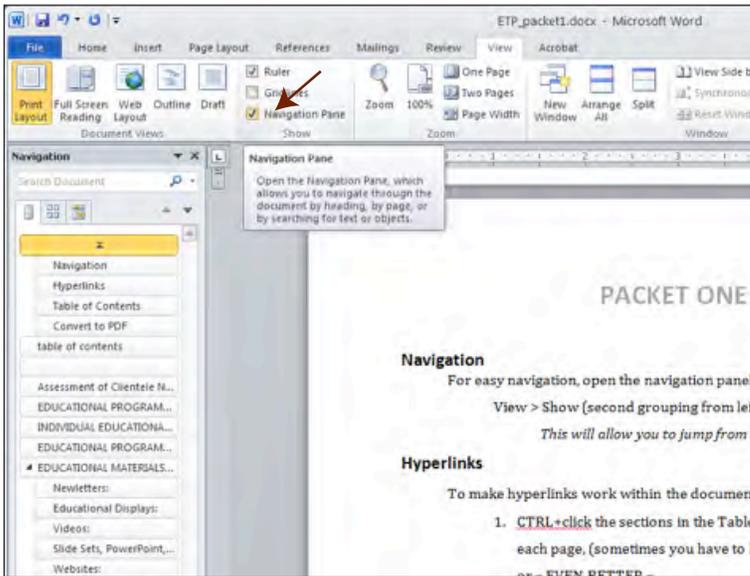
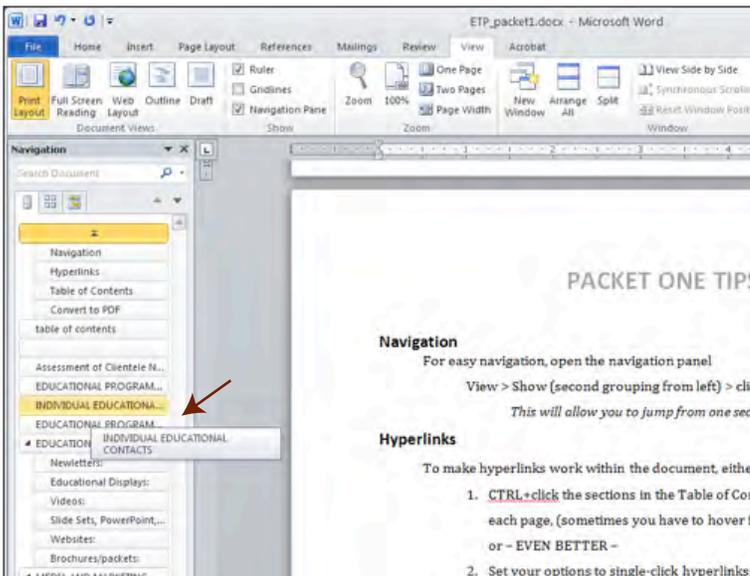


# PACKET ONE – INSTRUCTIONS

## BEFORE YOU BEGIN

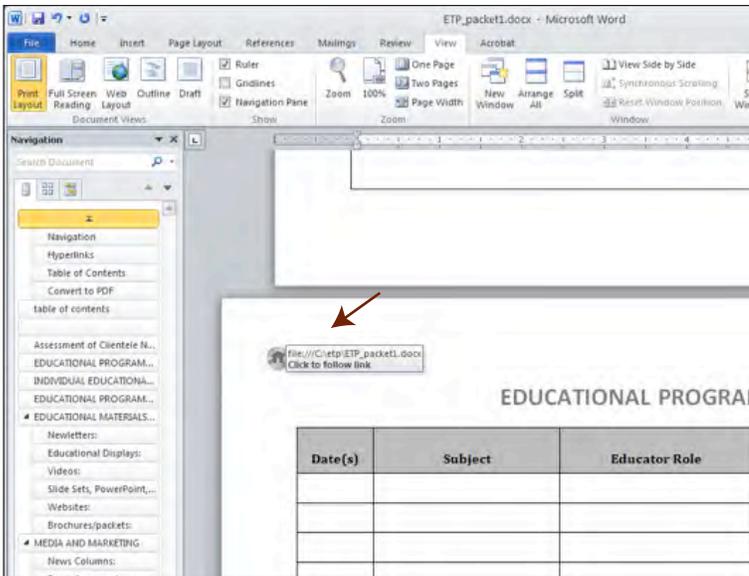


Having the Navigation Panel open makes it easy to jump from one section to another.

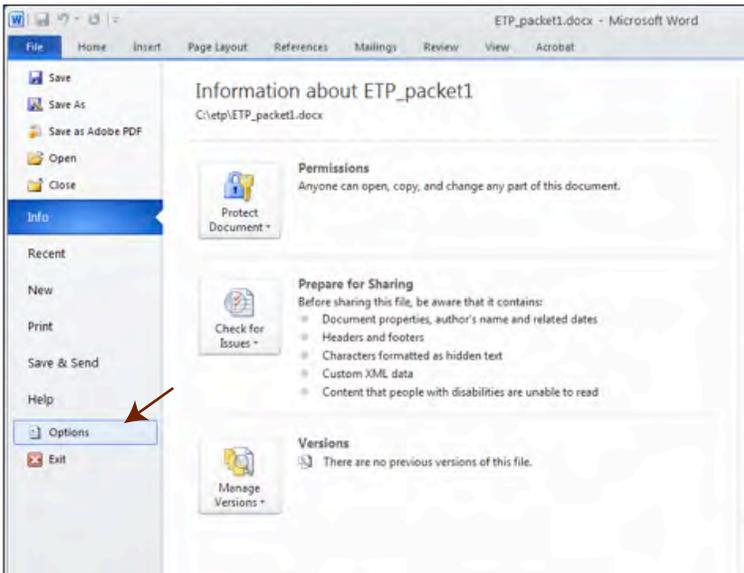


Click on desired section and you'll jump directly to it within the document.

# HYPERLINKS

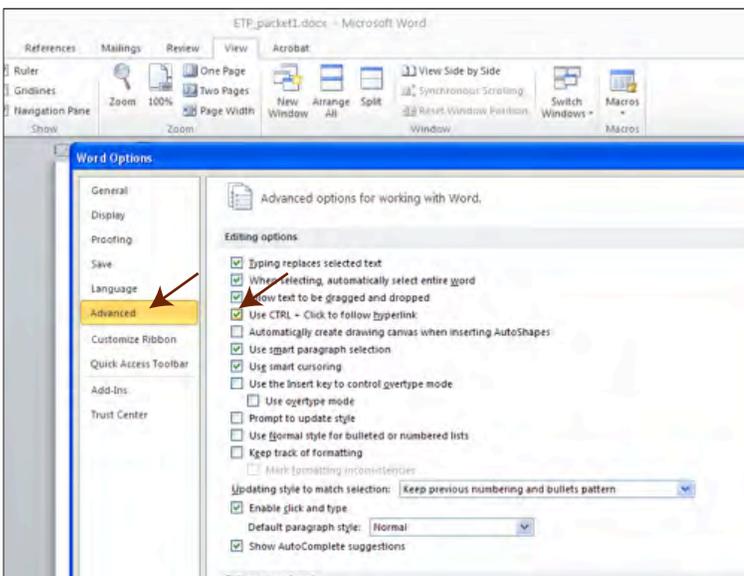


To activate hyperlinks within the document, control+click the button. Be patient, sometimes it takes the cursor a second to catch on to what you're doing.



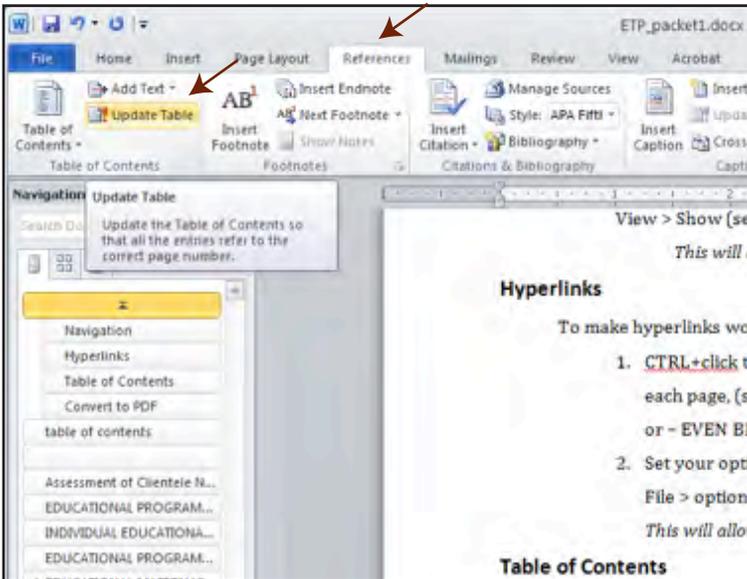
If you haven't the patience for control+clicking, you can change your preferences so you can single click on the hyperlinks to navigate the document:

File > Options



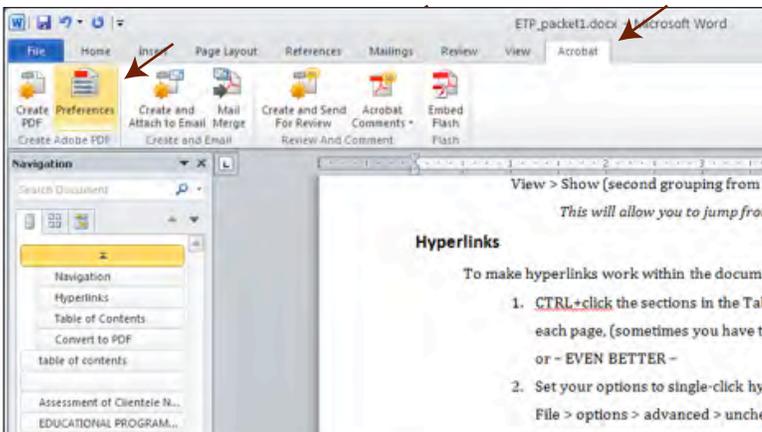
> Advanced > Uncheck CTRL+Click to follow hyperlink

# TABLE OF CONTENTS

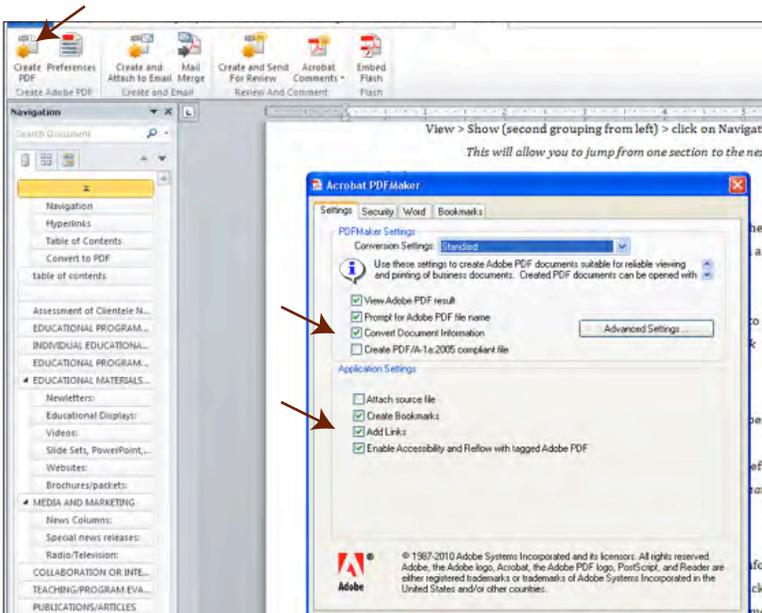


When you add content to this ET&P packet, the page numbers will change. To automatically update the Table of Contents:  
References Tab > Update Table

# CONVERT TO PDF



When packet is complete, convert the Word document to a PDF.  
Acrobat Tab > Preferences



When packet is complete, convert the Word document to a PDF.  
Acrobat Tab > Preferences

Make sure “Convert Document Information,” “Create Bookmarks,” and “Add Links” are checked.

Click OK

Click “Create PDF”

Contact Ann Roberson (mrober38@uwyo.edu) for uploading information.