

How to Convert to a Bookmarked PDF

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INTRODUCTORY MATERIAL

ADOBE ACROBAT PROFESSIONAL: You will need to use Adobe Acrobat Professional to properly convert your document to a bookmarked PDF. Each [Center for Teaching and Learning Innovation](#) has computers equipped with Adobe Acrobat Professional.

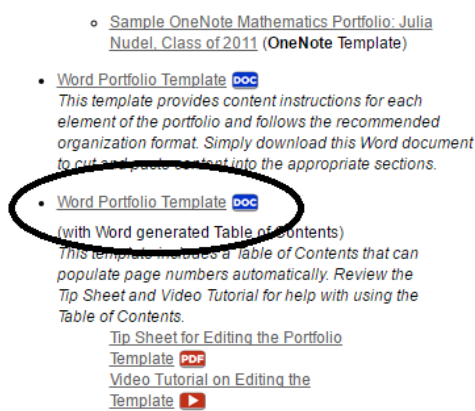
NOTE TO MAC USERS: If you use a Mac to convert to PDF, the Table of Contents, List of Figures, and List of Tables will not be clickable. It is best to use a PC. If you created your Table of Contents, List of Figures, and List of Tables on a Mac, you should delete these items and reinsert them on a PC. Once these lists have been regenerated on a PC, the bookmarked PDF will work properly.

HOW TO USE HEADINGS AND HYPERLINKS

Bookmarks and Cross-Reference hyperlinks provide readers with an easy way to navigate the document.

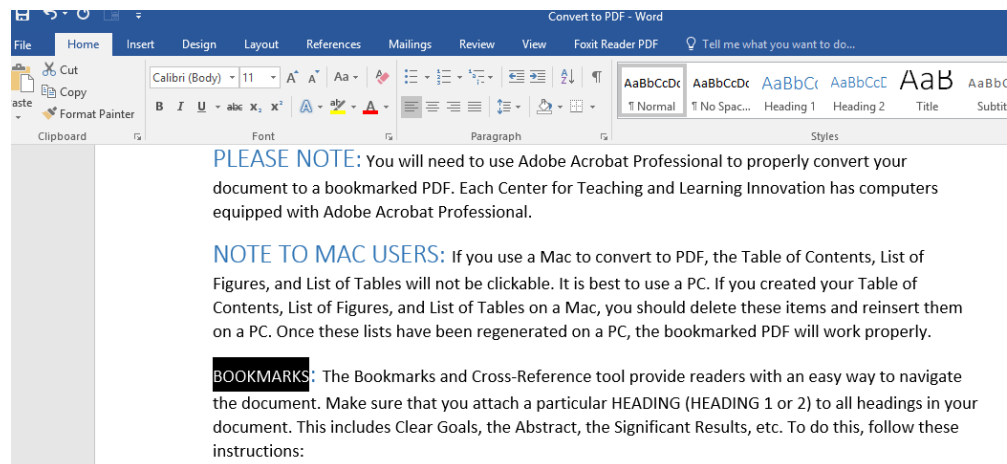
To create hyperlinks, the first thing that you need to do is to tell Microsoft Word which titles or phrases are headings (HEADING 1 or 2) in the document. For a tenure-track candidate's portfolio, this includes Clear Goals, Appropriate Methods, Significant Results, etc.

If you are using the Word Portfolio Template (with Word generated Table of Contents) provided through the TLA Website, the headings and Table of Contents have already been created for you.

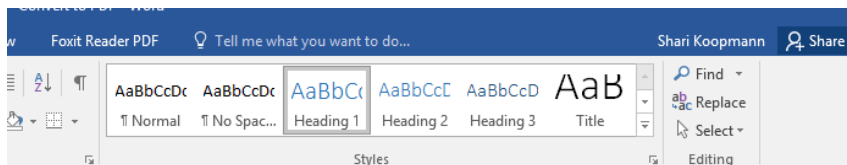


HEADINGS: To create a heading, follow these instructions:

1. Highlight the phrase or title that you would like to designate as a heading. Decide if it should be a level 1 or a level 2 heading (this assignment is important as a heading 1 will be left-justified in the Table of Contents and a heading 2 will be indented under the previous heading 1).

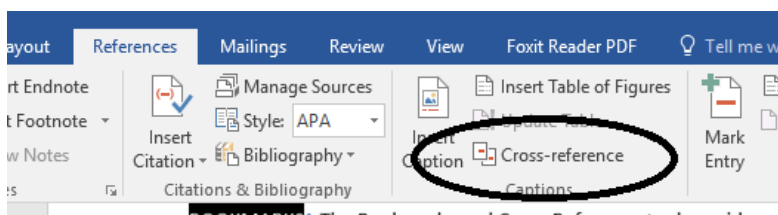


2. With the phrase or title highlighted, select the appropriate heading style (you can find the heading styles under Styles in the HOME tab).



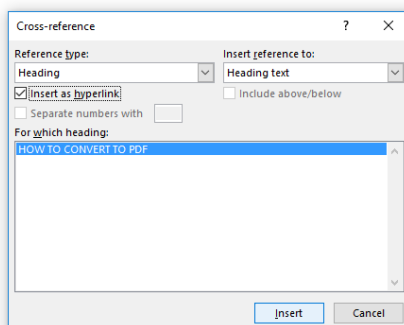
HYPERLINKS: Now that you have headings designated, you can create HYPERLINKS to headings (for example, a hyperlink to FLO1, Artifact 3) somewhere else in the document (like the Teaching Strategies section under Appropriate Methods) so that readers can quickly find the items you are referencing. When a reader clicks on the hyperlinked phrase, he/she will be redirected to the appropriate section. To create hyperlinks, follow these steps:

1. Highlight the area to which you would like to add a hyperlink.
2. Click the References tab and select Cross-reference under Captions.



3. Select the Reference Type (in this case, Heading, but you can also link to bookmarks or other items) and select the heading you would like to link to. Make sure that INSERT AS HYPERLINK is selected. Also, make sure that HEADING TEXT is selected under "INSERT REFERENCE TO." Now the item is clickable and will redirect readers to the appropriate area in the document.

The PDF will automatically open. Check to make sure that all Bookmarks, (CONVERT TO PDF) headings, and hyperlinks work.

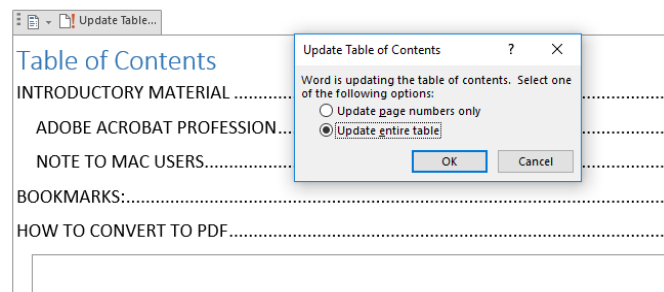


4. For more help with cross-reference links, click [HERE](#).

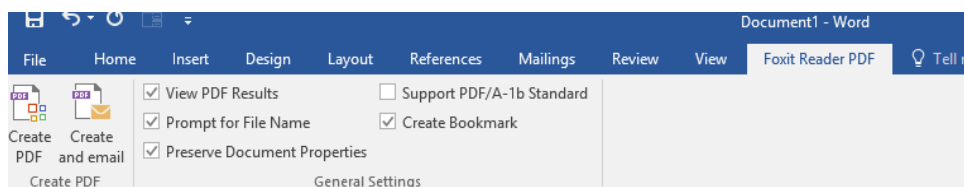
HOW TO CONVERT TO PDF

Now that your document has bookmarks and hyperlinks, you are ready to convert to PDF. To do this, follow these steps:

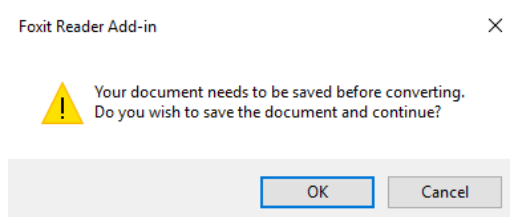
1. Open your document
2. Update all tables and lists one final time (i.e. Table of Contents, List of Figures, etc.). To do this, click on the highlighted area in the table and select “Update Table” from the References tab. Choose “Update Entire Table.” Ensure that all of the links are clickable by holding down CTRL and clicking. This should redirect you to the appropriate page. Do this for all tables and lists.



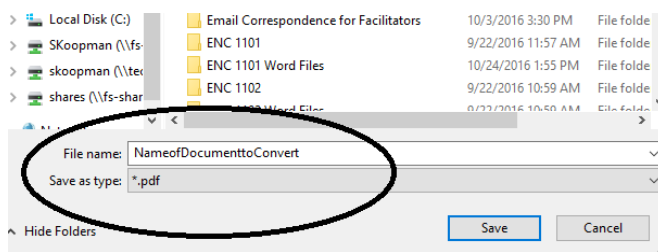
3. Select the **PDF tab** (this may have a different name than the one showing in the image below). You can find the PDF tab all the way to the right. Make sure that the following items are selected: *View PDF Results*, *Prompt for File Name*, *Preserve Document Properties*, and *Create Bookmark*.



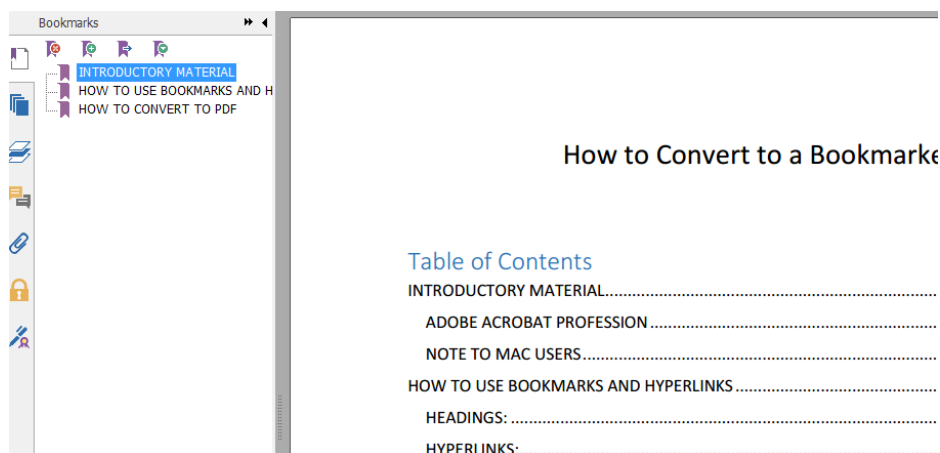
4. You will be prompted to **SAVE** the Word document before creating the PDF. Click OK and Save the document on whatever name you wish.



5. You will now be prompted to select a name for the PDF document and to select a location where it will be saved.



6. The PDF will automatically open. Check to make sure that the Table of Contents and all hyperlinks are clickable and redirect readers to the appropriate location. Here is an example of a hyperlink (see [INTRODUCTORY MATERIAL](#)).



*For additional help, visit your [Center for Teaching and Learning Innovation](#).