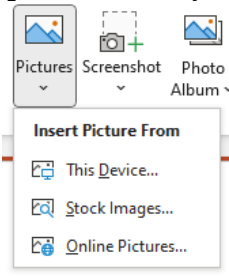


Creating Interactive PDF In Powerpoint

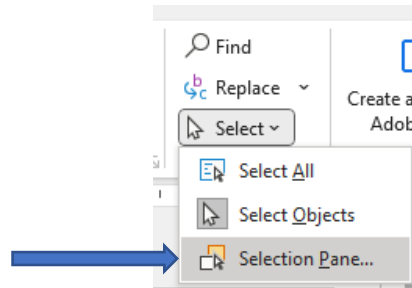
1. Open a blank presentation in **PowerPoint**.
2. Select the Title and Subtitle textboxes and delete them.
3. Go to the Insert Tab, click the Pictures drop-down button in the Images Group and choose the appropriate option to find your image.



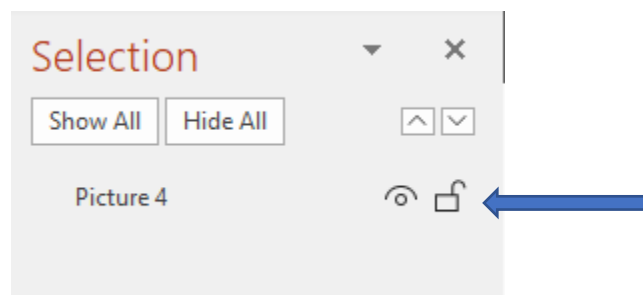
4. Scale and position your image to fill the slide, add any new text you need also.

Locking The Background Contents

1. Start by locking the image and any text you added to the slide.
 - a. On the Home tab, locate the Select drop-down button in the Editing group.
 - b. Choose Selection Pane from the list of options.



- c. When the Selection Pane opens, click the Lock icons to any objects in the list. This prevents you from accidentally moving those objects.

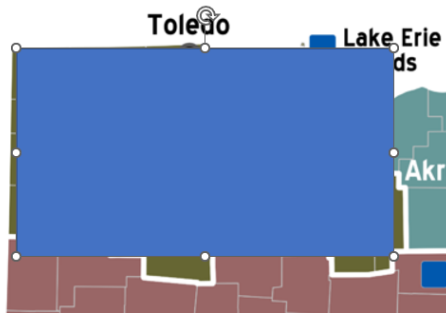


Adding The Clickable Areas Over The Image.

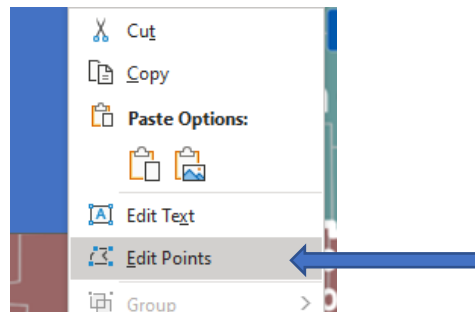
1. On the Home tab, locate the drawing shapes and choose an appropriate shape for the area you are covering.



2. Draw a roughly sized shape that covers the majority of the desired clickable area.



3. Right click the shape and choose Edit Point from the menu.



4. You can now bring to adjust thje shape to cover excatly the desired area.
 - a. When a point is actively selected, handles on either side of the point are shown which allow you to curve the line.
 - b. To add more points, hold the Ctrl key and click on the line.
 - c. To remove a point, hold the Ctrl key and click on the unwanted point.
5. Once the shape is correct, right click it and choose Format Shape from the menu.

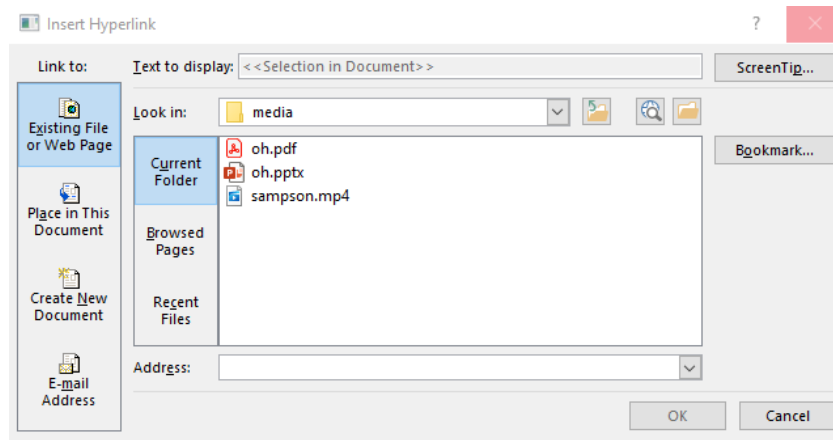
- In the Format pane, select the File & Line option if necessary.



- Expand the Fill options and choose Solid fill.
 - Location the Transparency slider and set the value at 100%.
 - This makes the shape invisible.
- Expand the Line options and choose No Line to remove the line.
- Repeat these step until you have all the desired clickable shapes in place.

Adding The Links

- Select a shape and Right-click it, choose Link the the menu to open the Insert Hyperlink window.



- On the Left side, select the Link to: option you want.
 - Don't forget to add the Screentip.
- Add the links to each of the clickable shapes you created.

Saving The File As An Interactive PDF

- Click the File tab in the ribbon and choose Save As.
 - The keyboard shortcut for Save As in Office applications is F12.
- In the Save As window, locate the Save as type: drop-down and choose PDF from the list. Continue saving the file as you normally would.