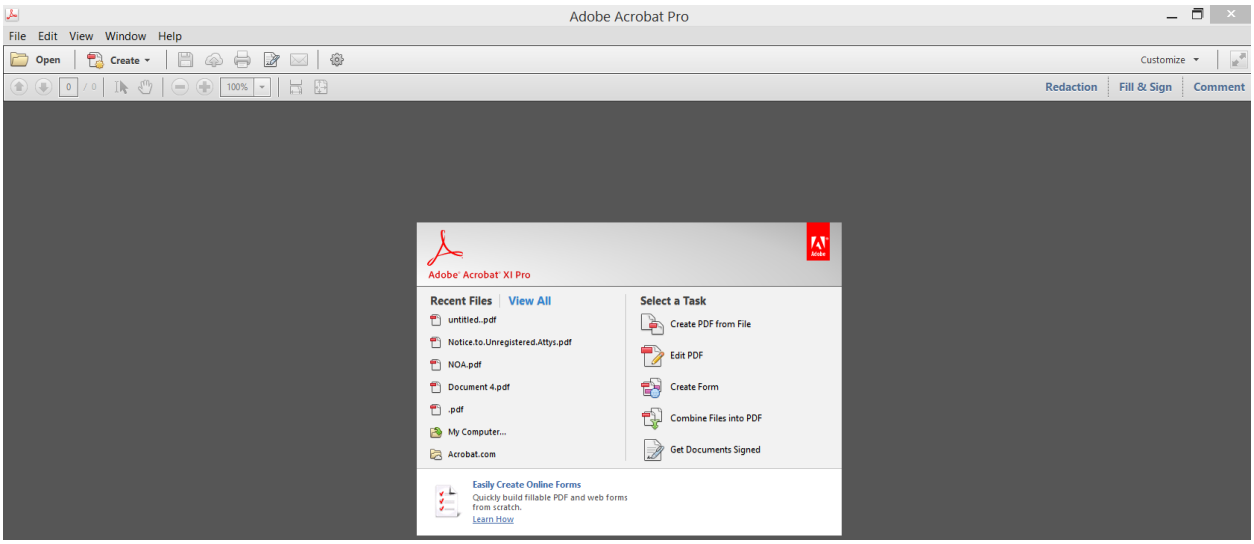
FIFTH DISTRICT COURT OF APPEAL

Creating Bookmarks within Adobe Acrobat

Administrative Order AO5D14-01 requires that all appendices be filed as one PDF document but, filed separately from the petition, brief, motion, response or reply. Further, the appendices must be properly indexed and either bookmarked or hyperlinked and, if possible, should be fully searchable. These instructions explain how to create bookmarks for appendices. The bookmarks appear on the left side of the screen and will allow the user to click on the specific document that the user wishes to view without having to scroll through all the pages of an appendix.

These directions are for **Adobe Acrobat Standard or Professional (version 9.0 or later) ONLY**.

*****THESE INSTRUCTIONS DO NOT APPLY TO ADOBE READER*****



For additional information on Adobe Acrobat - visit www.adobe.com

All appendices must have an index that indicates any confidential information, lists the date the document was filed and the pages within the appendix the document corresponds to:

IN THE DISTRICT COURT OF APPEAL FOR THE
STATE OF FLORIDA FIFTH DISTRICT

JOHN SMITH,

Appellant, Appellate Case No: 5D00-000

vs.

ABC DEVELOPMENT,

Appellee.

_____/

INDEX TO APPENDIX

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05/06/17	Notice of Appeal	1-3
05/10/17	Motion for Extension of Time	4-11
05/13/17	Response to Motion for Extension of Time	12-23

After the index is typed, it will be the first page of your appendix. You will PDF it (directions listed directly below) and combine it using the method described below on page 5.

1. In order to create bookmarks, documents must be in PDF format:

Portable Document Format (PDF) preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it retains the format that you intended. The PDF format is also useful for documents that will be reproduced using commercial printing methods. PDF is accepted as a valid format by many agencies and organizations, and viewers are available on a wider variety of platforms than XPS.

IMPORTANT: To view a PDF file, you must have a PDF reader installed on your computer.

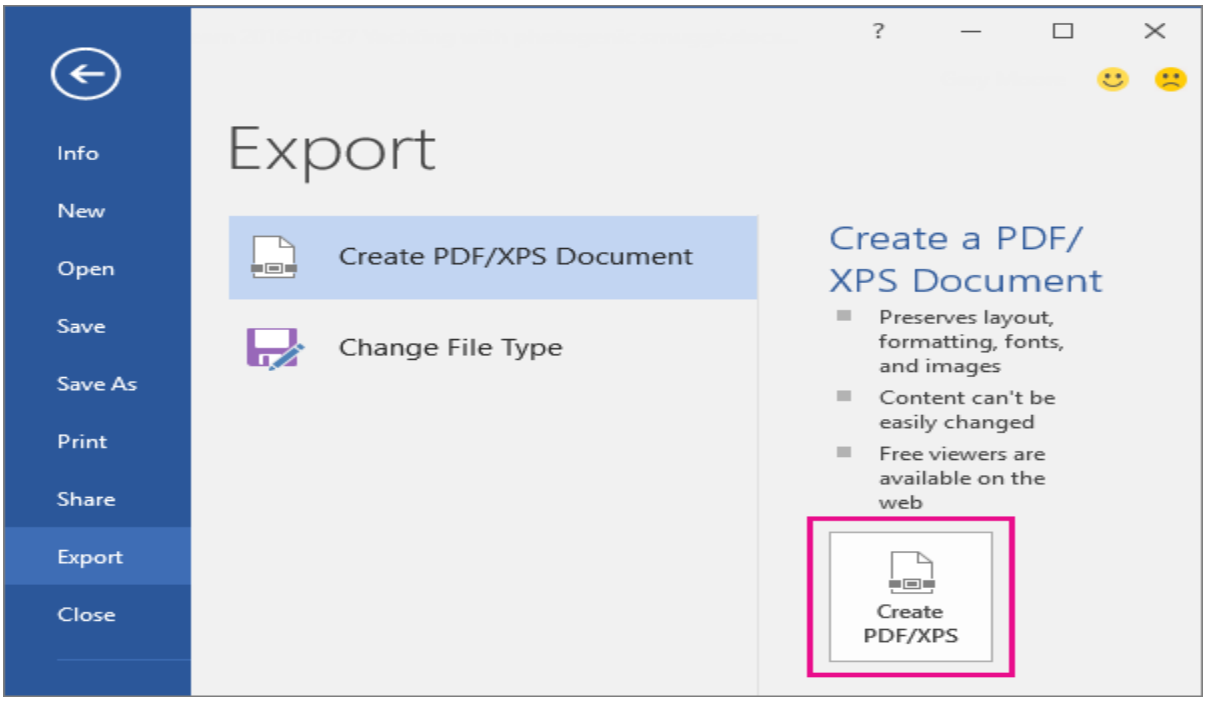
To Save a Word document to PDF in Word 2010:

This information also applies to Microsoft Word Starter 2010.

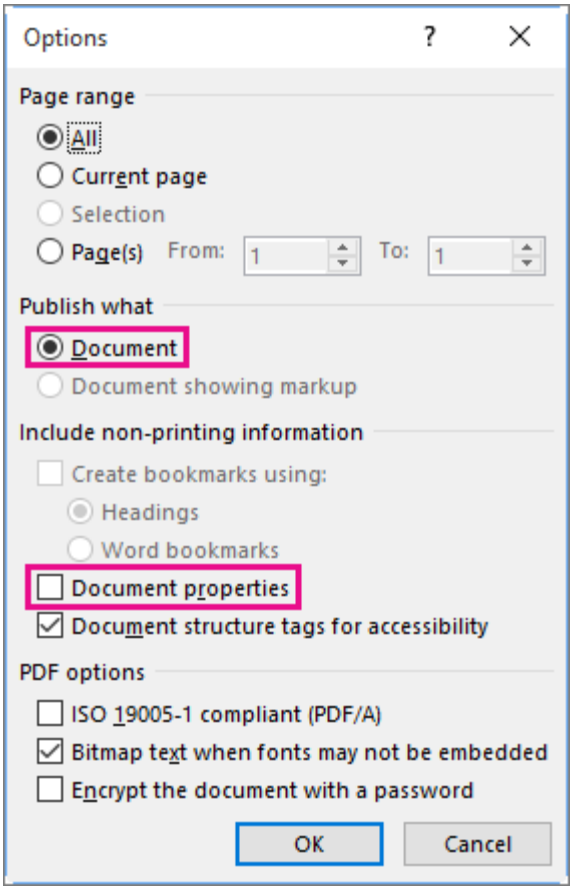
1. Click the **File** tab.
2. Click **Save As**.
   To see the **Save As** dialog box in Word 2013 and Word 2016, you have to choose a location and folder.
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (*.pdf)**.
5. Click Save.

Word 2013 and Word 2016

1. Choose **File** > **Export** > **Create PDF/XPS**.



2. If the properties of your Word document contain information that you do not want included in the PDF, in the **Publish as PDF or XPS** window, choose **Options**. Then select **Document** and clear **Document properties**. Set any other options you want and choose **OK**.



For more information about document properties, see [View or change the properties for an Office 2016 file](#).

3. In **Publish as PDF or XPS**, navigate to where you want to save the file. Also, modify the file name if you want a different name.

4. Click **Publish**.

After your document(s) is in PDF format, you are ready to create bookmarks

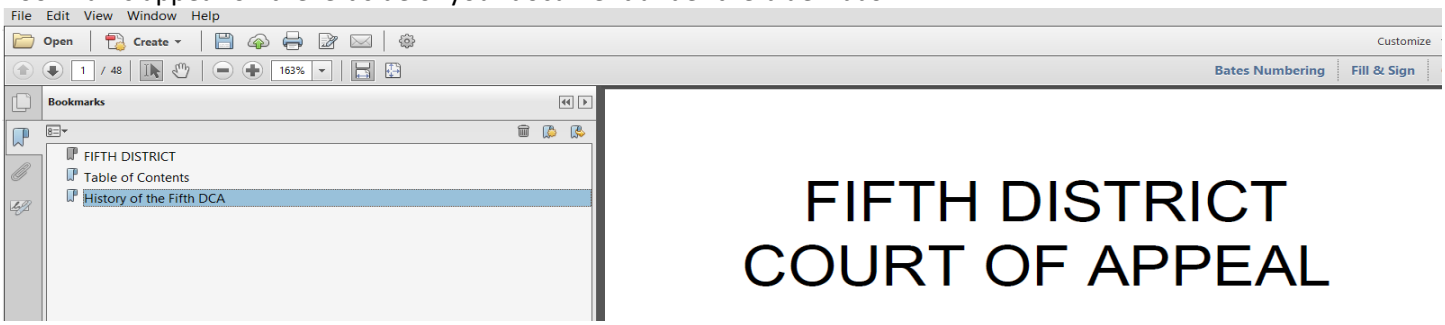
HOW TO ADD BOOKMARKS WITHIN A SINGLE DOCUMENT:

Add a bookmark

1. Depending on the PDF version of you use, either highlight the text to which you want to assign a bookmark, or right click on page where you want to insert a bookmark.

2. Once the text is highlighted, right click your mouse, then click "Add Bookmark." If you cannot select the text, simply click anywhere on the page you want to bookmark, then right click and select "Add Bookmark." Under the bookmarks on the left hand side of the page, next to the blue ribbon, it will say "untitled," delete untitled and type in the name of your document.

Bookmarks appear on the left side of your document under the blue ribbon.

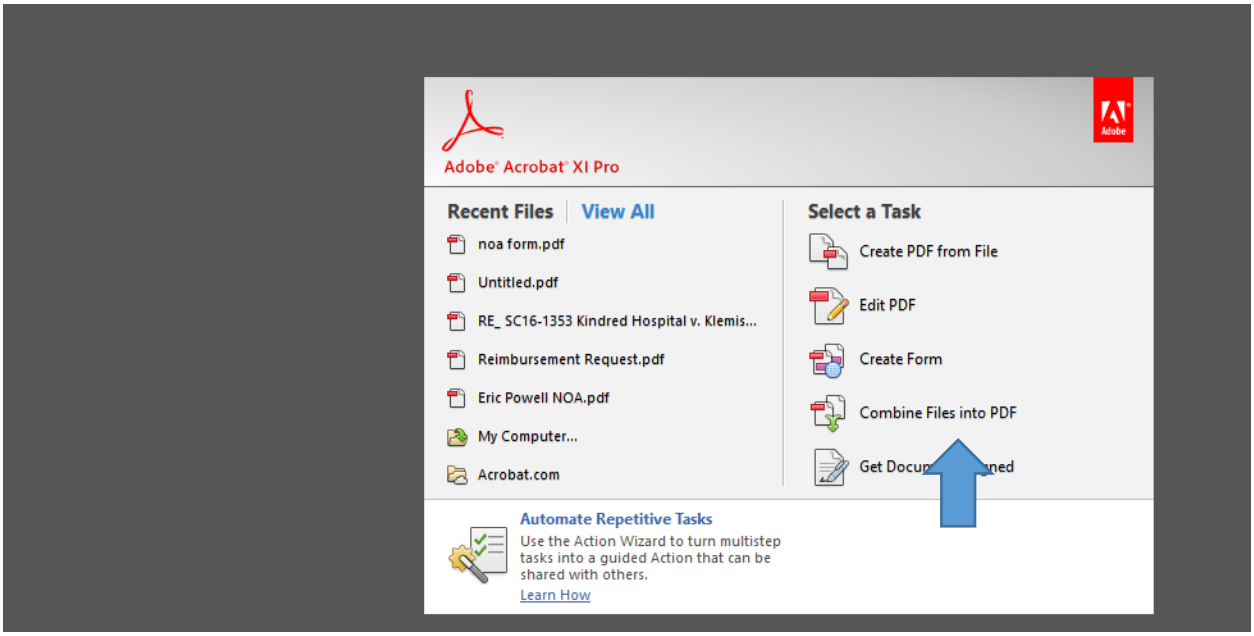


Page Thumbnails are above the Bookmark blue ribbon:

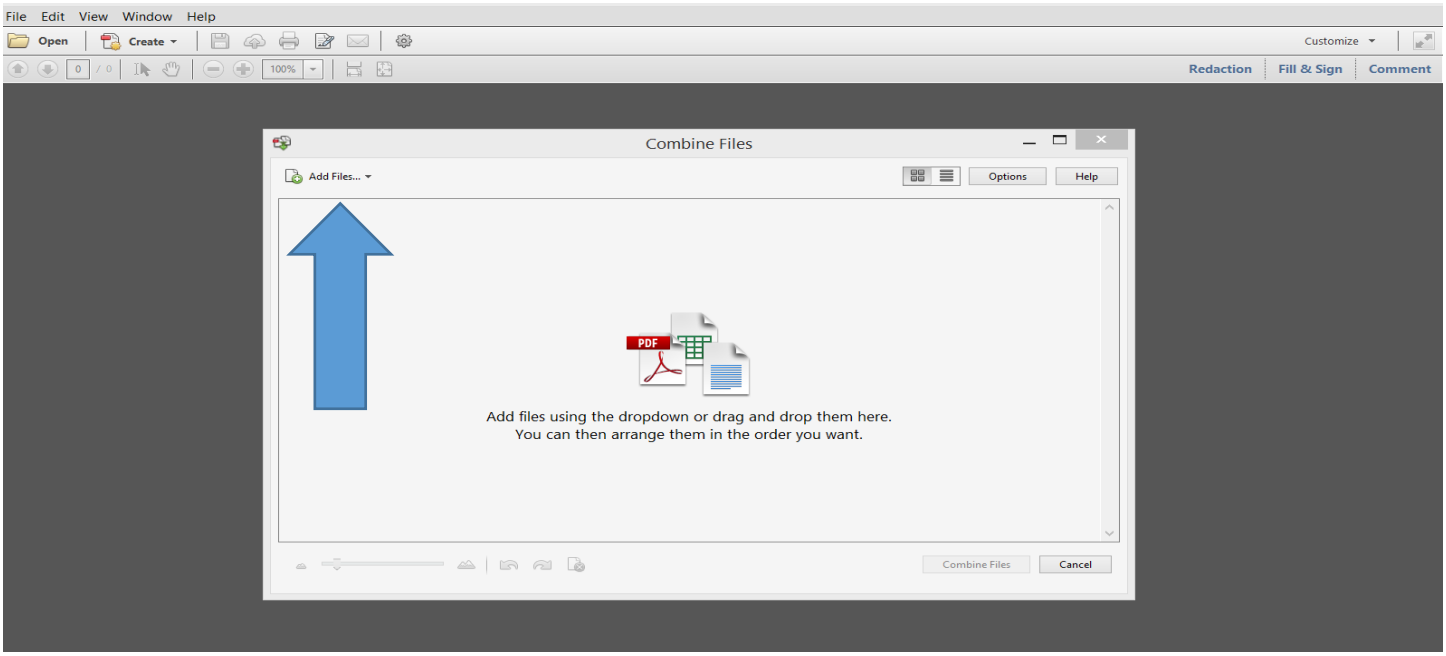
HOW TO COMBINE MULTIPLE DOCUMENTS AND CREATE BOOKMARKS:

In Adobe Acrobat XI Pro you can combine multiple PDF's into one large document and each document will automatically be bookmarked.

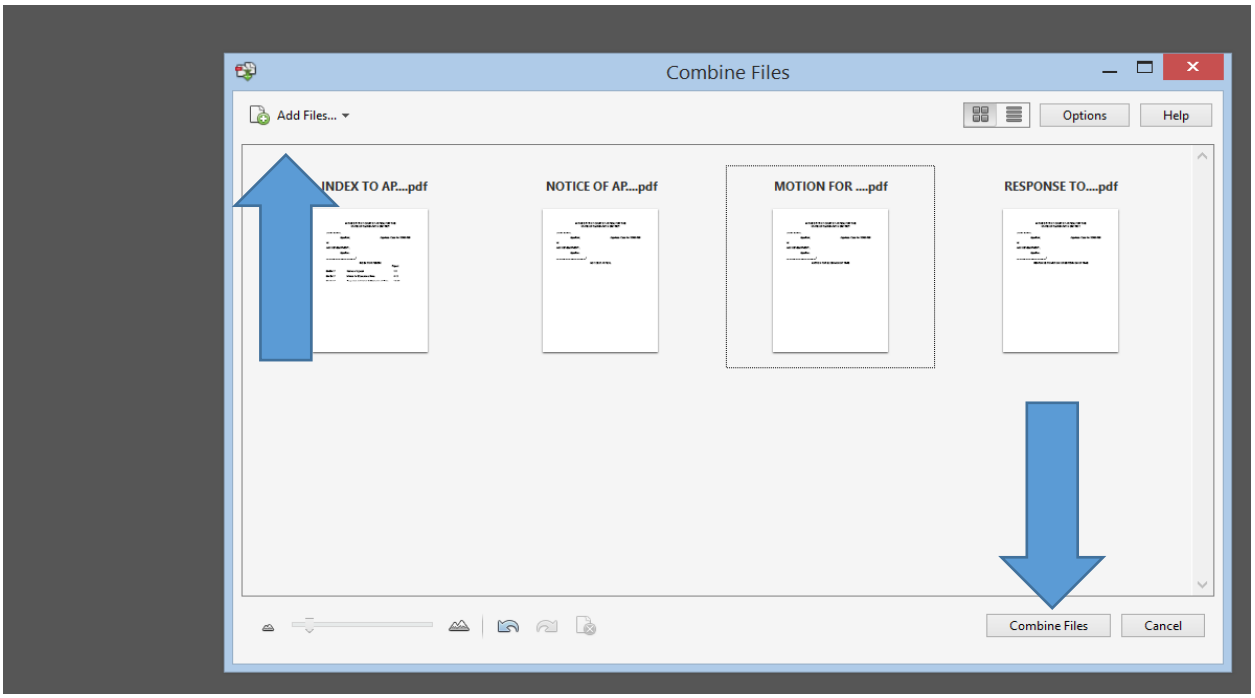
1. Save each document separately and give it specific name, "Complaint" "Answer," etc.
2. After you have saved each individual document, Open Adobe Acrobat.
3. Click "Combine Files into PDF."



3. You should see the following. Then click "Add Files"

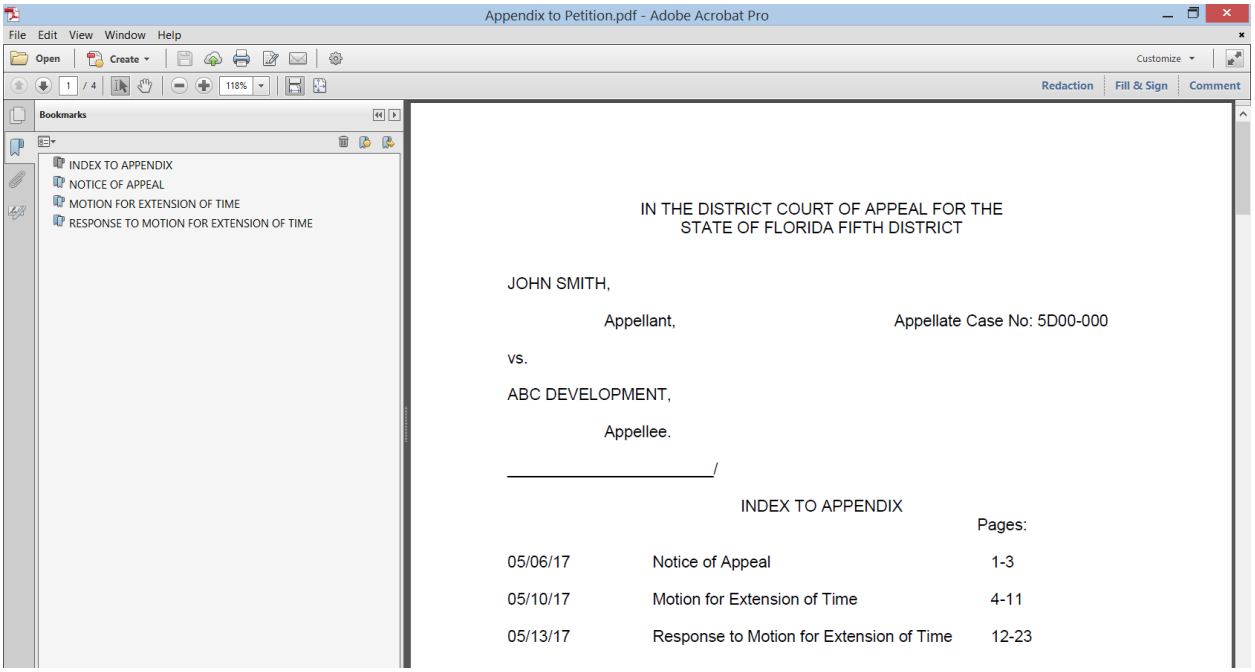


4. Open the folder where you saved your documents and then add the PDF documents, in the order you want them combined, then click “Combine Files.”



5. After the files are combined, click “file” then “save as” and rename and save your document.

When your document is opened, it should look like the following with bookmarks:



After the bookmarks are created, click on the corresponding bookmark to be brought directly to that document.