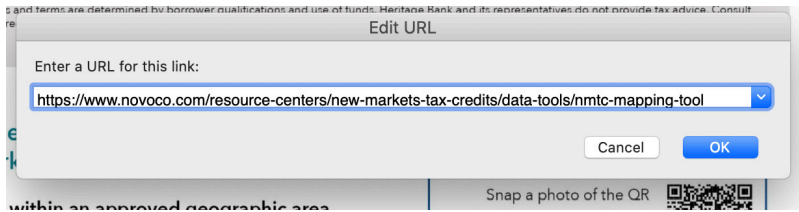
4. Use your cursor to draw a box around the text you want to link. NOTE: You won't be able to highlight the text, so if the text you want to highlight wraps to multiple lines, just draw a square around all of it. The area will turn blue.



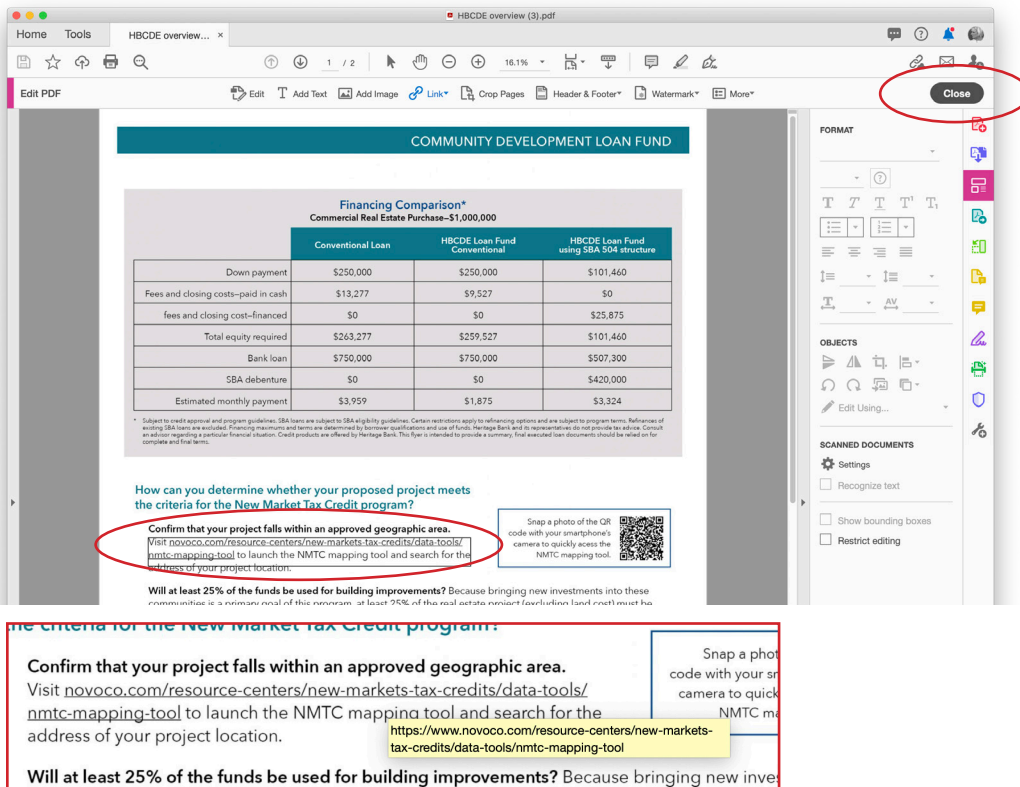
- In the **Create Link** dialog box, select **Invisible Rectangle** from the **Link Type** dropdown and the **Open a web page** radio button from the **Link Action** menu. Click **Next**.



- Enter the URL for the web page you want to link to. Click **OK**. NOTE: The easiest way to enter the URL is to open the page in your browser and then copy and paste the link, making sure you capture the "http://www." portion of the web address.



- You should see a black outline around your selected link. Click **Close** in the top right corner of your window. You can confirm that your link is added by hovering over the text. A yellow box with the URL should appear.



- Save your document. For questions and assistance, please submit a Marketing Jira request via the intranet.