

Humanities, Social Science and
Communication Department



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.

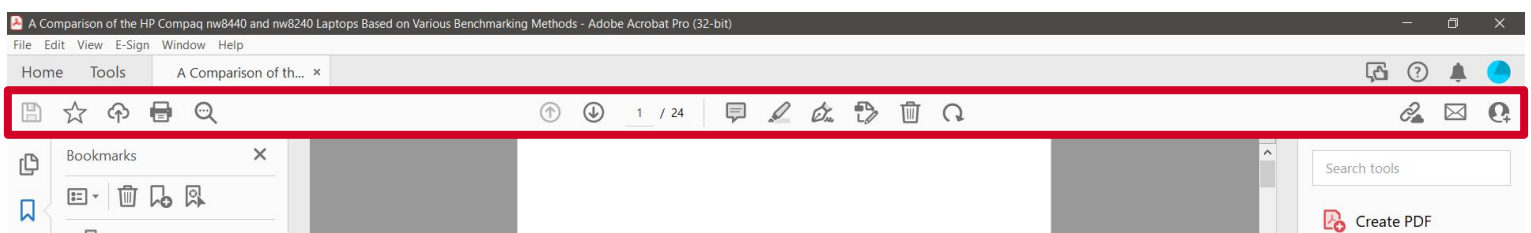


Figure 1.1. Toolbar

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.

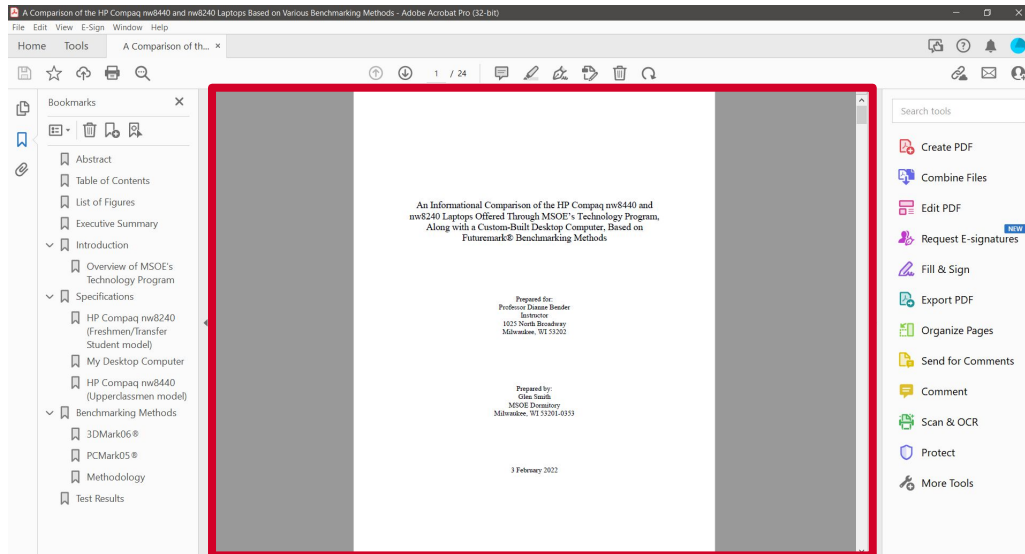


Figure 1.2. Document Pane

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.

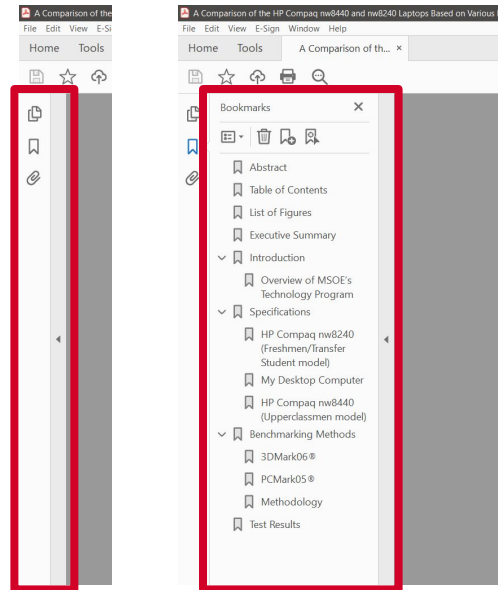


Figure 1.3. Navigation Pane and Bookmarks Pane

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.”

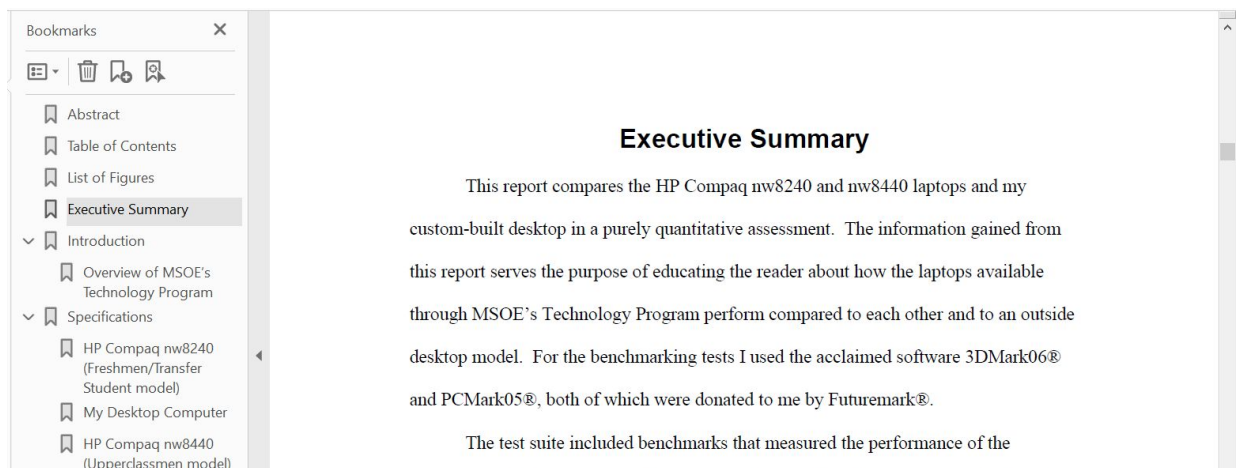


Figure 1.4. Example Bookmark

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**.

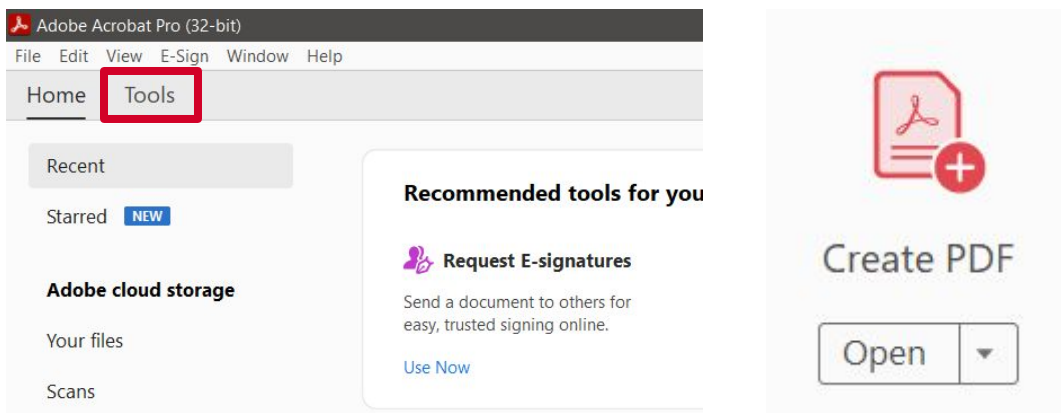


Figure 2.1. Tools Tab and Create PDF

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.

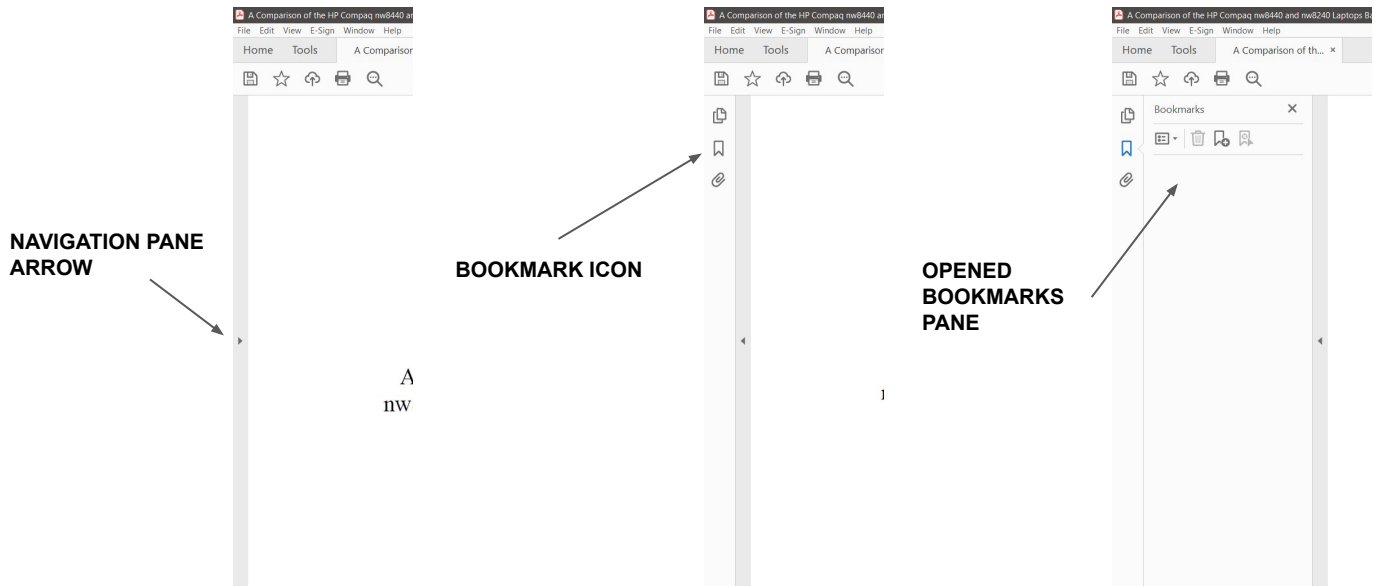



Figure 2.2. Opening Bookmarks Pane

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**.

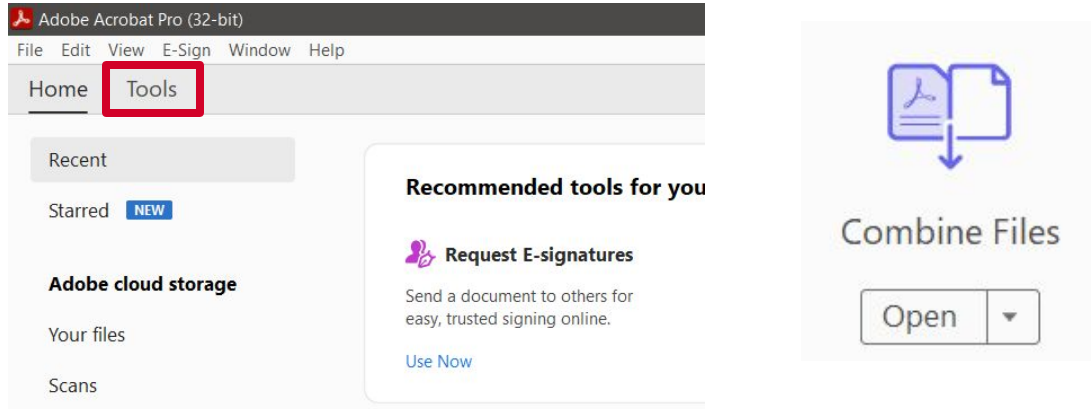


Figure 2.3. Tools Tab and Combine Files

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.

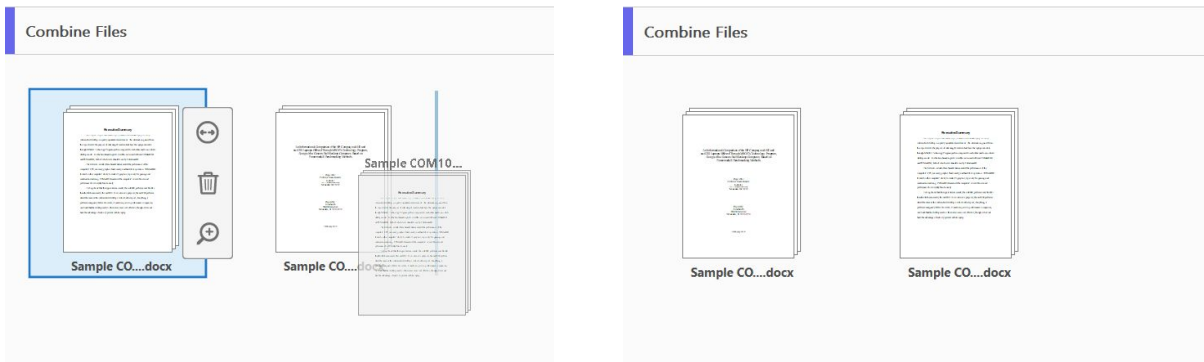


Figure 2.4. Changing File Order

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.

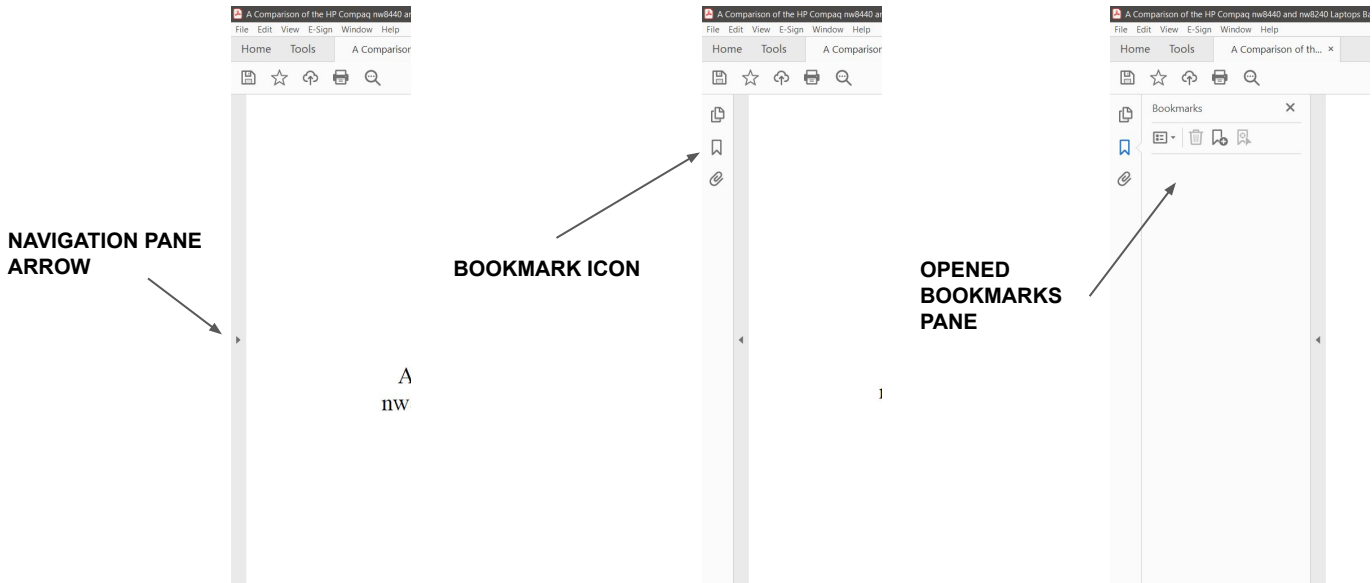



Figure 2.5. Opening Bookmarks Pane

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**  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**  button, then hit “Enter.”

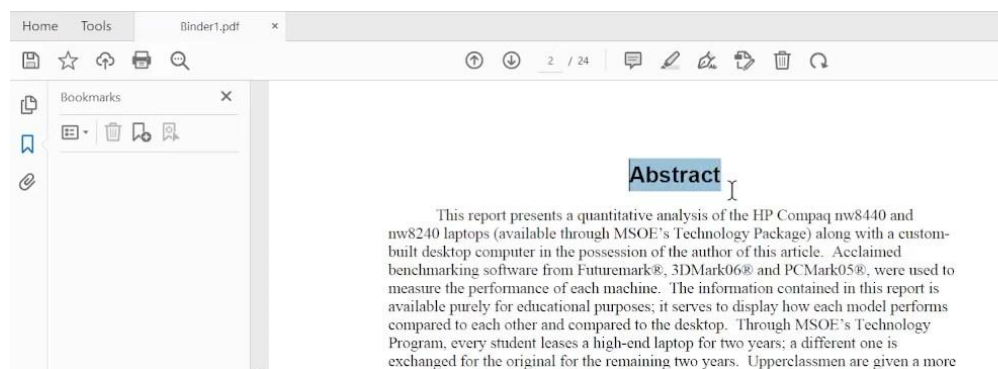


Figure 3.1. Selecting a Heading

***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.

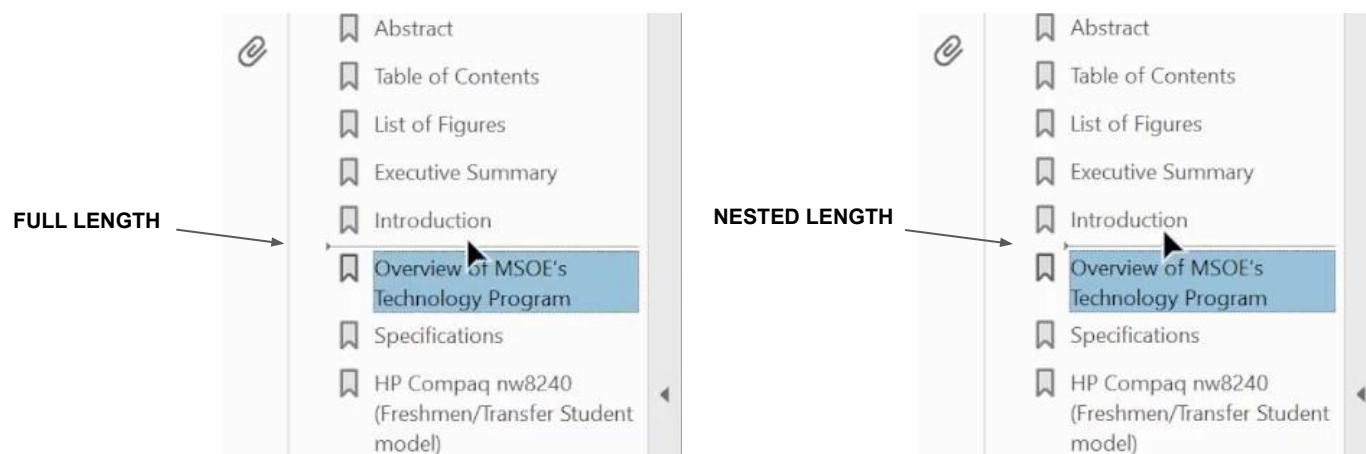


Figure 3.2. Nesting Bookmarks

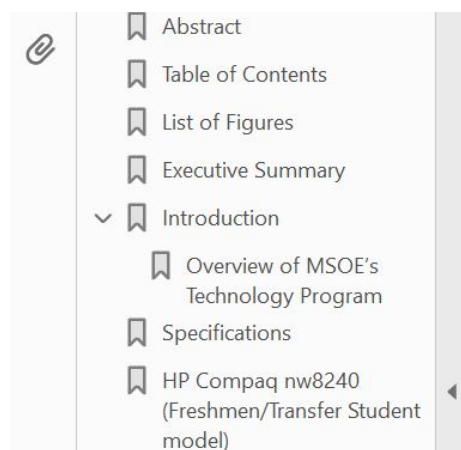


Figure 3.3. Correctly Nested Bookmarks

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**.

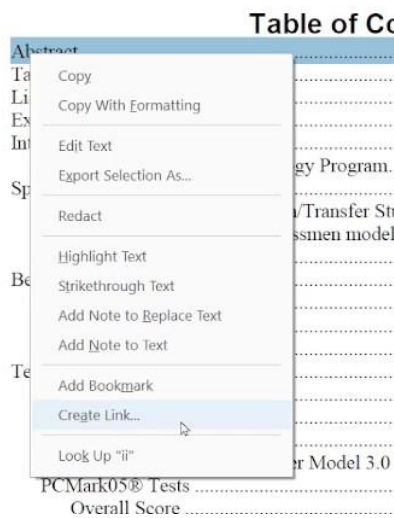


Figure 4.1. Creating a Link

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

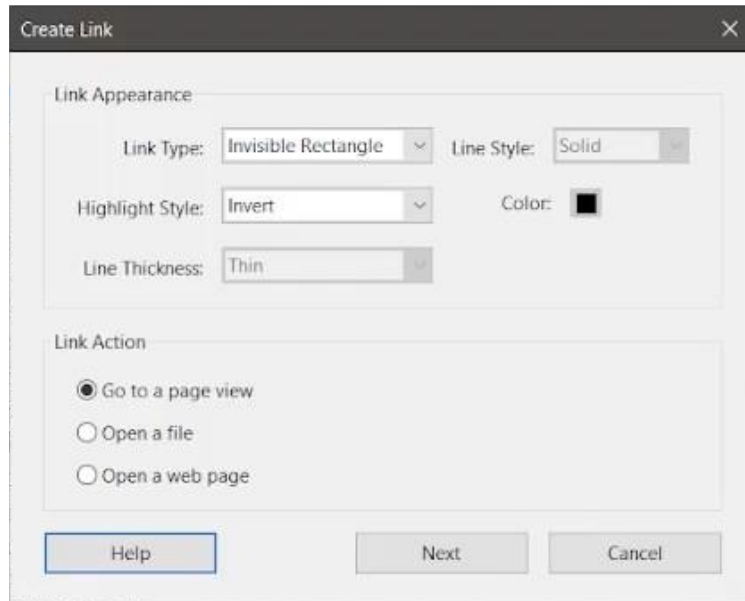


Figure 4.2. Link Properties

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.

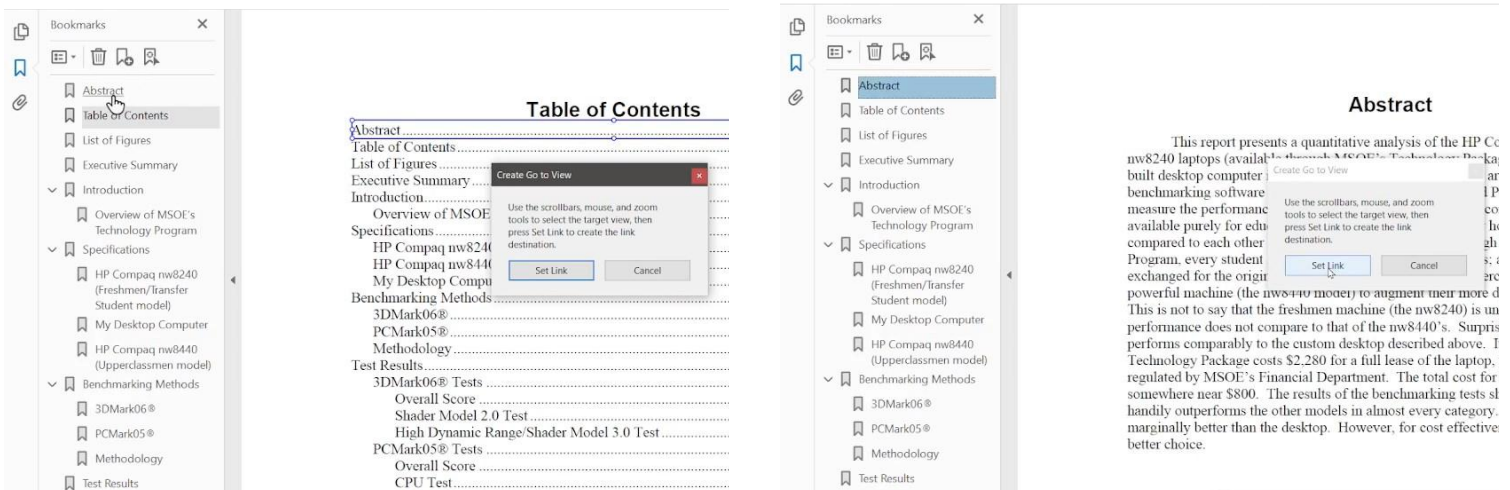


Figure 4.3. Setting View for Link

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.

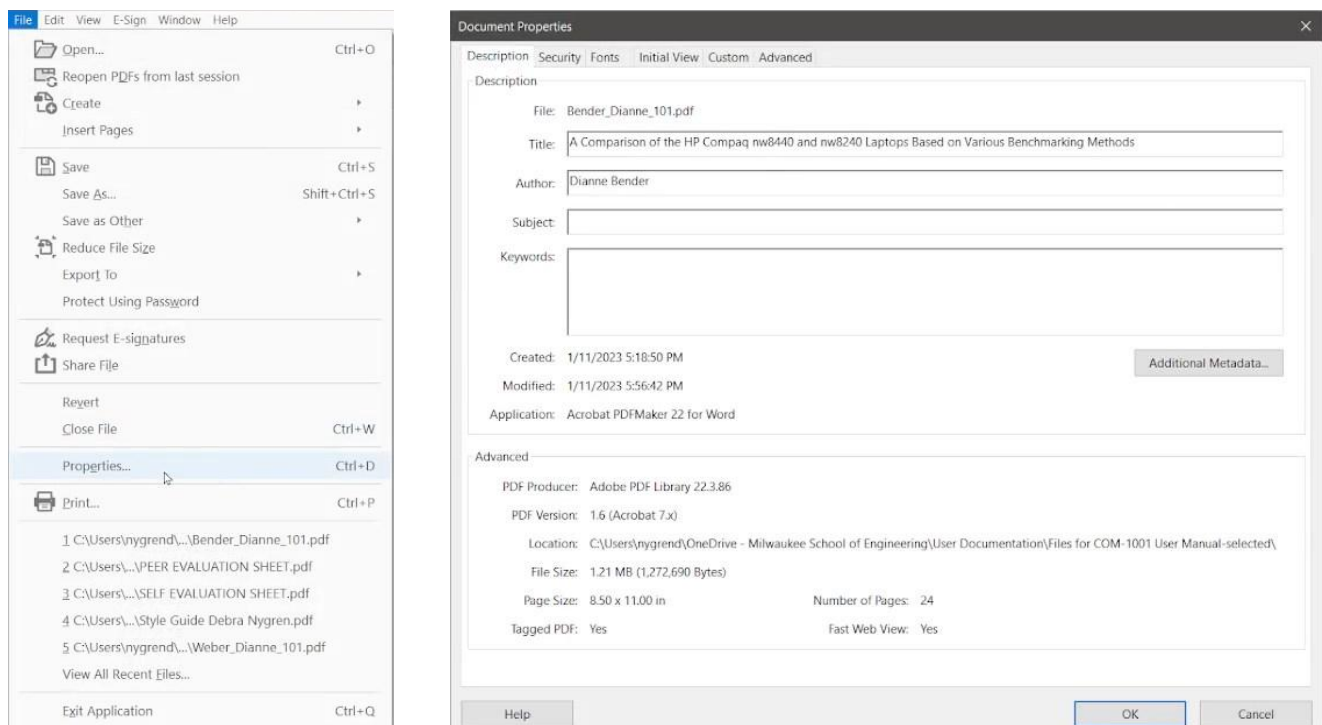


Figure 5.1. Document Properties

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

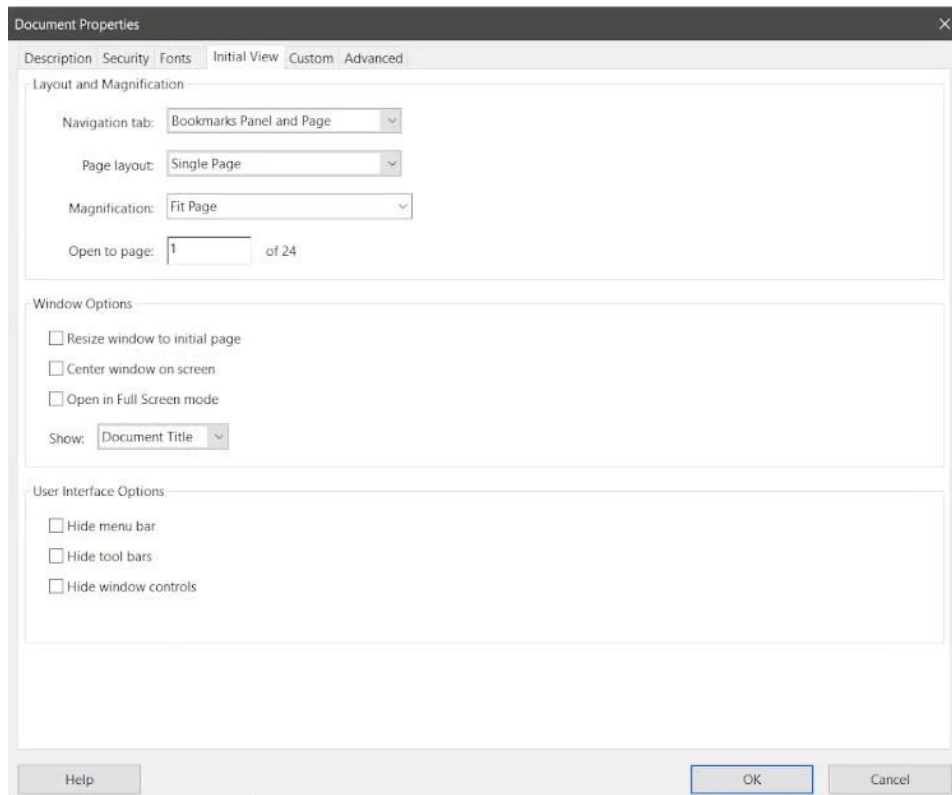


Figure 5.2. Initial View Properties

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

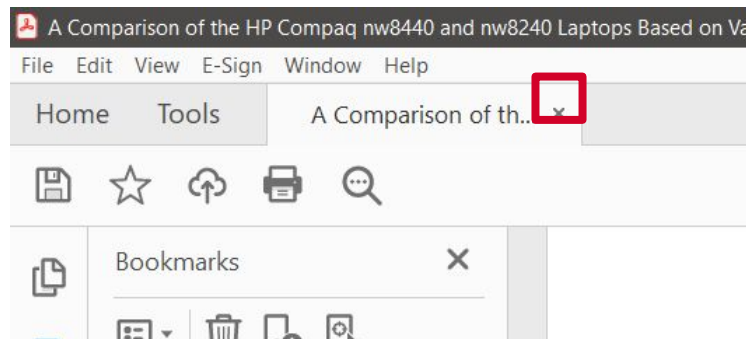


Figure 5.3. Closing Out of the File

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.