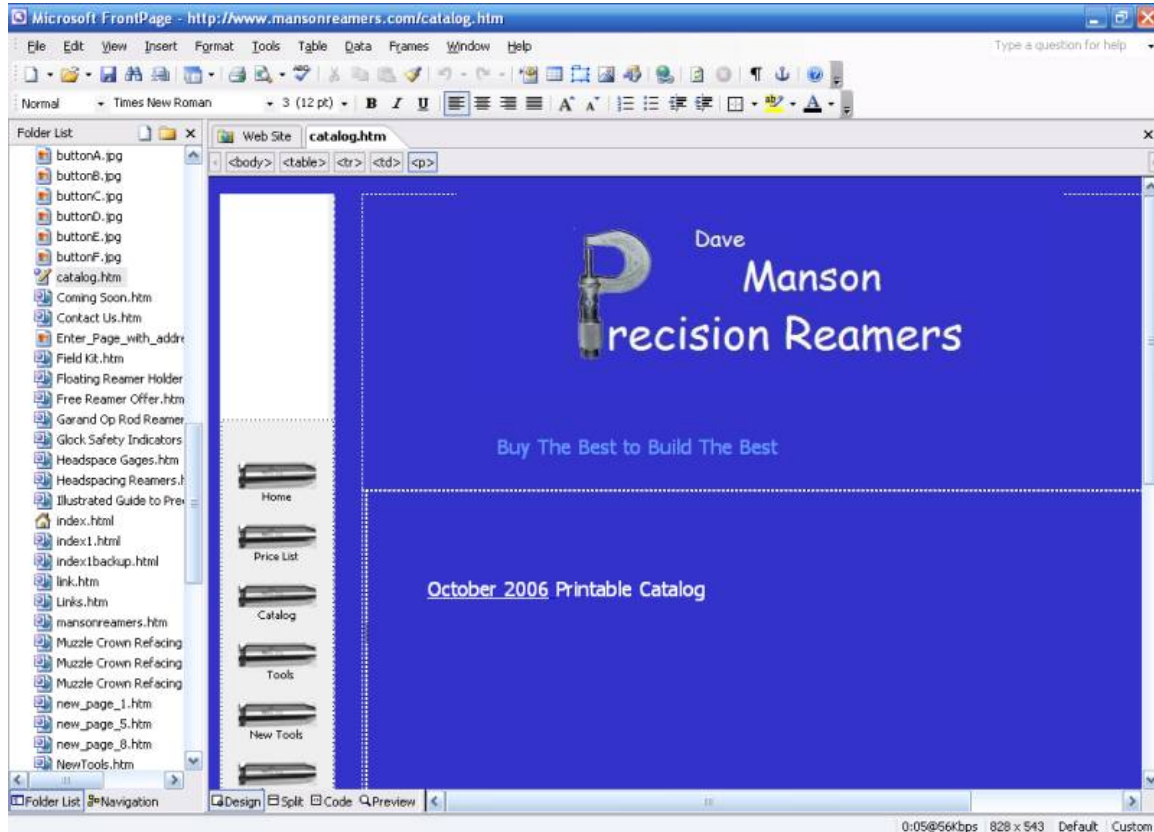
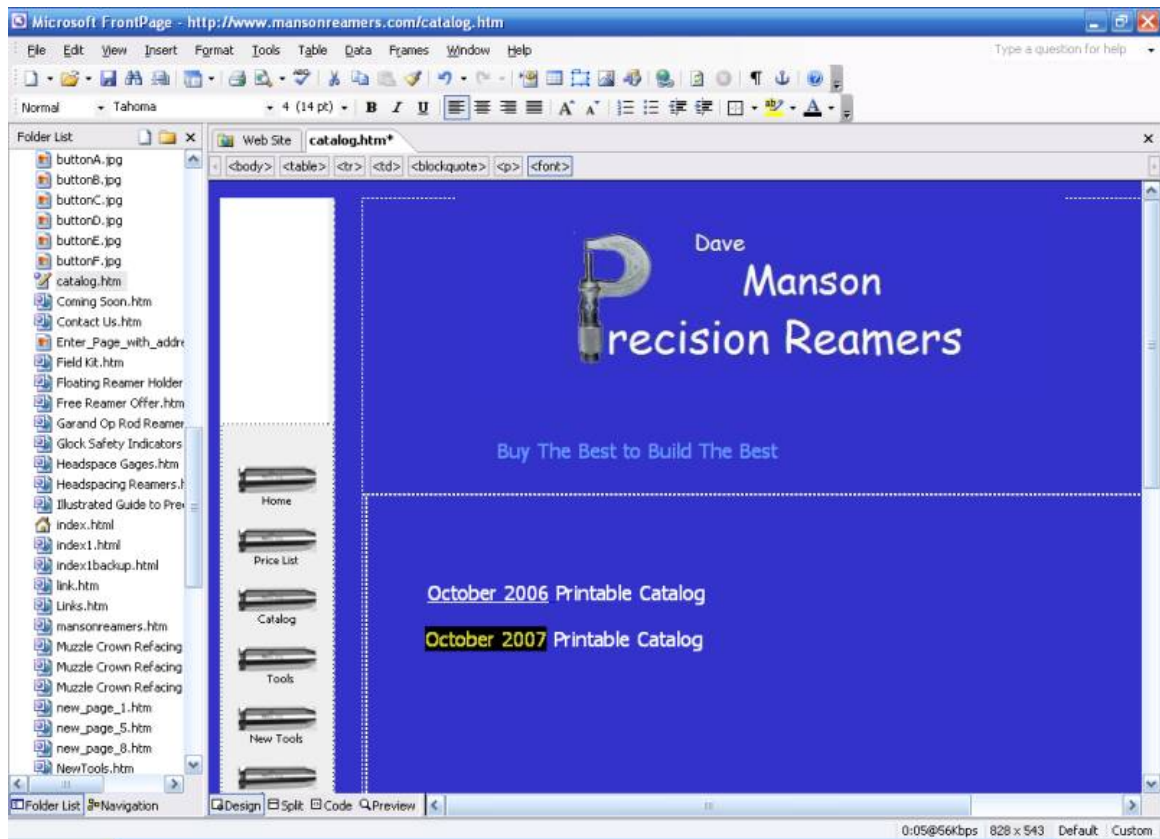


Adding a PDF file as a link in FrontPage

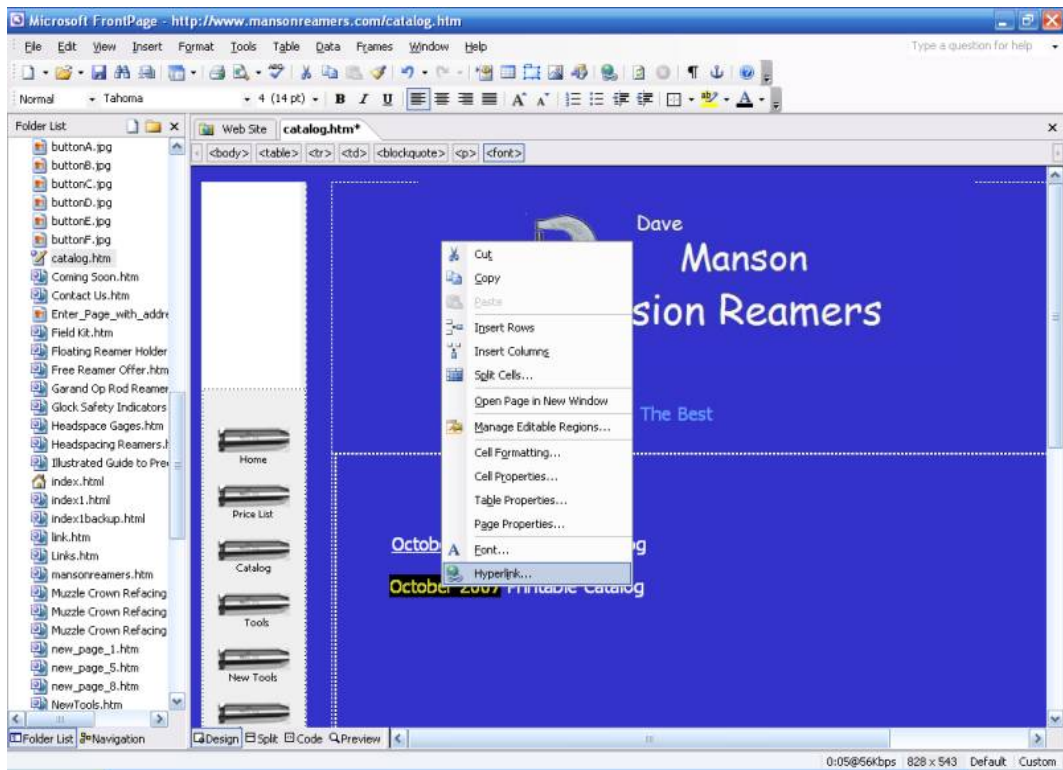
1. First you must upload the PDF file to the web server. To do this just left click and drag the PDF file from your computer into FrontPage and drop it in the folder you would like it to be located at on the left hand side of the FrontPage window.
2. Once the file is located on the web server you can open the page you would like to add it to.



3. Next move your cursor to where you would like to add the link and left click.
4. Then type the text you would like it to say (e.g. October 2007 Printable Catalog).
5. Highlight the part you would like to link.



6. Next, right click on the highlighted text to bring up the shortcut menu.



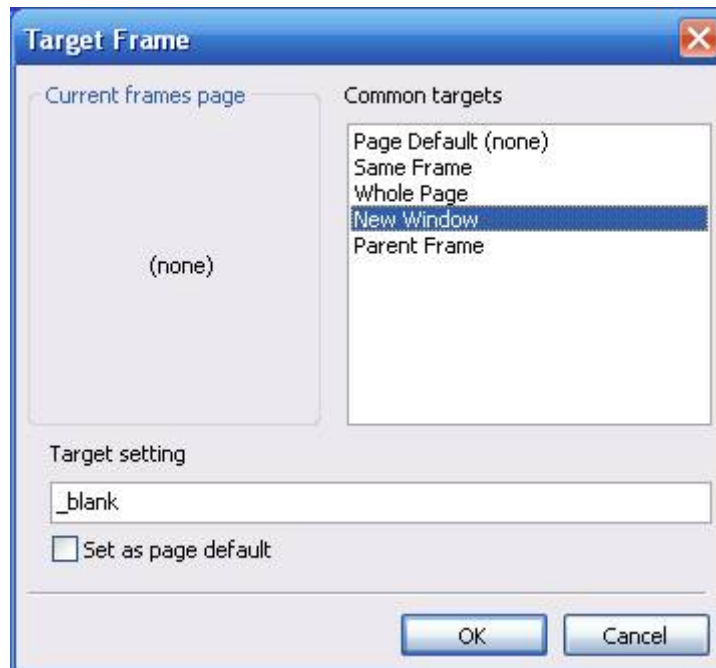
7. Click on Hyperlink to bring up the Hyperlink properties box.



8. Then left click on the PDF file that you uploaded to the web server.

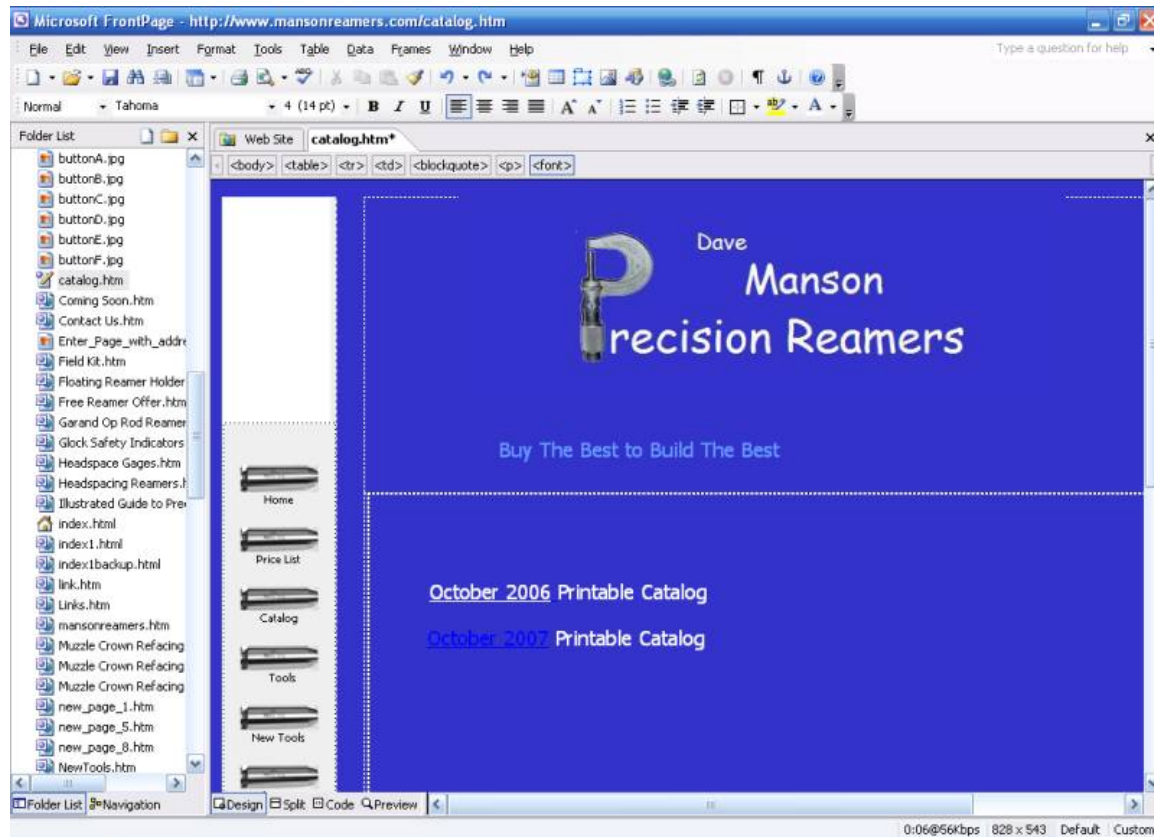
9. Next click on the Target Frame button.

10. Then you will see the Target Frame window. Select the option for New Window and then click OK.

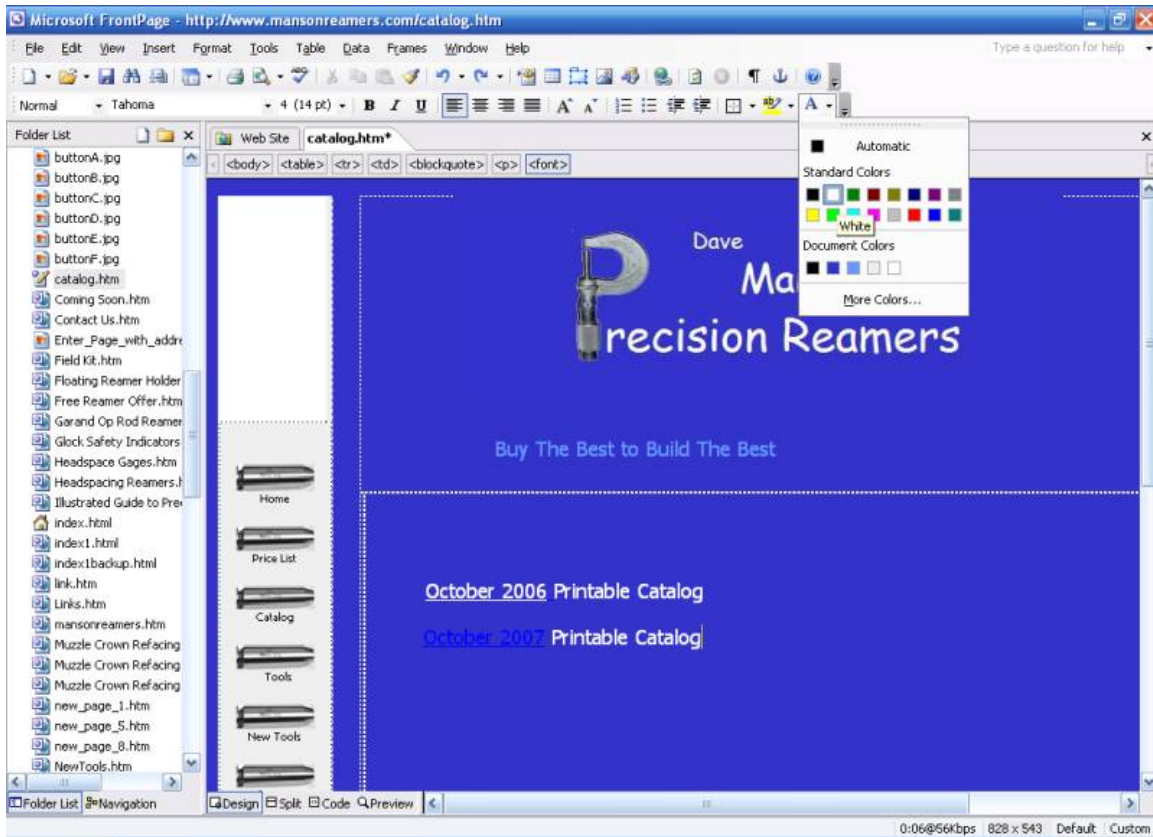


11. Click OK in the Hyperlink properties box.

12. Now you will see the new link on your page.



13. If you want to make the link white like the rest of the text you can highlight the text. Then click on the font color button on the formatting toolbar.



14. Then just click the color you wish to make it.

15. Click Save to save the page to the server.

16. Now when you go to the page and click the link it will open the PDF file in a new window.

