Humanities, Social Science and Communication Department

UNIVERSITY

Creating an Interactive PDF from a Word document in Acrobat Pro

For use by MSOE COM-1001 Students

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Introduction

Purpose

As MSOE transitioned to semesters, Dr.Walz aimed to provide more technologies and software exposure to the students. The first class of COM-1001 College Writing in Fall 2023 requires the final paper to be submitted as a PDF complete with bookmarks, links, and document properties.

Scope

This manual will cover how to create a PDF from one or multiple Microsoft Word® documents in Adobe® Acrobat® Pro, how to add bookmarks and links, and set document properties.

This manual will not cover how to write a paper, using the commenting tool, or any troubleshooting information. It is also required that the paper be completed before using this manual.

UI Elements in Acrobat Pro

There are user interface elements within Acrobat Pro. Key elements that are referenced in the manual are described below.

Toolbar

The **Toolbar** is located across the top of the window and contains tools to save and scroll through document pages.



INTRODUCTION

Document Pane

The **Document Pane** is located in the center of the window and provides a view of the PDF file. Text can be selected here, and the document can be scrolled through.



Figure 1.2. Document Pane

Navigation Pane

The **Navigation Pane** is located on the left side of the window and can be opened and closed via a small arrow icon.

Bookmarks Pane

Within the Navigation Pane is the **Bookmarks Pane** where any bookmarks present in the document are accessible.



Figure 1.3. Navigation Pane and Bookmarks Pane

Bookmark

A bookmark is a view of the file that is saved and can be accessed from anywhere in the document.

For example, clicking on the bookmark Executive Summary as seen in Figure 1.4 will scroll the file in the Document Pane to the heading "Executive Summary."



Figure 1.4. Example Bookmark



Getting Started

Purpose

This section describes how to create a PDF from a single Word document or multiple Word documents and how to save a PDF file in Acrobat Pro.

For creating a PDF from a single Word document, see *Part A: Creating a PDF from a Single File* below and skip Part B. For creating a PDF from multiple Word documents, skip Part A and see *Part B: Creating a PDF from Multiple Files* on page 8.

Creating a PDF

Part A: Creating a PDF from a Single File

1. Open the Tools tab and click Create PDF.



Figure 2.1. Tools Tab and Create PDF

3. Click the **Create** button and select the desired Word document. Click **Open** to bring the file into Acrobat Pro. It will take a moment for the PDF to be created.



4. Open the Navigation Pane and Bookmarks Pane as seen in Figure 2.2.

Figure 2.2. Opening Bookmarks Pane

5. Open the menu to **File > Save**. Navigate the File Explorer to the desired location of the final PDF. Rename the file with the following naming convention, then click **Save**:

<Last name>_<First name>_<Section>.pdf

For example, a student named Dianne Bender in section 101 would name the file:

Bender_Dianne_101.pdf

TIP: In the Toolbar, the **Save** [] **Icon** can also be used to save the PDF. The shortcut "Control + S" will also save the PDF.

Part B: Creating a PDF from Multiple Files

1. Open the Tools tab and click Combine Files.



Figure 2.3. Tools Tab and Combine Files

- 2. Click the **Add Files** button. Locate the first Word document and select it. Hold the "Control" key and select the remaining files. Click **Open** to bring the files into Acrobat Pro.
- 3. If necessary, click and drag the files into the desired order.

- Normanian State	Sample COM10		Hardware Hardwa
Sample COdocx	Sample CO	Sample COdocx	Sample COdocx

Figure 2.4. Changing File Order

4. Click the **Combine** button. It will take a moment for the PDF to be created.



4. Open the Navigation Pane and Bookmarks Pane as seen in Figure 2.5.

Figure 2.5. Opening Bookmarks Pane

5. Open the menu to **File > Save**. Navigate the File Explorer to the desired location of the final PDF. Rename the file with the following naming convention, then click **Save**:

<Last name>_<First name>_<Section>.pdf

For example, a student named Dianne Bender in section 101 would name the file:

Bender_Dianne_101.pdf

TIP: In the Toolbar, the **Save** [] **Icon** can also be used to save the PDF. The shortcut "Control + S" will also save the PDF.



Bookmarks

Purpose

This section describes how to add a bookmark to headings within the document. Bookmarks aid in navigation via the Bookmarks Pane and are also necessary to create links in later steps.

Creating Bookmarks

1. If there are any existing bookmarks in the **Bookmarks Pane**, delete them. Click on a bookmark, then click the **Delete selected bookmarks** in **button**.

TIP: Multiple bookmarks can be selected at the same time. After selecting the first bookmark, hold "Shift" or "Control" and select the other bookmarks. The "Delete" key can also be used to delete a bookmark.

2. Scroll in the **Document Pane** to the first heading in the document. Highlight the heading using the cursor as seen in Figure 3.1. In the **Bookmarks pane**, click the **Add a new bookmark D button**, then hit "Enter."

Hon	ne Tools Binder1.pdf		
	🕁 ନ 🖶 🔍	(*) (*) 2 / 24 (*) 2	á 🔁 🖞 Q
	Bookmarks X	Abstra This report presents a quantitative analys nw8240 laptops (available through MSOE's Tec built desktop computer in the possession of the a benchmarking software from Futuremark®, 3DM measure the performance of each machine. The available purely for educational purposes; it serv compared to each other and compared to the dest Program, every student leases a high-end laptop exchanged for the original for the remaining two	ct is of the HP Compaq nw8440 and hnology Package) along with a custom- uthor of this article. Acclaimed fark06% and PCMark05%, were used to information contained in this report is es to display how each model performs ktop. Through MSOE's Technology for two years; a different one is years. Upperclassmen are given a more

Figure 3.1. Selecting a Heading

TIP: The shortcut "Control" + "B" will also create a bookmark from the selection.

- 3. Ensure that each newly created bookmark matches the selected text. It is possible that some automatic bookmark labels created from selected text in the document could have spelling errors. Continue to scroll through the document and create a bookmark at each heading.
- 4. To nest the bookmark of a subheading, click and hold the bookmark for the subheading and drag it up toward the heading it is under so that the ghost cursor is slightly smaller than the width of the title of the bookmark as seen in Figure 3.2. Continue to nest the bookmarks for each subheading in the document.



Figure 3.2. Nesting Bookmarks



Figure 3.3. Correctly Nested Bookmarks

Tip: Save your work at key points such as after creating all bookmarks.



Links

Purpose

This section describes how to add a link to text within the Table of Contents of the PDF to a previously created bookmark.

Creating Links

1. Triple-click an entry in the document's Table of Contents to select it. Right click on the selection and click **Create Link**.

		Table of Co
Abe	tract	
Ta	Сору	
Li Ex	Copy With Formatting	
Int	Edit Text	
St	Export Selection As	gy Program.
P	Redact	/Transfer St
	∐ighlight Text	silleri model
Be	Strikethrough Text	
	Add Note to Replace Text	
	Add Note to Text	
T	Aud Mote to lext	
re	Add Bookmark	
	Cregte Link	
	Look Up "ii"	r Model 3.0

Figure 4.1. Creating a Link

2. Ensure that the properties in the **Create Link** dialog box match the properties in Figure 4.2, then click **Next**.

Link Type:	Invisible Rectangle	×	Line Style:	Solid	4
Highlight Style:	Invert	~	Color:		
Line Thickness:	Thin	9			
ink Action					
Go to a page	view				
O Open a file					
O Onen a web r	1506				

Figure 4.2. Link Properties

Note: These properties will only need to be adjusted for the first link created and will automatically apply to each following link.

3. Click on the bookmark for the entry that was selected to automatically bring the **Document Pane** to the location of that heading, then click **Set Link**. Continue to create a link as described for each entry in the document's Table of Contents.

	Ibookmarks X E Ibookmarks X E Ibookmarks X Abstract Ibookmarks X Ibookmarks Ibookmarks X Ibookmarks Ibookmarks X Ibookmarks Ibookmarks X Ibookmarks Ibookmarks X Introduction Overview of MSOE's Technology Program X Specifications My Desktop Compate (Freshmen/Transfer Student model) X My Desktop Compater He Compaq nw8440 (Upperclassmen model) V Benchmarking Methods Ibookmarks PCMark05* PCMark05* PCMark05* Ibookmarks Test Results	Table of Contents List of Figures Create Go to View Executive Summary Create Go to View Overview of MSOB Specifications Specifications Use the scrollars, mount, and room P Compaq uw8240 Use the scrollars, mount, and room HP Compaq uw8240 Set Link Cancel Set Link SpDMarko68 SabMarko64 SyDMarko68 Tests Overall Score Shader Model 2.0 Test High Dynamic Range/Shader Model 3.0 Test PCMark0518 PCMark0518 Tests Overall Score Create Overall Score Create Overall Score Overall Score Overall Score Create Overall Score Overall Score Overall Score Overall Score	Bookmarks X Image: Contents Image: Contents Image: Image: Contents Image: Contents Image: Image: Image: Contents Image: Contents Image: Image: Image: Image: Contents Image: Image: Contents Image:	Abstract This report presents a quantitative analysis of the HP cc my8240 laptops (available to the stand of the my8240 laptops (available to the stand of the my8240 laptops (available purely for edit portful desktop compares to the stand of the my8240 laptops (available purely for edit program, every student to the stand of the my8240 laptops (available purely for edit proverful machine (the mws-rue moder) to agament ther my8240 laptops (available to the stand of the my8240) is un performs compared to the of the my8240 laptop, regulated by MSOE 's Financial Department. The total cost for somewhere near \$800. The results of the benchmarking tests st maining object to the other models in almost every category, maining better than the desktop. However, for cost effective better choice.
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Figure 4.3. Setting View for Link

Tip: Save your work at key points such as after creating all links.



Initial Properties

Purpose

This section describes how to set initial viewing properties of the PDF to view the entire first page, show the **Bookmarks Pane** by default, and the title and author of the document.

Setting the Initial Properties

1. Open the menu to **File > Properties** and open the **Description** tab. Ensure that the **Title** field has the correct title of the document, and the **Author** field has the correct name of the author.

Edit View E-Sign Window Help		Document Properties	
Open	Ctrl+O	Description Security Fonts Initial View Custom Advanced	
Reopen PDFs from last session		Description	
Create		File: Bender Dianne 101.pdf	
Insert Pages		Teles A Comparison of the HP Compan pw8440 and pw8240 Lantons Based on Various Benchmarking Methods	
I Save	Ctrl+S	TUE In comparison of the fill compared more one masce capteries succe on remeas semanticities methods	
Save As	Shift+Ctrl+S	Author: Dianne Bender	
Save as Other		Subject	
🔁 Reduce File Size		Kewerds	
Export To			
Protect Using Password			
🖧 Request E-signatures			
1 Share File		Created: 1/11/2023 5:18:50 PM Additional Metadata	
Revert		Modified: 1/11/2023 5:56:42 PM	
⊆lose File	Ctrl+W	Application: Acrobat PDFMaker 22 for Word	
Prop <u>e</u> rties	Ctrl+D	Advanced	
Print	Ctrl+P	PDF Producer: Adobe PDF Library 22.3.86	
	curr	PDF Version: 1.6 (Acrobat 7.x)	
1 C:\Users\nygrend\\Bender_Dian	ne_101.pdf	Location: C:\Users\nygrend\OneDrive - Milwaukee School of Engineering\User Documentation\Files for COM-1001 User Manual-selected\	
2 C:\Users\\PEER EVALUATION SH	IEET.pdf	File Size: 1.21 MB (1,272,690 Bytes)	
3 C:\Users\\SELF EVALUATION SHI	EET.pdf	Page Size: 8.50 x 11.00 in Number of Pages: 24	
4 C:\Users\\Style Guide Debra Nyg	gren.pdf	Tagged PDF: Yes Fast Web View: Yes	
5 C:\Users\nygrend\\Weber_Diann	ne_101.pdf		
View All Recent Eiles			
Exit Application	Ctrl+Q	Help OK Cancel	

Figure 5.1. Document Properties

INITIAL PROPERTIES

2. Open the **Initial View** tab and change the properties to those seen in Figure 5.2, then click **OK**.

Document Properties				
Description Security	Fonts Initial View Custom Advan	ced		
Layout and Magnifica	tion			
Navigation tab:	Bookmarks Panel and Page	~		
Page layout	Single Page	¥		
Magnification:	Fit Page	~		
Open to page:	1 of 24			
Window Options				
Resize window t	o initial page			
Center window (on screen			
Open in Full Scr	een mode			
Show: Document	Title ~			
User Interface Option	5			
🗌 Hide menu bar				
Hide tool bars				
Hide window co	ntrols			
Help			OK	Cancel

Figure 5.2. Initial View Properties

3. Save the document and close out of the tab using the **X** icon as seen in Figure 5.3.



Figure 5.3. Closing Out of the File

4. Ensure that the initial properties are working correctly by opening the menu to **File > Open** and opening the PDF file.



Additional Resources

Acrobat Pro User Guide

For a more in-depth explanation of functions in Acrobat Pro and troubleshooting information visit: https://helpx.adobe.com/acrobat/user-guide.html

Other Tips

If encountering a problem, reach out to a peer and ask if they have more knowledge about Acrobat Pro and if they could provide assistance.

It is a good practice to save the PDF file frequently and especially after completing key steps such as after creating all bookmarks or creating all links.