

FIFTH DISTRICT COURT OF APPEAL

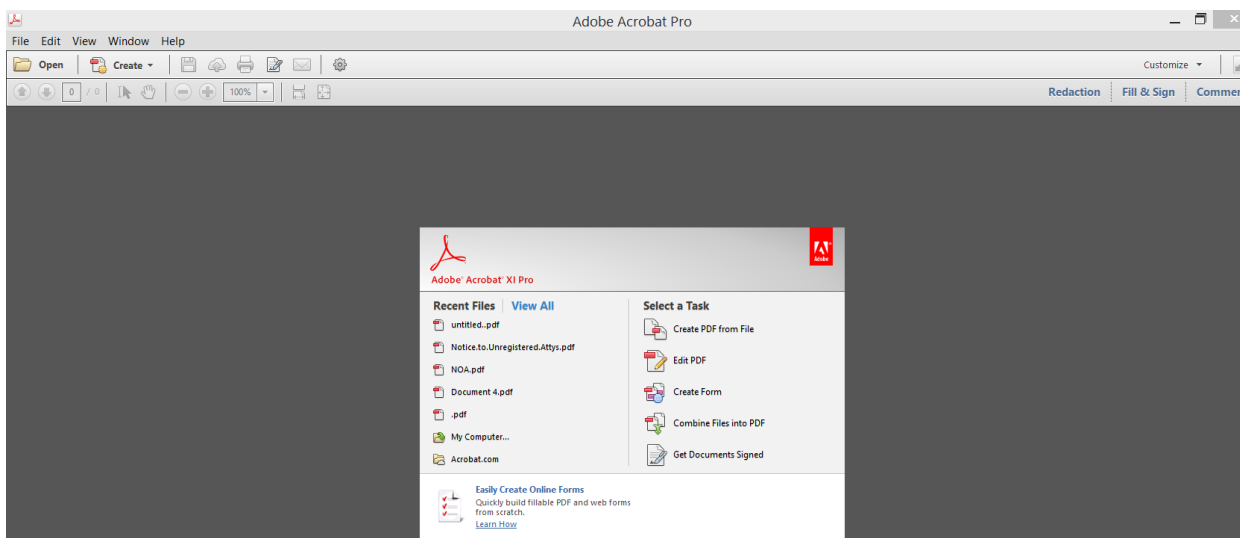


Creating Bookmarks within Adobe Acrobat

Florida Rule of Appellate Procedure 9.220 and this Court's Administrative Order AO5D14-01 require that all appendices be filed as one PDF document and that the single PDF document be filed separately from the petition, brief, motion, response or reply. 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 within the appendix that the user wishes to view without having to scroll through all of the pages of the 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

Pursuant to Florida Rule of Appellate Procedure 9.220(c), as amended October 1, 2017, an appendix shall contain a coversheet, an index, and a certificate of service; and it must be properly indexed and consecutively paginated beginning with the coversheet as page 1. The appendix must also be text searchable, paginated so that the page numbers displayed by the PDF reader exactly match the pagination of the index, be bookmarked consistently with the index, and not contain condensed transcripts. Further, any confidential information contained in the appendix should be noted on the index.

Sample Coversheet:

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

JOHN SMITH,

Appellant,

Appellate Case No: 5D00-000

vs.

ABC DEVELOPMENT, INC.,

Appellee.

_____ /

APPENDIX TO PETITION

John Doe
Attorney for Appellant
Fla. Bar No:
123 U.S. Highway 1
Daytona Beach, Fl 32114
(386) 000-0000

1

Sample Index to Appendix and Certificate of Service:

INDEX TO APPENDIX

Dated filed:	Name of Document:	Page Number:
05/06/17	Notice of Appeal	3-10
05/06/17	Order on Appeal – Confidential	11-14
05/06/17	Motion for Extension of Time	15-17

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing has been furnished by U.S. Mail to John Smith, 12 E. Orange Avenue, Daytona Beach, Fl 32114 or served via email to jsmith@smithlaw.com on this 12th day of May, 2018.

2

John Doe
Attorney for Appellant
Fla. Bar No:
123 U.S. Highway 1
Daytona Beach, Fl 32114
(386) 000-0000

2

After the index is typed, it will be the second page of your appendix; your cover sheet will be the first page. You will PDF the index (directions listed directly below) and combine it with the appendix 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.

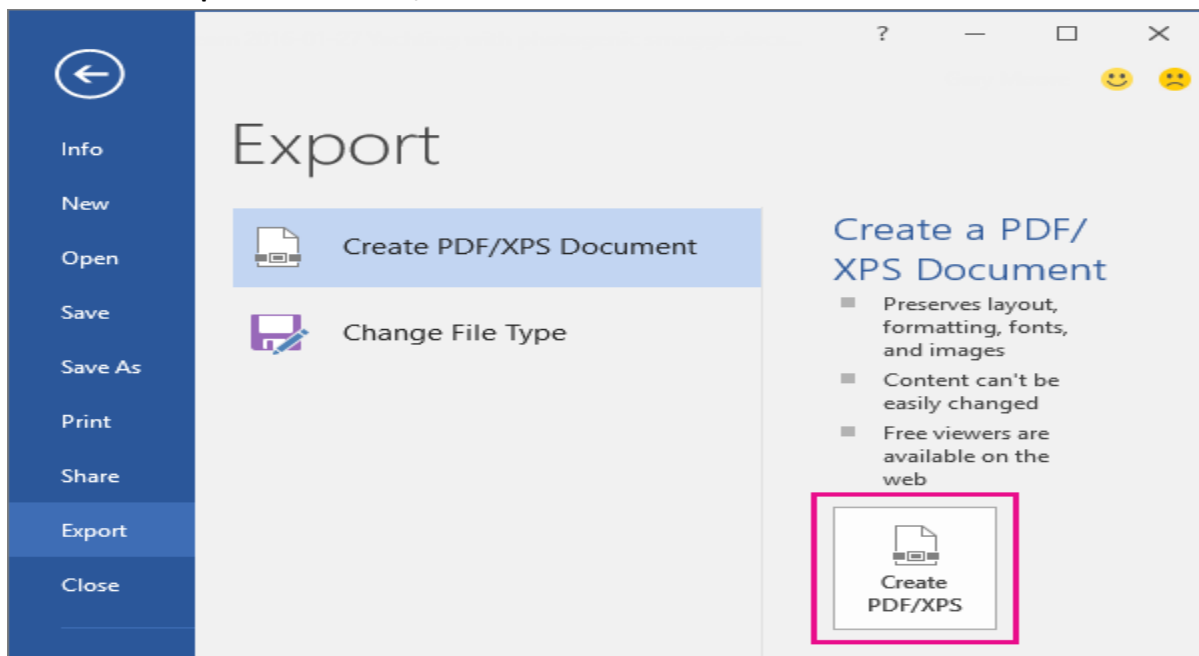
To Save a Word document to PDF in Word 2010:

This information also applies to Microsoft Word Starter 2010.

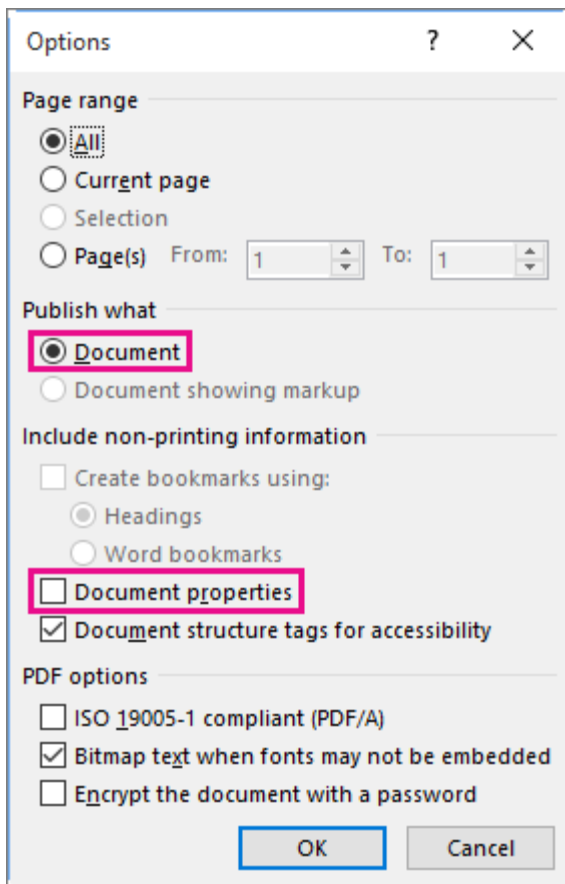
1. Click the **File** tab.
2. Click **Save As**. (To see the **Save As** dialog box in Word 2013 and Word 2016, you have to choose a location and folder.)
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (*.pdf)**.
5. Click **Save**.

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**.

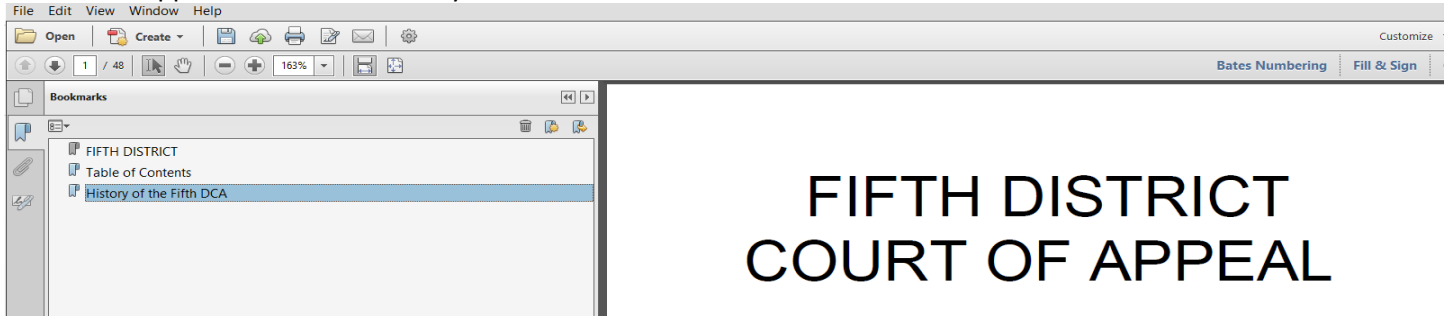
After your document(s) is in PDF format, you are ready to create bookmarks

HOW TO ADD BOOKMARKS WITHIN A SINGLE DOCUMENT:

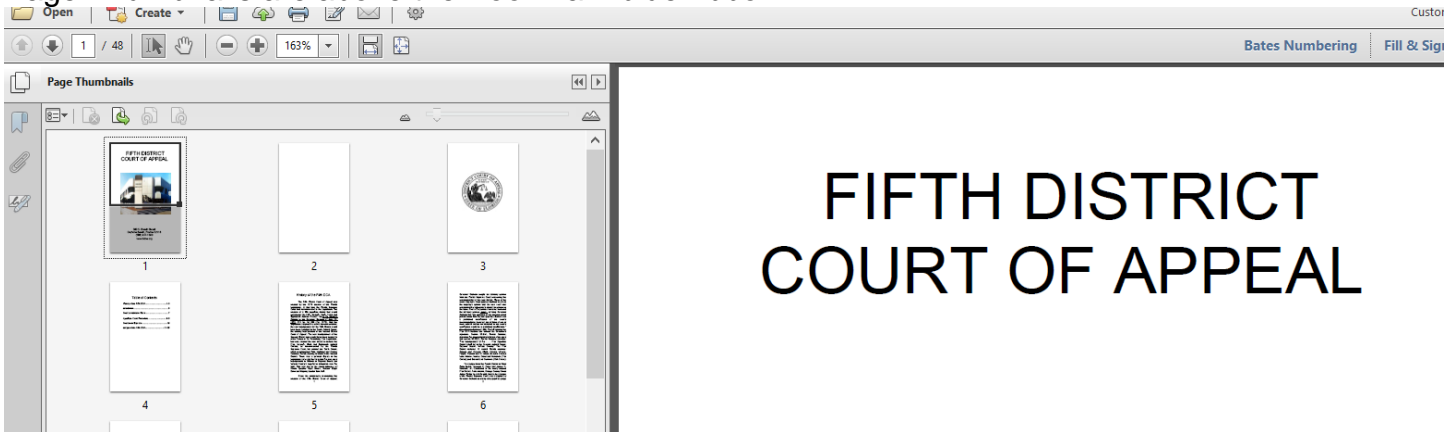
Add a bookmark

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



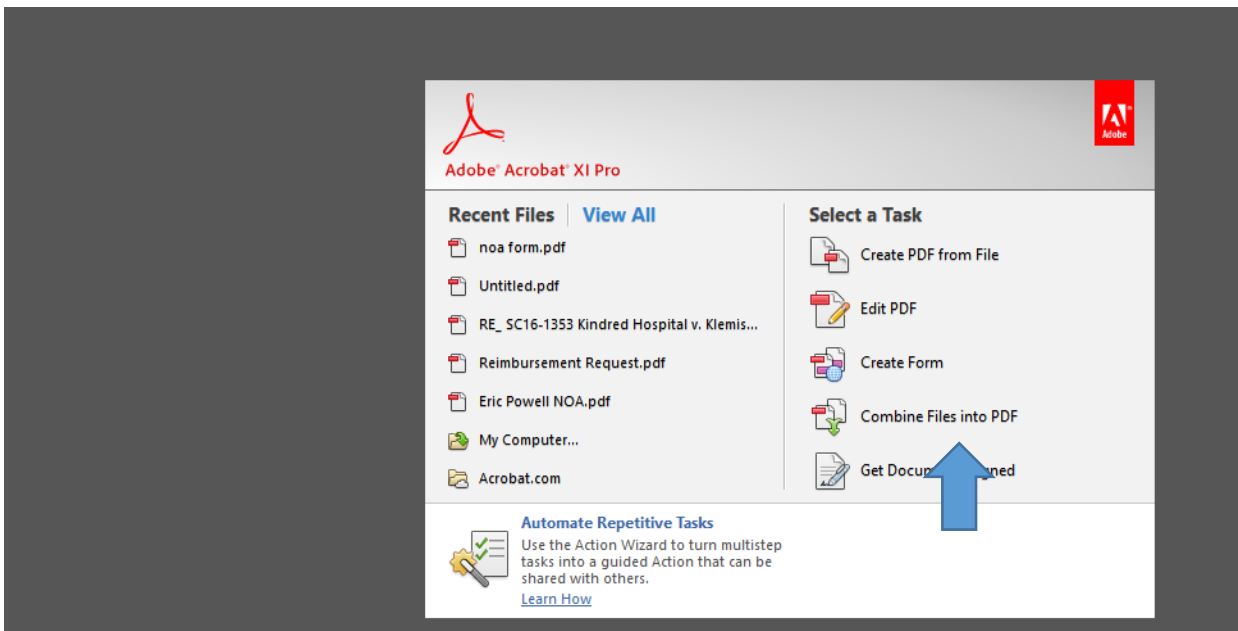
Page Thumbnails are above the Bookmark blue ribbon:



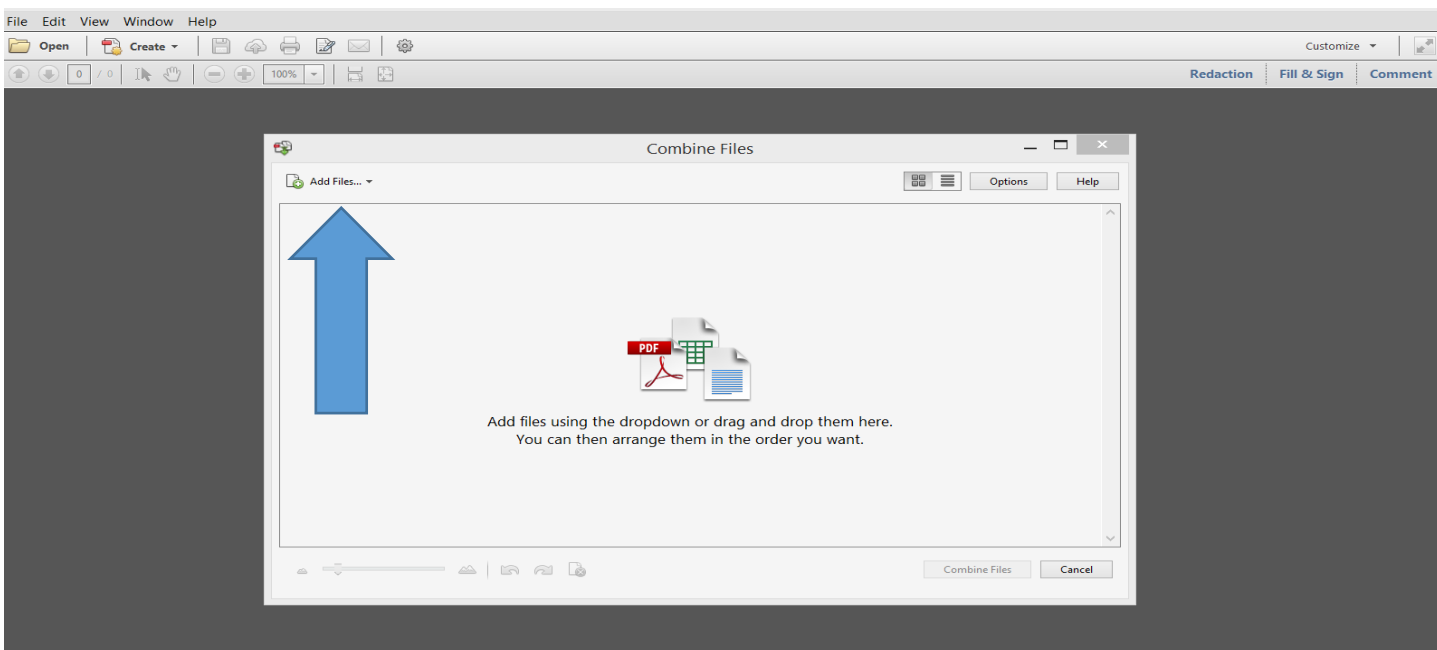
HOW TO COMBINE MULTIPLE DOCUMENTS AND CREATE BOOKMARKS:

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

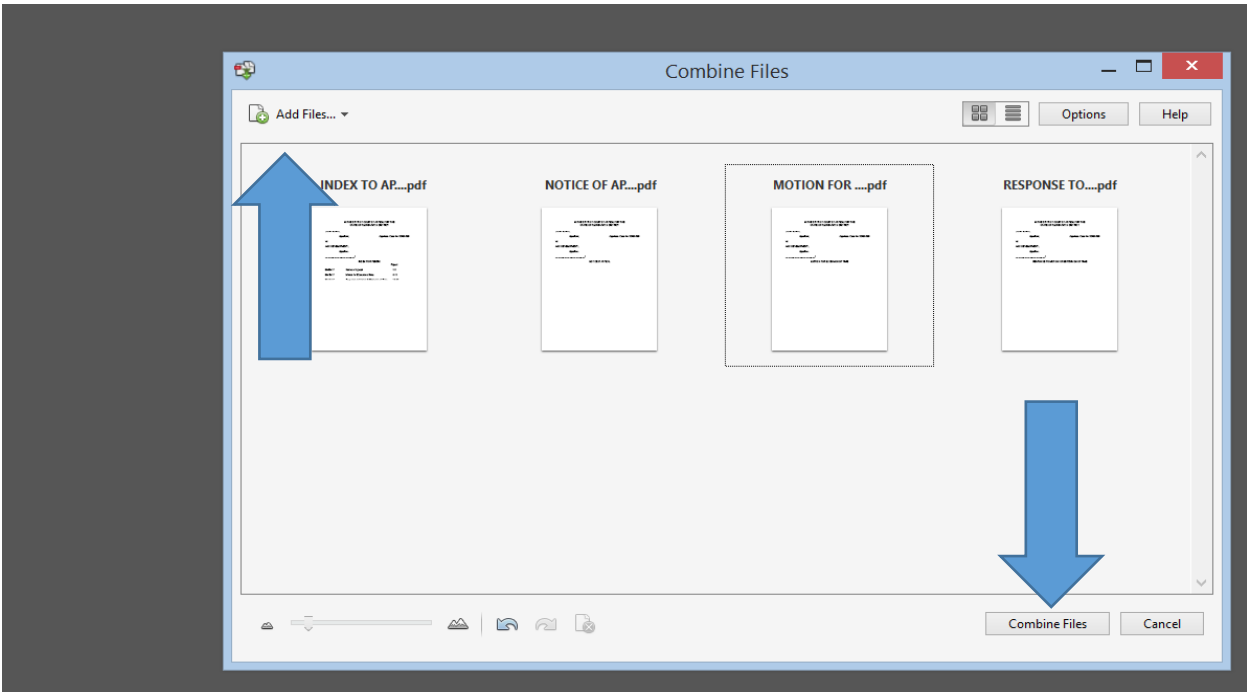
1. Save each document separately and give it specific name, e.g., "Complaint" "Answer," etc.
2. After you have saved each individual document, Open Adobe Acrobat.
3. Click "Combine Files into PDF."



3. You should see the following. Then click “Add Files”

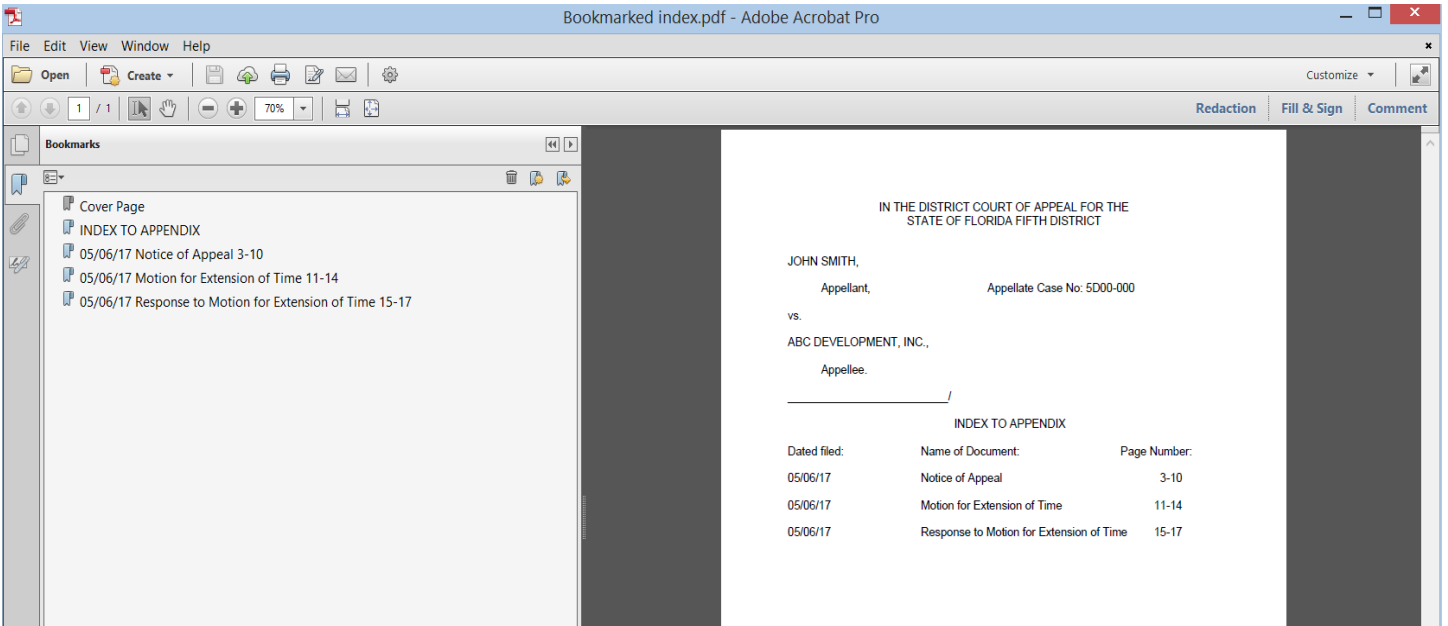


4. Open the folder where you saved your documents and then add the PDF documents, in the order you want them combined, then click “Combine Files.”



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

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



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