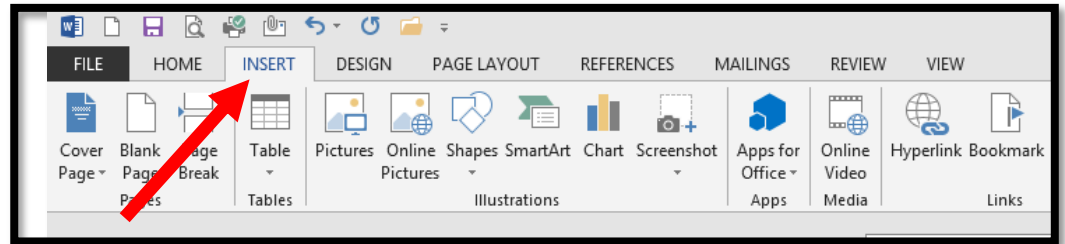
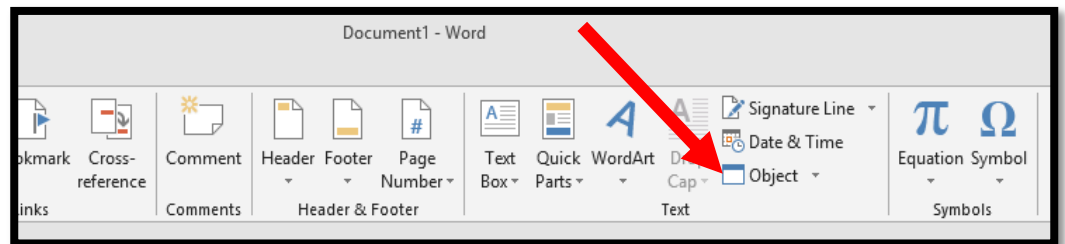


Insert Species Profile PDF Documents into Microsoft Word Documents (Word 2007 – 2013)

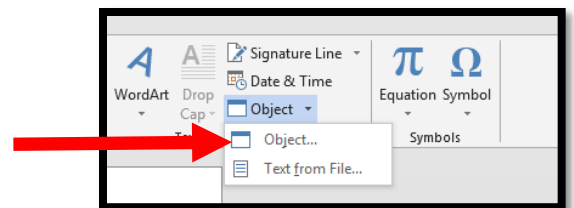
- Place your cursor in the Microsoft Word Document at the Location that you would like to insert the PDF Species Profile Information.
- Navigate to the “Insert” Tab in Microsoft Word.



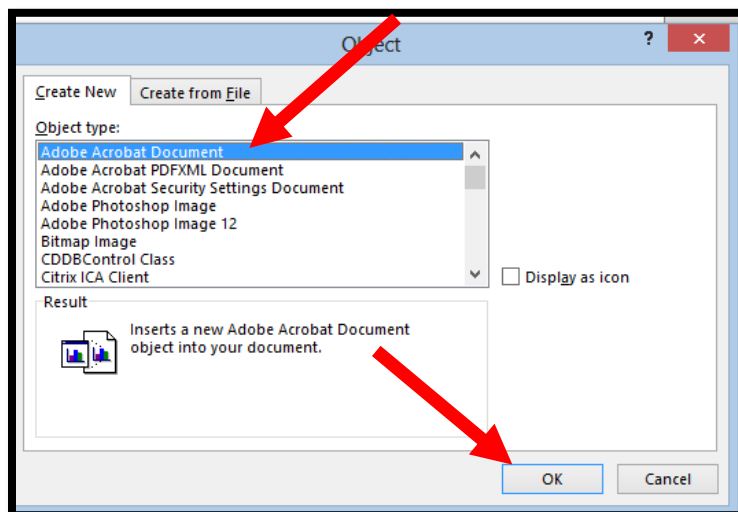
- On the far right end of the “Insert” bar select the “Object” drop down.



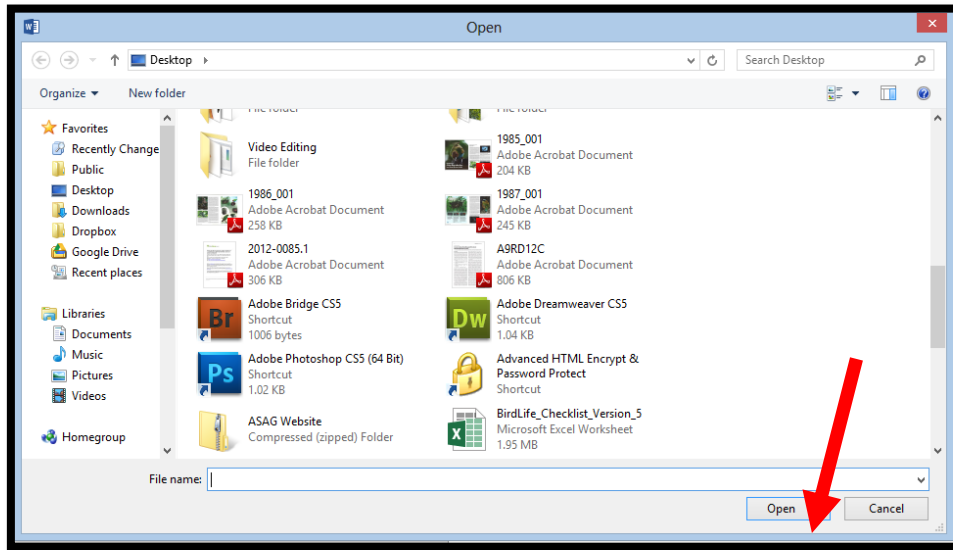
- When the drop down window opens, select “Object” from the list.



- From the new window, choose “Adobe Acrobat Document” and then click “Ok”.





- From the new window that opens navigate to your selected species profile PDF document and single left-click on the document then click on “Open”.



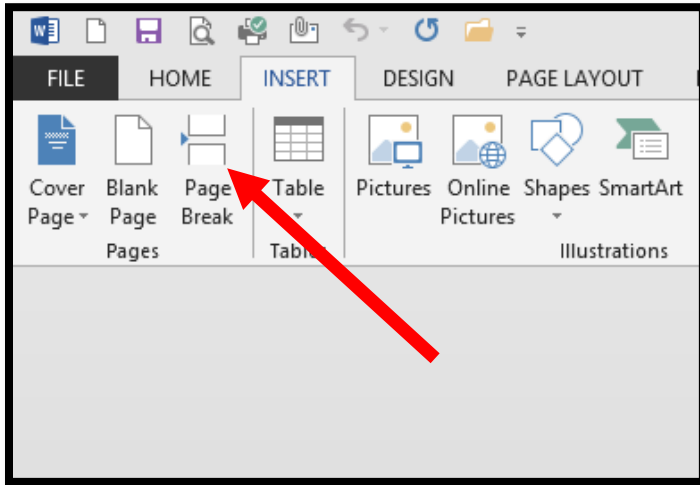
- This will insert the PDF document into your existing Microsoft Word document as a PDF object. The information cannot be edited but the picture controls can be used (re-sizing, borders, etc). Only the first page shows but double-clicking the object opens the entire document. This method would work for on-screen reading but not for printing the document.

Species Fact Sheets

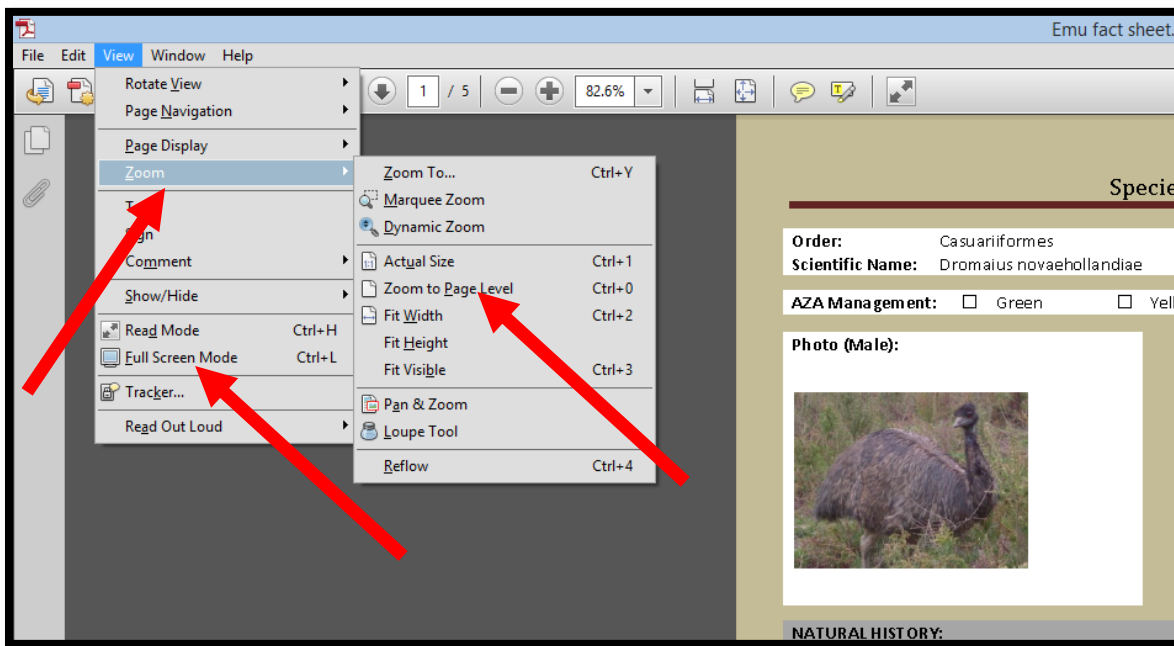
Order: Casuariiformes	Family: Dromaiidae
Scientific Name: Dromaius novaehollandiae	Common Name: Emu
AZA Management: <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red <input checked="" type="checkbox"/> None	
Photo (Male):	Photo (Female):
	
NATURAL HISTORY:	
Geographic Range:	Europe <input type="checkbox"/> Asia <input type="checkbox"/> North America <input type="checkbox"/> Neotropical <input type="checkbox"/> Africa <input type="checkbox"/> Australia <input checked="" type="checkbox"/> Other <input type="checkbox"/> <small>Click here to enter text.</small>
Habitat:	Forest <input type="checkbox"/> Desert <input checked="" type="checkbox"/> Grassland <input checked="" type="checkbox"/> Coastal <input type="checkbox"/> Riverine <input type="checkbox"/> Montane <input type="checkbox"/> Other <input type="checkbox"/> <small>Click here to enter text.</small>
Circadian Cycle:	Diurnal <input checked="" type="checkbox"/> Crepuscular <input type="checkbox"/> Nocturnal <input type="checkbox"/> Other <input type="checkbox"/> <small>Click here to enter text.</small>
Cold Tolerance:	To 70° F <input type="checkbox"/> To 60° F <input type="checkbox"/> To 50° F <input type="checkbox"/> To 40° F <input type="checkbox"/> To 30° F <input checked="" type="checkbox"/> To 20° F <input type="checkbox"/> Other <input type="checkbox"/> <small>Capable of withstanding wide range of temperatures, provided shelter from sun, wind</small>
Heat Tolerance:	To 30° F <input type="checkbox"/> To 50° F <input type="checkbox"/> To 70° F <input type="checkbox"/> To 90° F <input type="checkbox"/> To 110° F <input checked="" type="checkbox"/> Other <input type="checkbox"/> <small>Capable of withstanding wide range of temperatures, provided shelter from sun, wind</small>
Diet:	Frugivore <input type="checkbox"/> Carnivore <input type="checkbox"/> Piscivore <input type="checkbox"/> Insectivore <input type="checkbox"/> Nectivore <input type="checkbox"/> Omnivore <input checked="" type="checkbox"/> Folivore <input type="checkbox"/> Other (Add Below) <input type="checkbox"/>
Captive Dietary Needs:	
Commercial Ratite Diet, Grain, Fruits and Vegetables, Browse	
Life Expectancy in the Wild:	Males: 5-10 Years Females: 5-10 Years
Life Expectancy in Captivity:	Males: 20 Years Females: 20 Years

ASAG Species Fact Sheet Page 1

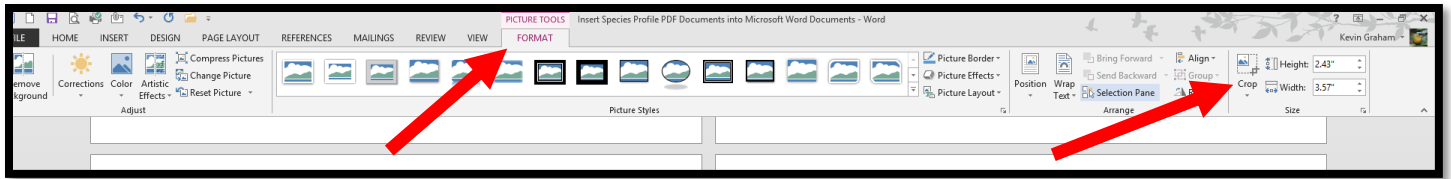
Another option to insert all of the pages into the document rather than using the PDF insert and having it as an object showing only the first page would be to grab each page individually off the screen. It would be best to insert a page break in your document at the location you would want the Species Fact Sheet to be inserted. Go to the Insert Tab and then select page break.



Open the PDF document and select View, then Zoom to Page Level. Next, go to the View tab again and Select Full Screen Mode. This will fill the viewing window with a single page. To get out of Full Screen Mode when finished push the Escape key.



Next, hold down the control key and push PrtScr to perform a screen grab. Return to your original document and hold down the control key then push the "V" key to paste the screen grab. The margins of the newly inserted page can be cropped out in Microsoft Word by clicking on the image and going to the Format Tab.



Repeat this step for each of the pages in the Species Fact Sheet Document to insert each individual page as an image. Most fact sheets will only be composed of 2-3 pages, so it should take only about a minute or two to insert the entire document in this manner.

