Contents

Overview of PDF Bookmarks

FAQ's:

-PDF Bookmarks: Bookmarks are used in Adobe Acrobat to link a particular page or section of a PDF file. They allow you to quickly jump to that portion of the document by clicking on the linked phrase.

-Adobe Reader does NOT create Bookmarks! Reader will only view PDF files. You can NOT edit or create a PDF using Reader.

- Adobe Acrobat Pro, Acrobat DC, Nuance Pro, & Nitro Pro are available for download on the web or purchase at the store. **Always** check the system requirements and your computer before downloading and installing software to make sure that it is compatible with your system.

-There is variance in the fee structure due to the difference in the versions of the software and options to purchase to use it monthly or purchase the entire program. The cost is anywhere from $9.99/month to $499 for the installed version of the program.

-Be sure to check our Learning Communities for templates and guidelines on the self-study and activity files.

-If you are creating a PDF file from a SCANNED document, it will be an OCR Text document, instructions for that are not provided.

-Renaming a Bookmark: Click on the Bookmark on the left menu to highlight the words and type in the new name.

-Double check the content to make sure everything is included before submitting your documents to us!

-For directions on how to create Bookmarks with Acrobat DC, please view these links:

https://acrobatusers.com/tutorials/how-to-create-and-add-bookmarks-using-acrobat-dc

https://www.youtube.com/watch?v=L9cOsG3WRRQ

Note: These directions contain examples from Adobe Acrobat Pro 2017, your software may look different!
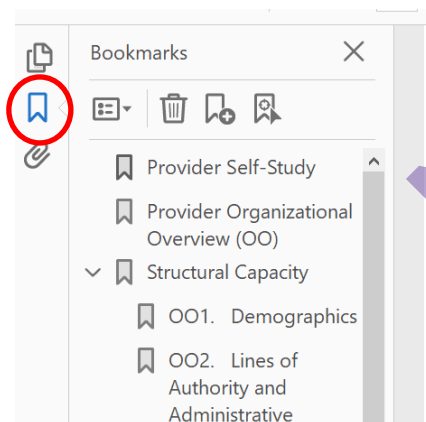
Overview of Navigation Icons

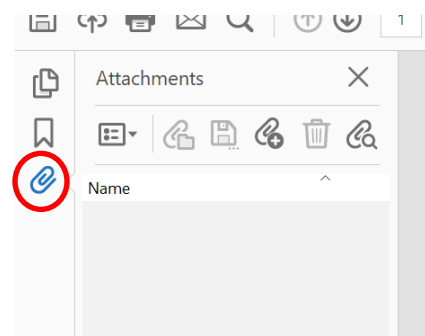On the left side of Shot 4 above, you will see a series of icons, these are the navigation icons for your document.

The "Page" icon will show you thumbnails of each page of your document.
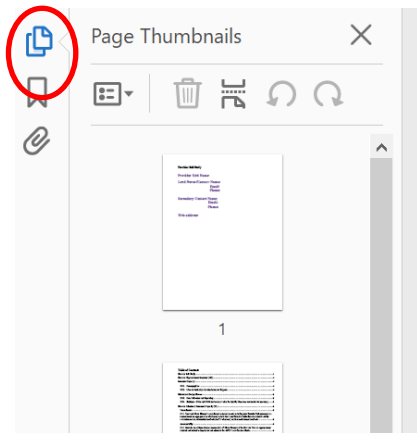
The "Scroll" icon will show you all of the bookmarks in your document.

The "Paper Clip" icon will show you all of the attachments and will allow you to attach documents.

## How to Create a Bookmarked Self-Study File

Step 1: Self-Study Word Template.

Write your self-study file in Word. Save your document in Word, move on to the next step when you have finished editing all text and checked spelling, grammar, etc. You cannot edit the text once you have imported the document into Adobe.

**Step 2:** Open your Word version in Adobe Acrobat Pro 2017.

Open Adobe Acrobat Pro 2017. On the right are your tool options. You will need to click on "Create PDF" (top right) to start a document. Click on either the icon or Open from the carrot drop down options.
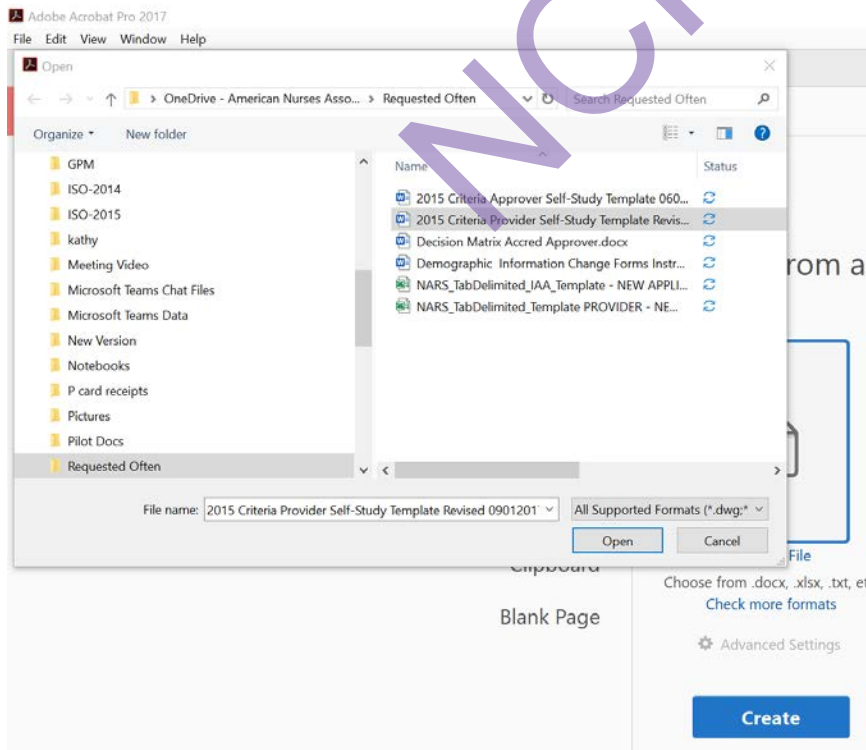
Shot 1:
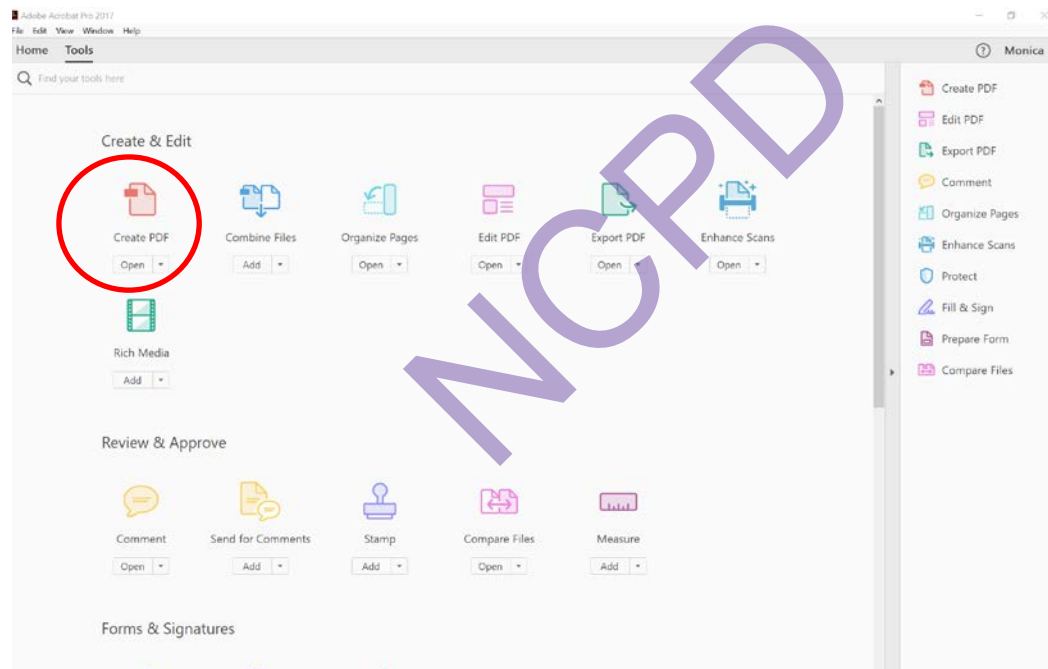
Step 3: After you select "Create PDF," it will have you select which format of document that you will be using. Select "Single File." Click on the page icon, find your self-study file, open it, and then the "Create" button.
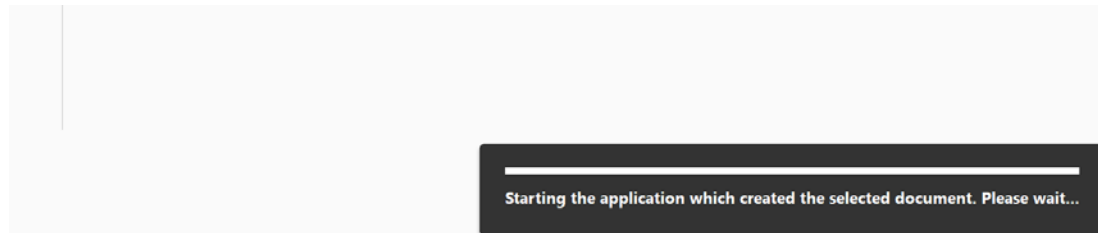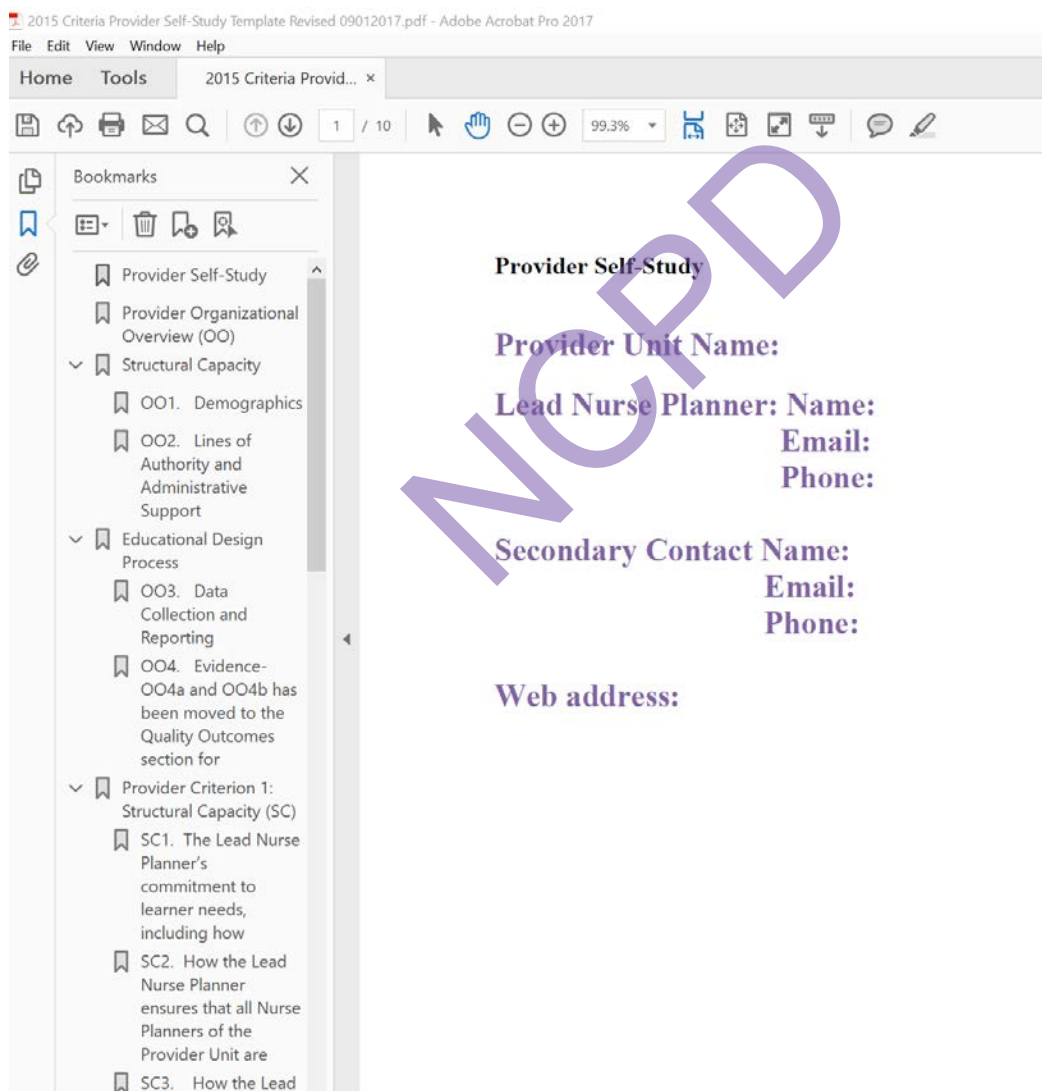
Shot 2:
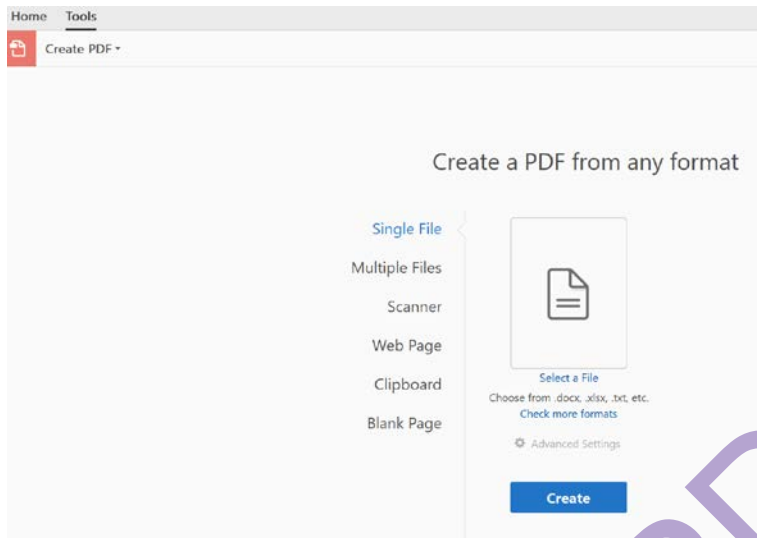
Shot 3:

Adobe will take you back to the home page but a black bar will appear at the bottom and show you that it is processing the file.

Shot 4:

Step 4: When Adobe is finished, your bookmarked self-study will display.

How to Create an Activity File

Step 1: Organize Your Activity Files

Organize your files and save them to where you can locate them all easily. They may be saved in any format Word, Excel, PDF, etc.

Tip 1: Put them all into a Folder and label it "Activity File 1"

Tip 2: Make a list of all of the files that you will be combining for your Activity File.

Tip 3: Use our Activity File requirements list as a checklist to ensure you have everything ready to create your file. You cannot edit the file text once you have imported into Adobe.
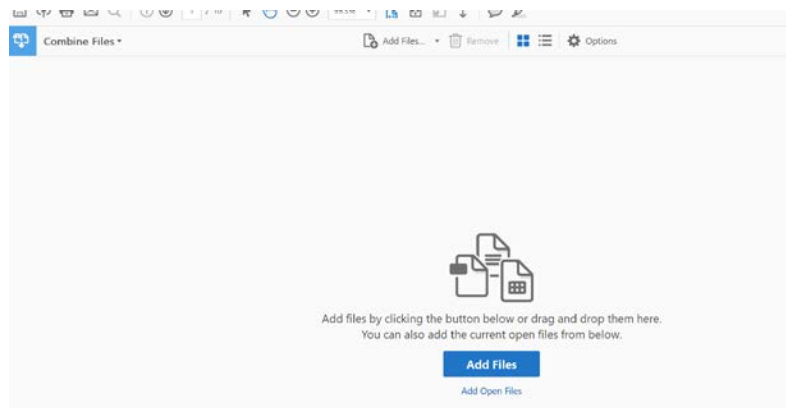
Step 2: Open Adobe Acrobat Pro 2017.

You will need to click on "Combine Files" to start. Click on either the icon or Open from the carrot drop down options.
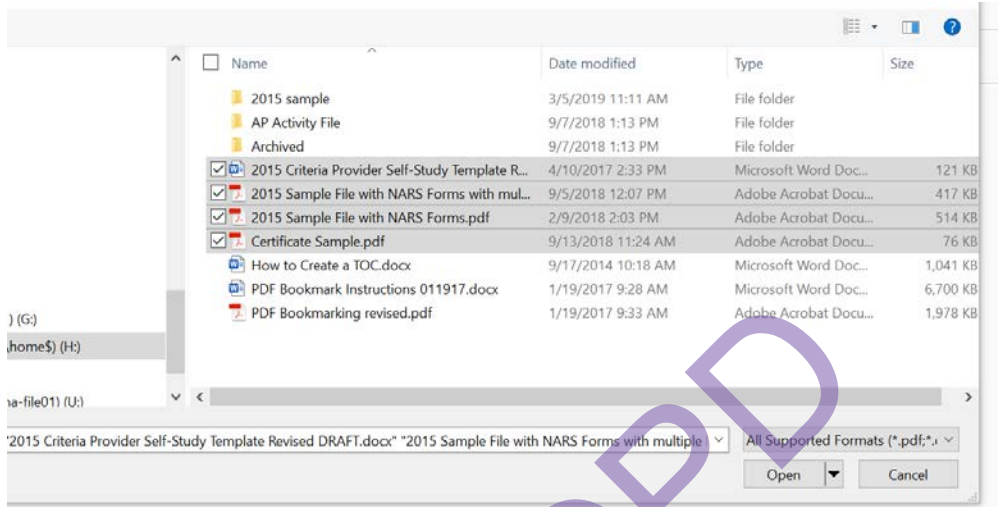
Shot 1:
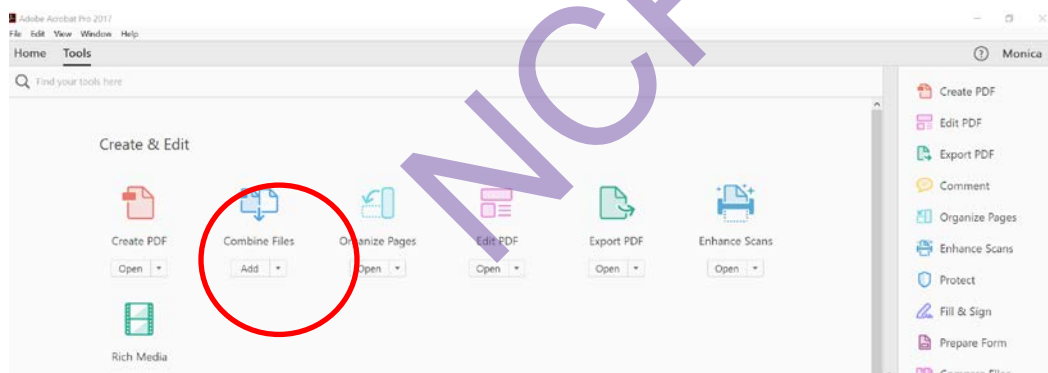
Shot 2:

Step 3:
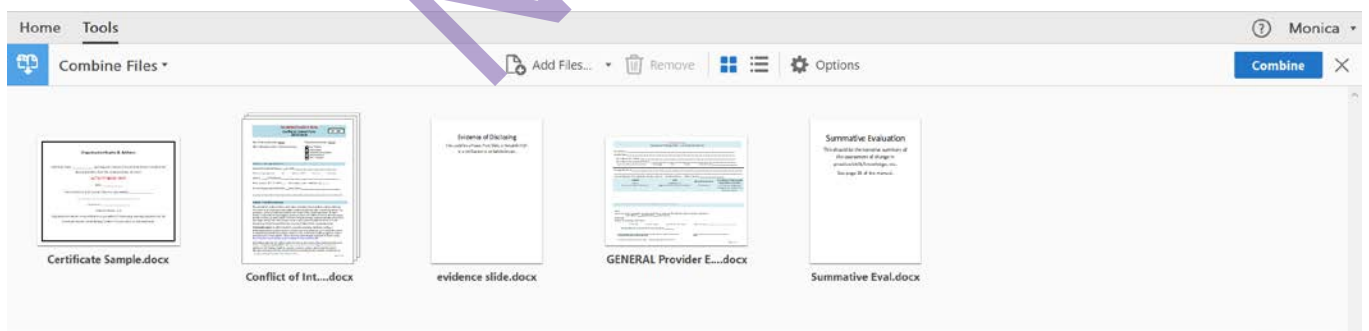
Add Files. To add documents:

1. *Drag & drop them onto the screen.
2. Click on the blue "Add Files" button in the middle. This will take you to the document library on your computer to choose which to open.
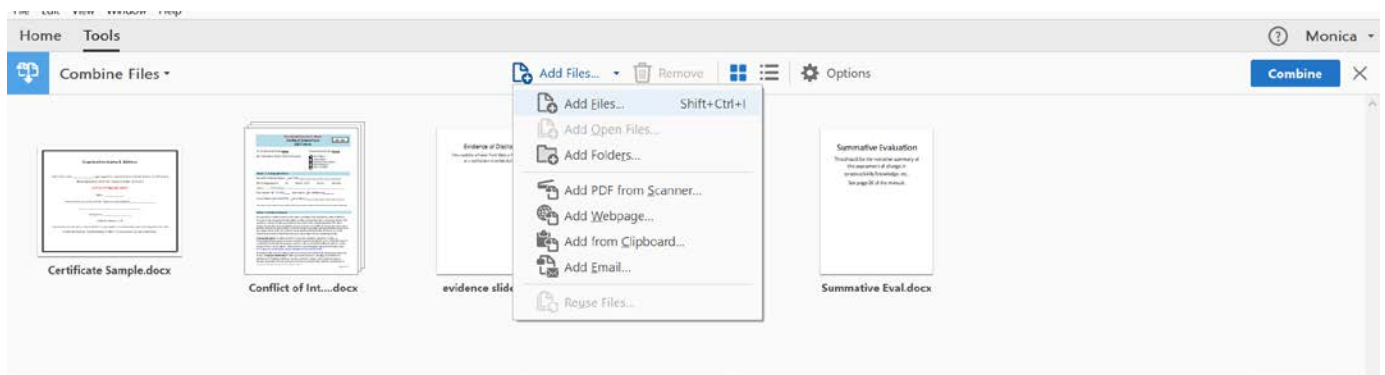
Shot 3:

Choose all the files that you wish to have in your final document. (Refer to your list.)

Shot 4:

As you add files to your document list, they will show here. You can go to your document library as many times as you want BEFORE you Combine Files.
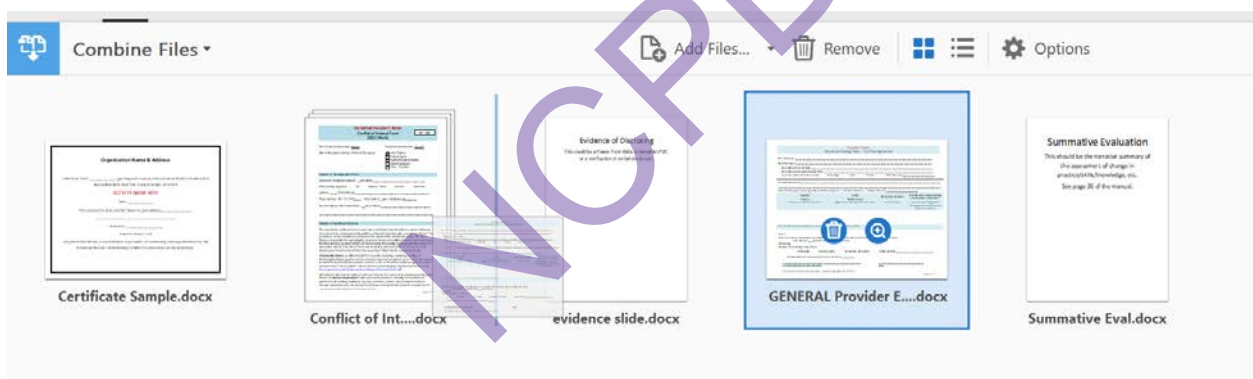
Shot 5:

Step 4: Arrange Files in Final Order

You can re-arrange the order of the files by clicking on the file icon and dragging them around the screen. The order that you place them, will be the FINAL order of how they are in your document.
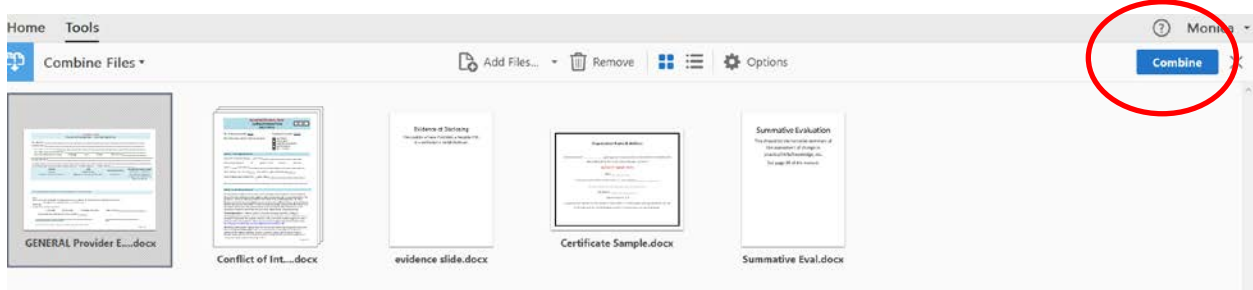
Shot 6:

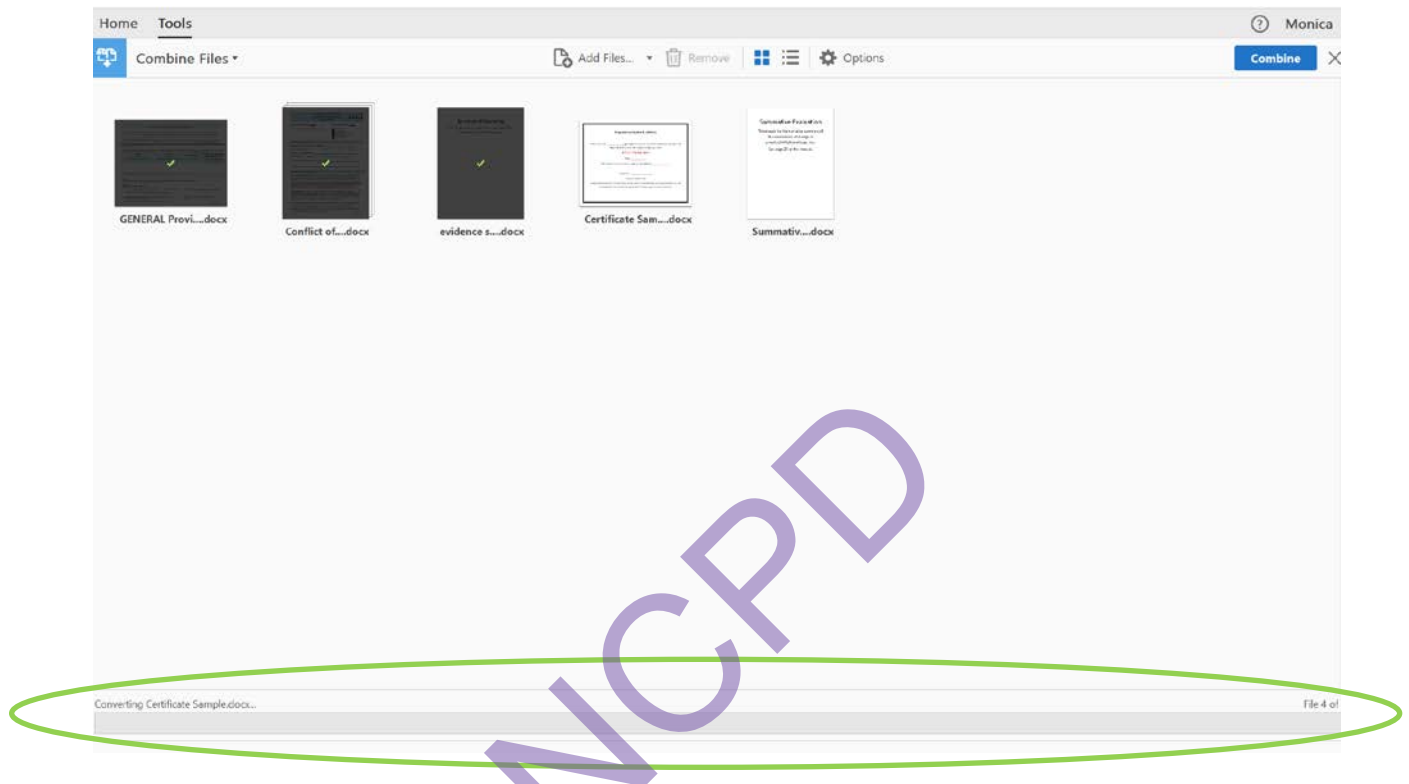
Step 5: **Combine Files to Finalize the Document**

When your files are in order and ready, click Combine Files in the top right to finalize the document and create the PDF with Bookmarks.

Shot 7:

Adobe will begin creating your file, this process will take 3-5 minutes depending on the size. You will see a green bar across the bottom, that says "Converting."

Shot 8:

When Adobe is done, your completed PDF file will open with the created Bookmarks. The bookmarks will be of the names of the files that you uploaded.
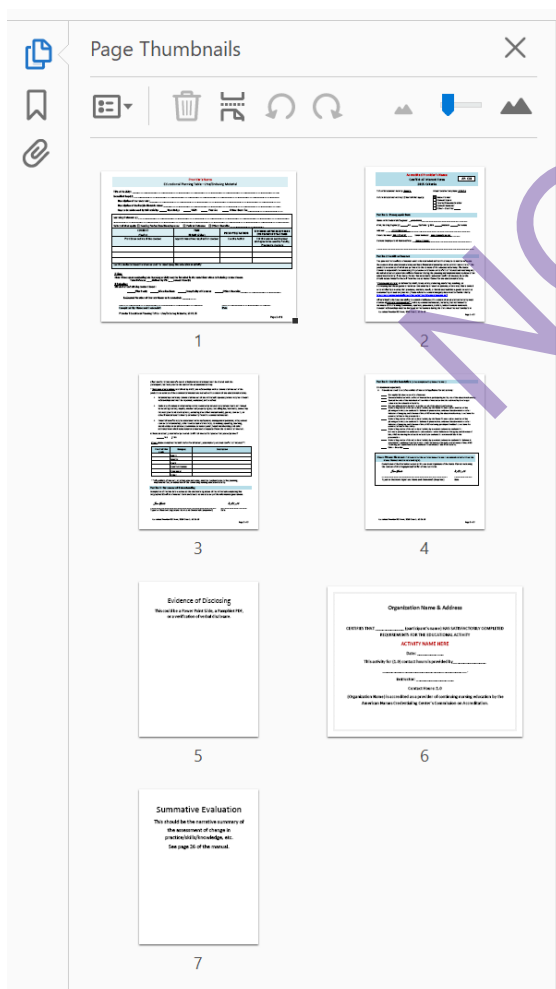
You will need to re-name your Bookmarks and create additional ones. Click on the Bookmark on the left menu to highlight the words (bookmark link) and type in the new name.

Be sure your bookmarks list matches the Activity File Requirements list by name and order exactly.

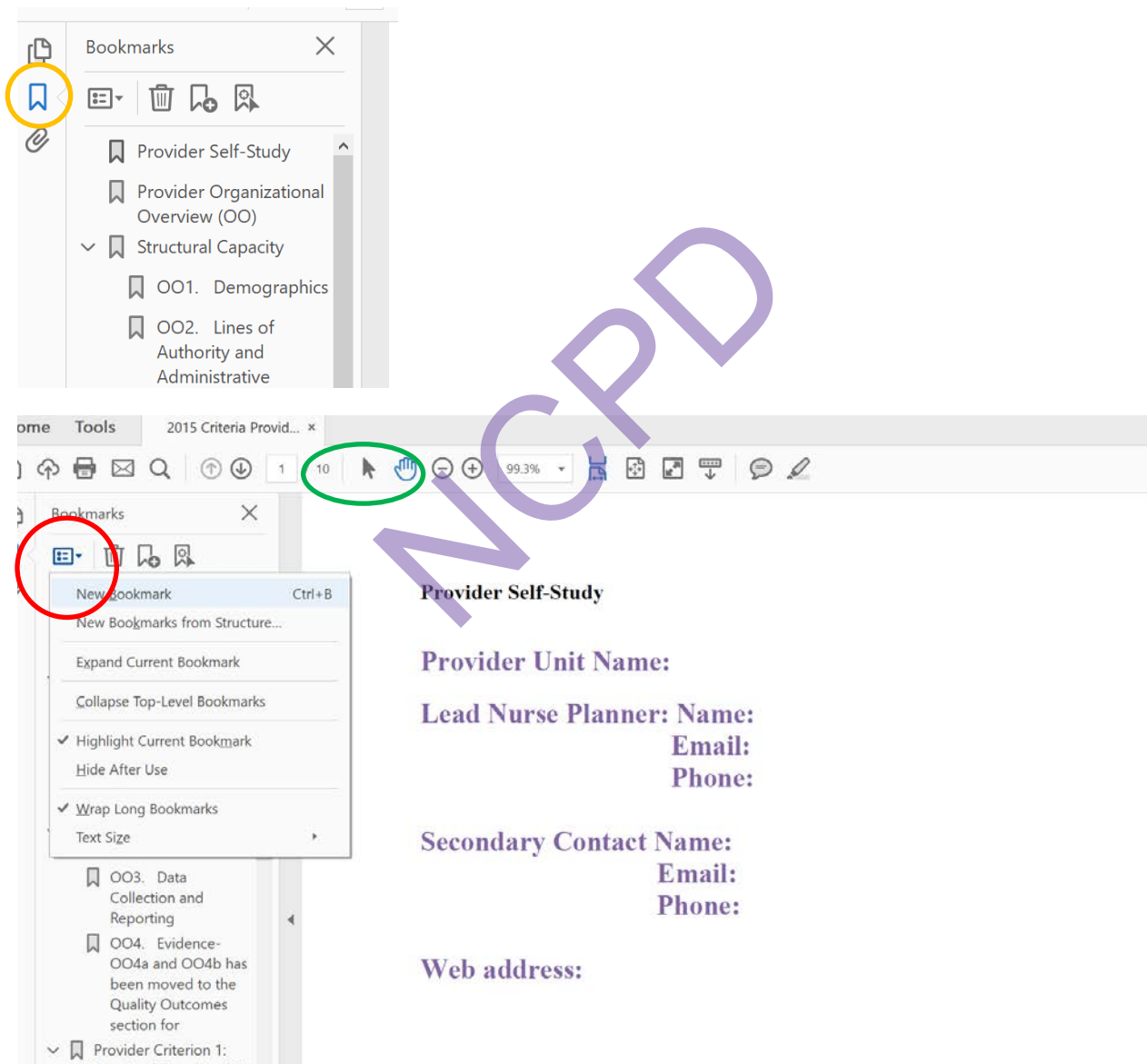## Shot 9: Final product with bookmarks
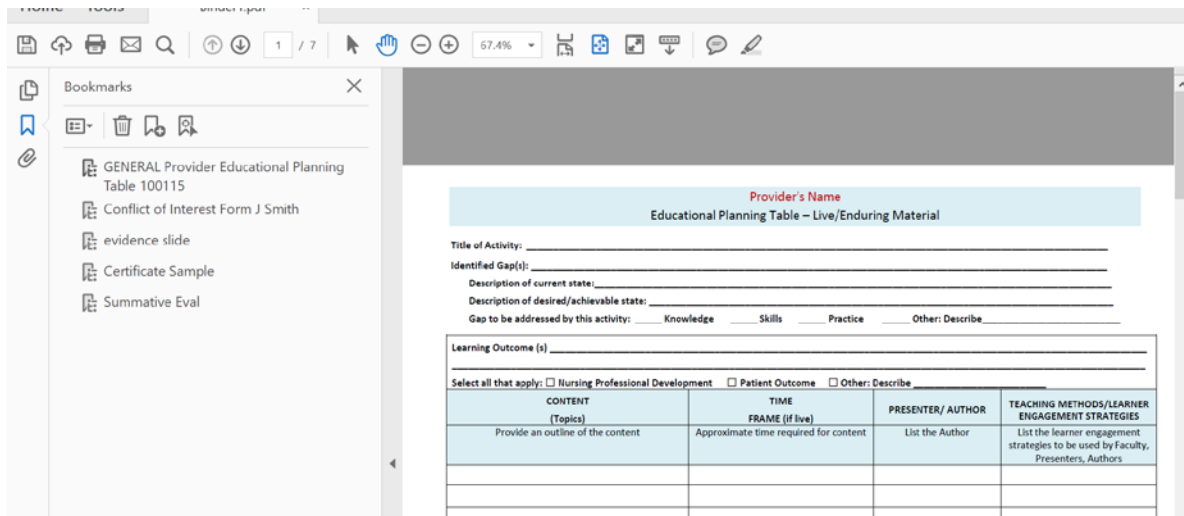
Shot 10: Merged Documents

How to Create a New Bookmark

If you find that you would like to add in another bookmark that was not already created, this is the process for that.

Step 1: On the left, Click on the "Scroll" Icon, which open the Bookmarks Navigation pane.

Shot 1: Bookmarks Navigation Pane.

Step 2: Find the text in the document that you wish to make a bookmark.

Step 3: Using the Text Select Tool from the Acrobat toolbar, the arrow above and to the right of the bookmarks toolbar (Circled in green above). Highlight/select the text with your mouse that you wish to use for the bookmark label. The highlighted text currently selected in the document is used as the Bookmark's label. If no text has been highlighted, type the text for the bookmark label, and press Enter. (Bookmark labels can be up to 128 characters long.)

Shot 2: Use the Selection Text Tool to highlight text to create the next bookmark. Select New Bookmark from the drop down of options. Repeat until all Bookmarks are created.
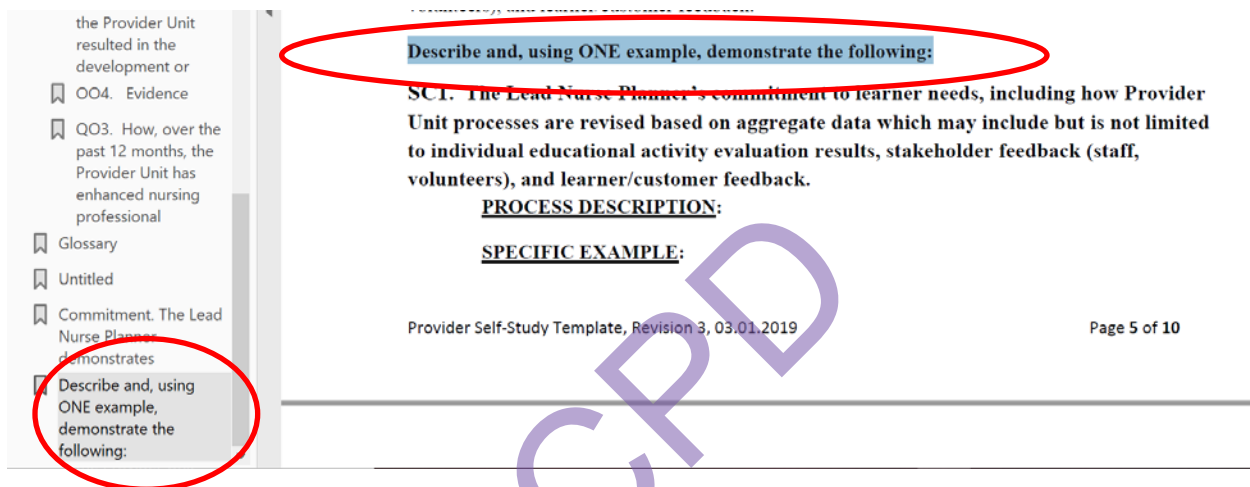
Shot 3: All of my Bookmarks, including the newly created ones.
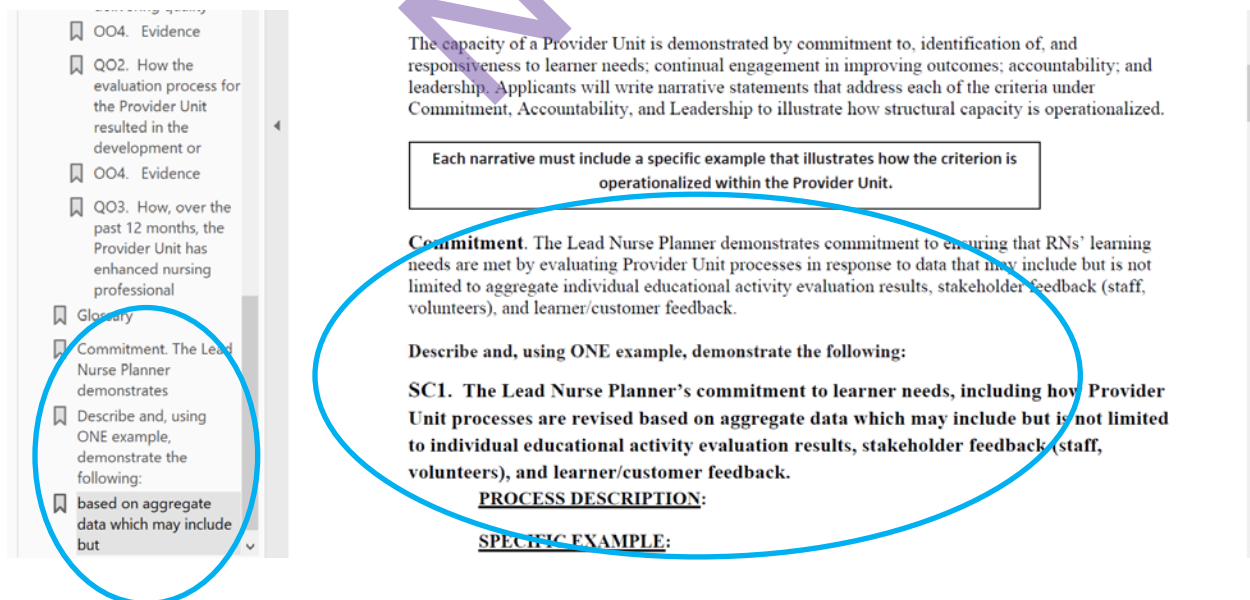
Nesting Bookmarks

You can nest/indent a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired. (This is NOT required)

Remember: The nested pages must be bookmarks first to do this!

Shot 1: Here is what the final product will look like.
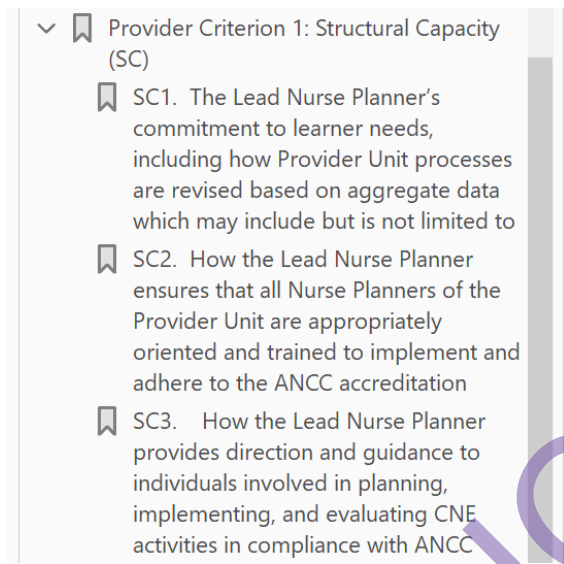
When you are finished, you should be able to jump from page to page throughout the document still with the document in order. Follow the steps below to nest one or more bookmarks under another bookmark.

**Step 1:** First, I made all of my Bookmarks.

Step 2: Select/highlight the bookmark or range of bookmarks you want to nest (click the first bookmark, hold down the shift key or Ctrl key and click the last bookmarks in the series). Below, I have highlighted all of the bookmarks that I will be moving to be sub-headed under "Provider Criteria: Structural Capacity."
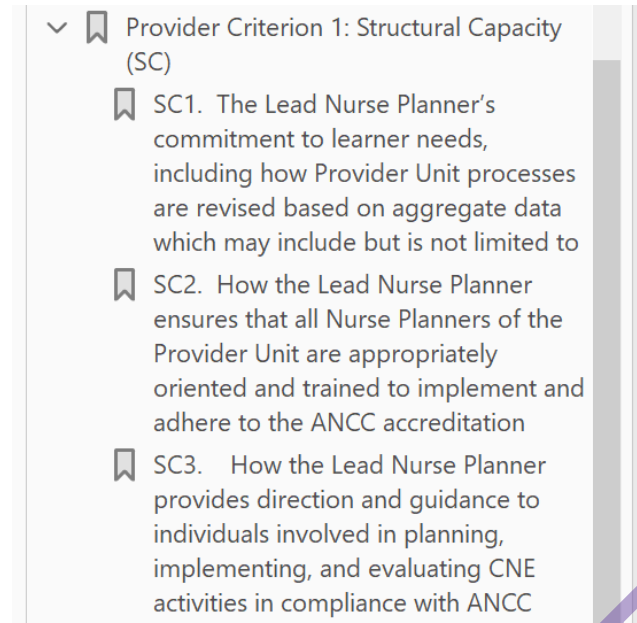
Shot 2:
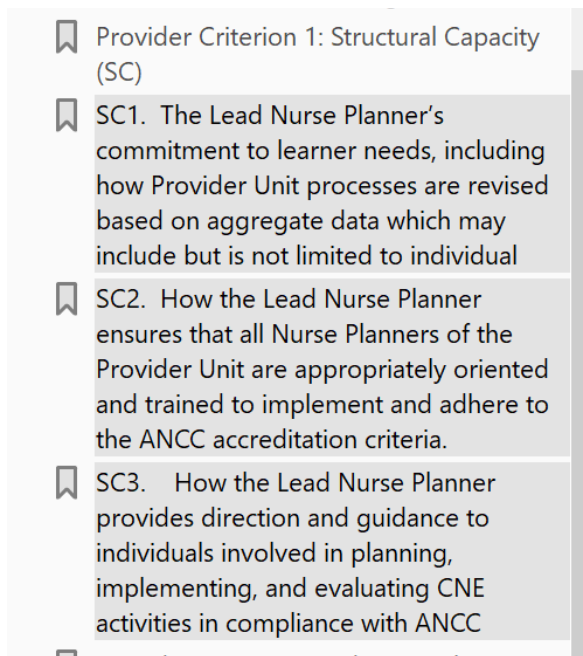
Step 3: Drag the highlighted bookmarks underneath what will become the parent bookmark or chapter heading. A line with a black triangle on the left will appear that shows where the bookmarks are being moved to.

Shot 3:
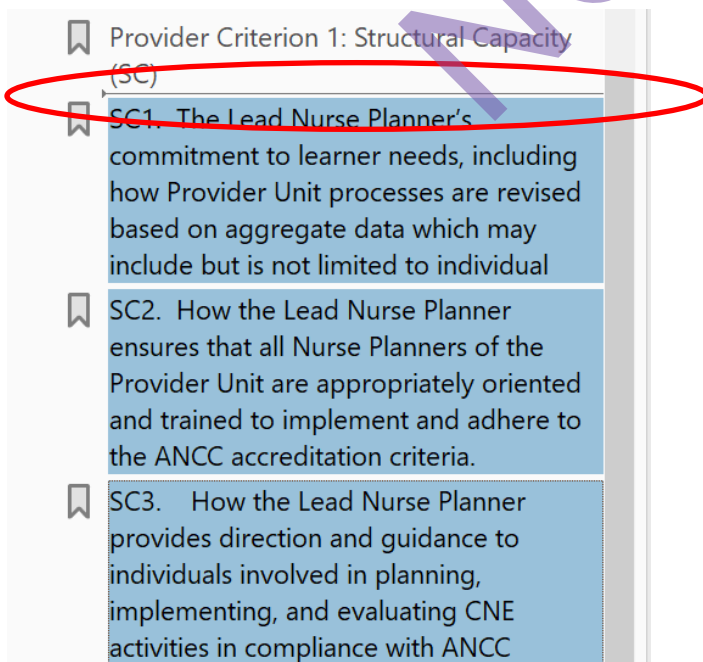
Step 4: Release your mouse and the bookmarks will be moved. Note: The actual pages will remain in their original location in the document.
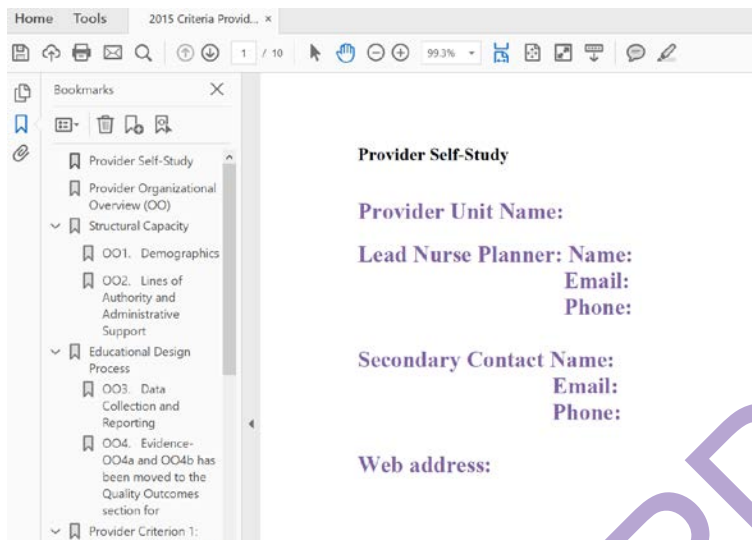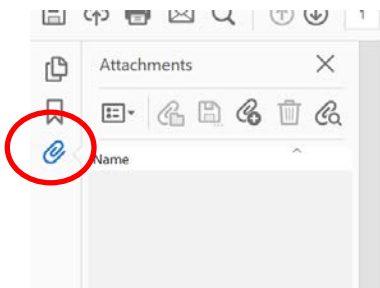
Shot 4:

How to Insert an Attachment
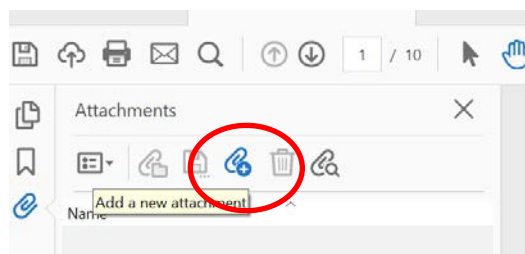
Step 1: Open your File.

Shot 1:

Step 2: On the left, click on the "Paper Clip" icon to display the attachment menu.

Shot 2:

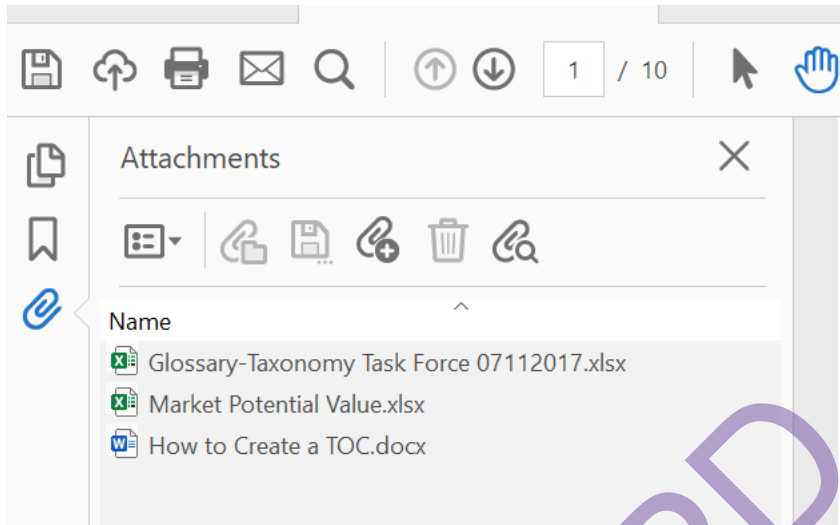**Step 3**: Click on the paper clip plus icon to add an attachment.

Shot 3:

Step 4: Find your attachment in your files, select Open.

Step 5: Your attachment will be listed on the left hand display pane when it is attached. You can continue to upload using steps 1-4.

Shot 4:

*When referencing an attachment in your document, make sure to reference the file name. For example, see attachment "How to Create a TOC."

You can sort by name using the arrow above the "name" of the files, this will alphabetize the files to make it easier to locate them by name.

Shot 5: