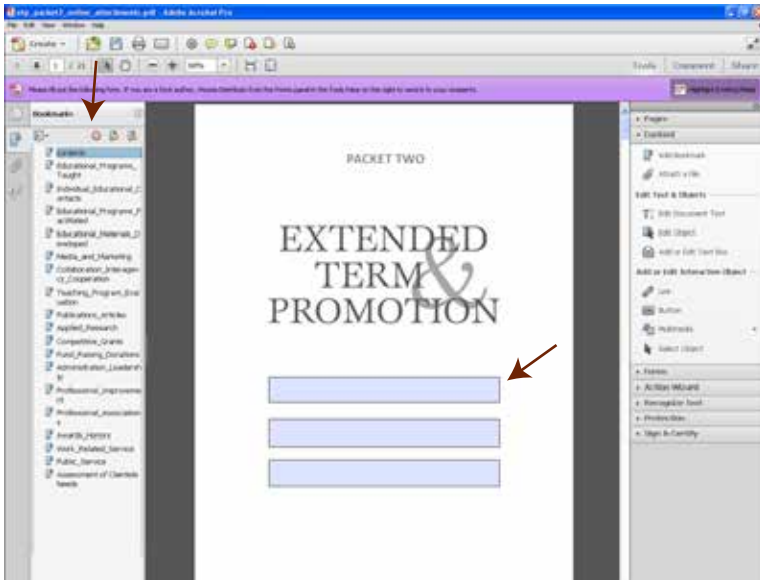


# PACKET TWO – INSTRUCTIONS

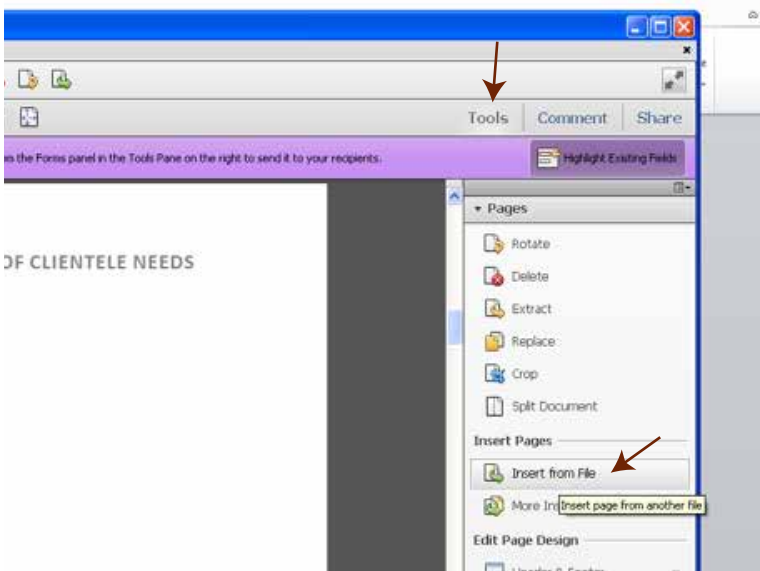
## BEFORE YOU BEGIN



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

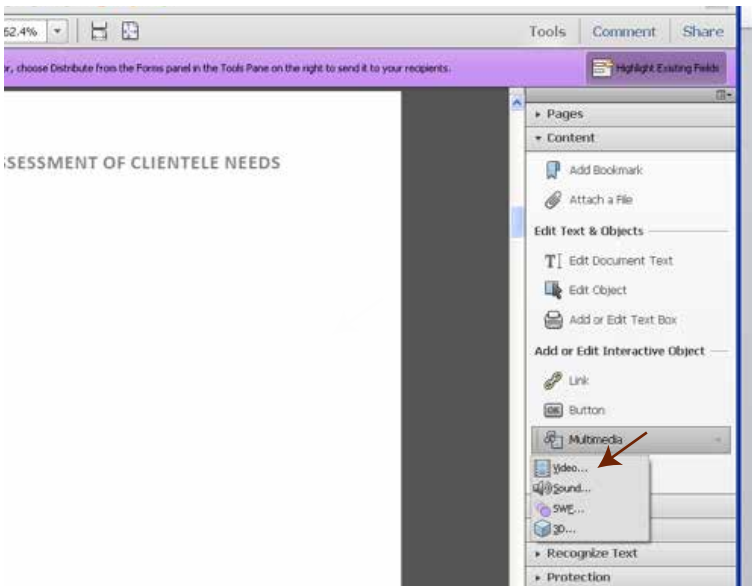
Fill in the cover page form with your name, county, and date.

## TO ATTACH POWERPOINTS, DOCUMENTS, CLIPPINGS, ETC.:



1. Convert all your attachments to pdf files (use “small file size” option, if available, to keep packet size reasonable)
  - Scan newspaper/magazine articles, save as pdf
  - Save Word files as pdf
  - Save PowerPoint slides as pdf
2. Insert files after appropriate heading page
  - Tools > Pages > Insert from file > Browse and select the pdf

# TO ATTACH VIDEO AND MEDIA FILES:

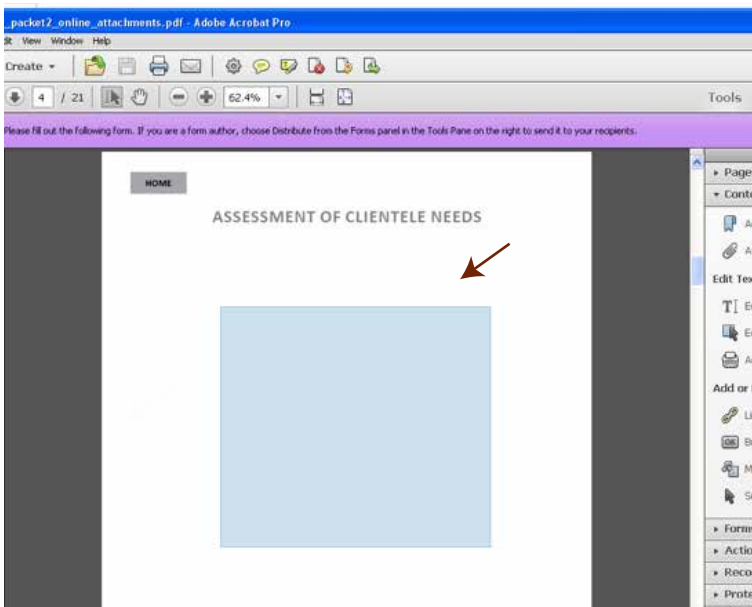


Acrobat supports FLV files, F4V, mp3, SWF files.

Choose Tools > Content > Multimedia and select the Video, the Sound tool, or the SWF tool.

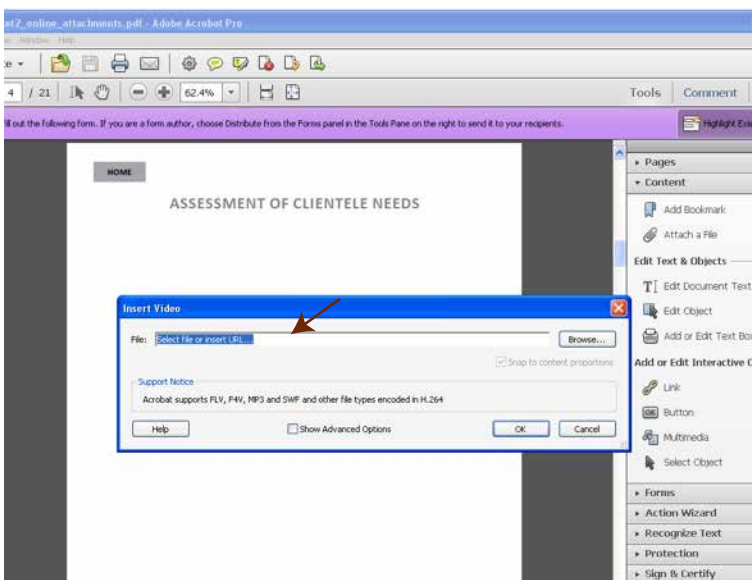
Drag or double-click to select the area on the page where you want the video or sound to appear. The Insert Video dialog box opens.

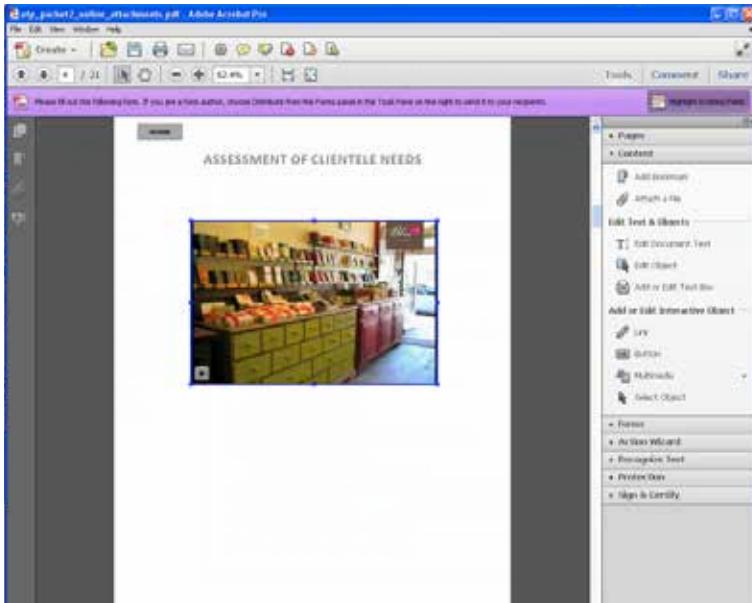
*If you double-click the page, Acrobat places the upper-left corner of the video where you clicked. If you drag an area on the page, the media is placed within the area. The play area of the video is the exact size of the video frame (if Acrobat is able to read the video clip dimensions).*



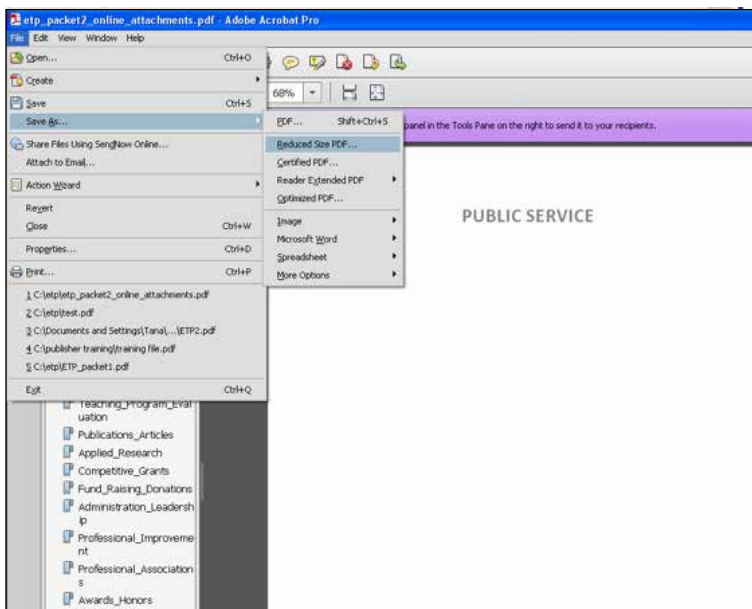
Add a URL in the Name field, or click Browse to find the media file, and then click Open.

***For URLs, use the full file address, including the video filename extension, such as .flv or .mp4.***





## TO SAVE PACKET:



Choose File > Save As > Reduced Size PDF.  
Contact Ann Roberson (mrober@uwyo.edu) for  
uploading information.