

# Instructions for Adding PDF Bookmarks Using Word

These instructions show how to set up a Word document so that PDF bookmarks are automatically created when the document is converted to a PDF.

PDF bookmarks can be automatically created in Word by using Styles. Word has multiple preformatted “styles” that can be applied to a document. A style is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing, that can quickly and easily applied to a section of a document, or to the whole document. The preformatted styles can also be modified to a user’s preference.

To create PDF bookmarks, you will need to use the **Heading** formats in the **Styles** menu, which is explained below. By applying the Heading styles to the heading and subheadings in your brief, you will be able to automatically create PDF bookmarks when the Word document is converted to PDF. Using the Heading styles will also allow you to easily create a table of contents, which will be covered in a separate document.

If you have not used Word Styles before, begin this process with the final version of your brief with your preferred formatting. In the future, you will be able to use the Styles you create to format the headings and subheadings in your brief as you are drafting the document.

These instructions were created using Microsoft Word 2010.

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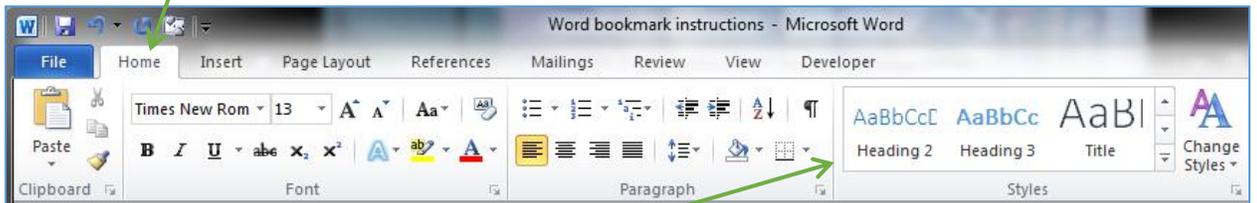
## Marking the Headings and Subheadings

Highlight the first heading in your brief. This example will use the “Table of Authorities.”

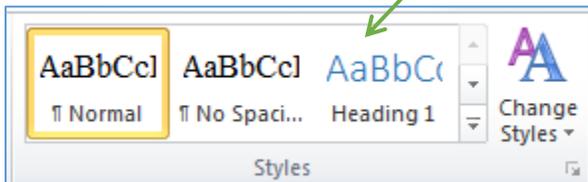
Use your cursor to highlight the “Table of Authorities” text.



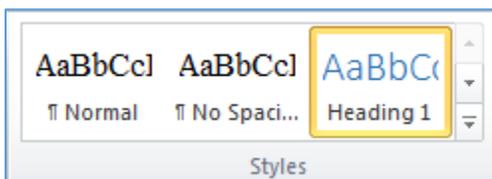
Go to the **Home** tab in the menu at the top of the page.



You will be working with the **Styles** section on the right-hand side of the page.

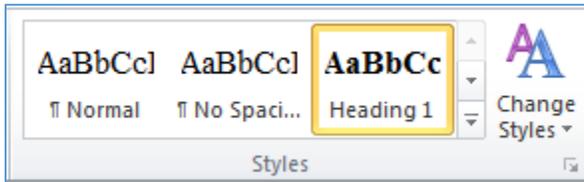


With the “Table of Authorities” heading still highlighted, hold the cursor over **Heading 1**.



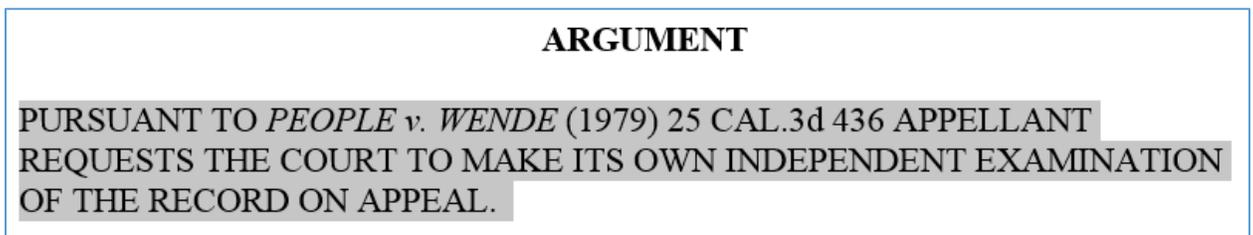
If you have not used Styles before, Heading 1 is probably not the format (font, size, color, spacing, etc.) that you want to use for the main headings in your brief. You can update Heading 1 to match the formatting that you created for the main

headings in your brief by right-clicking your mouse while the cursor is over Heading 1. A menu should appear, and the first item on the list should state **Update Heading 1 to Match Selection**. Select this option. The Heading 1 option in the Styles menu will be updated to match your existing formatting:

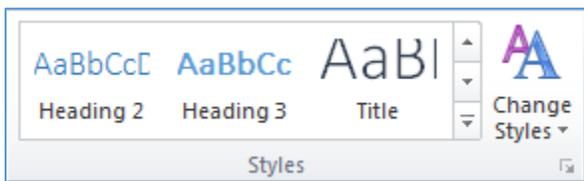


Now you can mark the rest of the main headings in the brief as Heading 1. Go to each main heading in the brief (Table of Contents, Table of Authorities, Statement of Appealability, Statement of Case, Argument, etc.), select the text, and click on Heading 1 in the Styles menu. The formatting for these main headings will now be the same.

You can use the same process for the subheadings in your brief. Go to the first one of the second level headings in your brief and select the text with your cursor.



This time, place your cursor over **Heading 2** in the Styles menu (you may need to use the arrows on the right-hand side to scroll down).

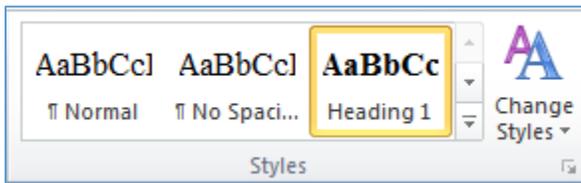


Update **Heading 2** to match the formatting that you created for the second subheadings in your brief by right-clicking your mouse while the cursor is over Heading 2 and selecting **Update Heading 2 to Match Selection**. Go through your brief and mark all your second level subheadings as Heading 2. For additional

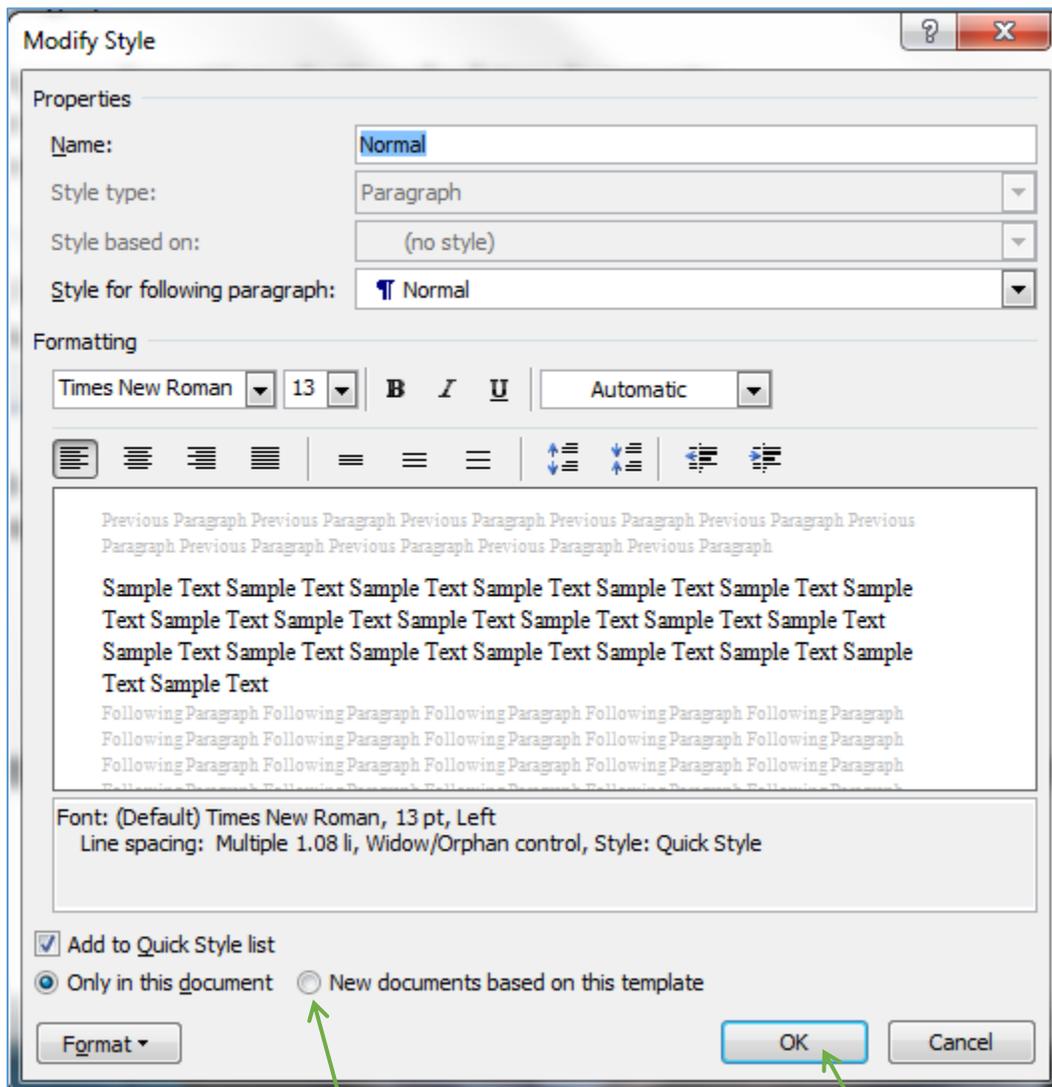
levels of subheadings, continue this process using **Heading 3**, **Heading 4**, **Heading 5**, etc.

**Saving your formatting selections for future documents:** If you want the changes that you have made to the heading styles to become the default for future Word documents, follow these steps.

In the **Styles** menu, highlight the **Heading** with the format you wish to save for future use.



Right-click and select **Modify** from the menu. The following window should appear:

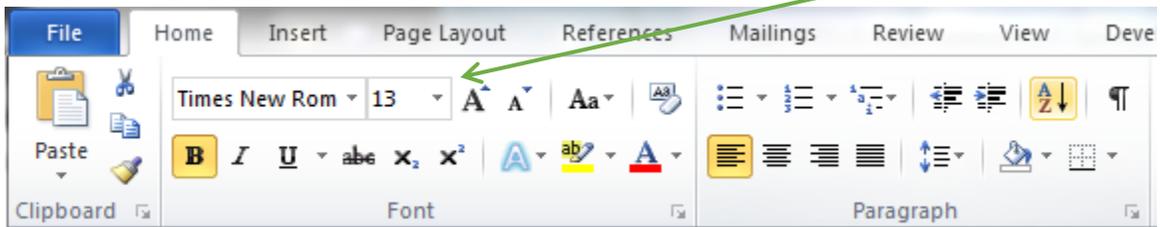


Select **New documents based on this template** and click on **OK**.

The formatting you created for the heading should now be saved for use in new documents. You will need to repeat this step for each heading level (Heading 1, Heading 2, Heading 3, etc.) that you created.

## Marking Text that is Not a Heading or Subheading

As you work your way through your brief, you may find that there is text that should be included as a PDF bookmark, but that it should not be formatted the same as the heading or subheadings at its level in the table of contents (for example, the word count certificate and the proof of service). You can still mark this text with the appropriate heading level. After you have marked the text, you can change the format by using the formatting menu under the **Home** tab.



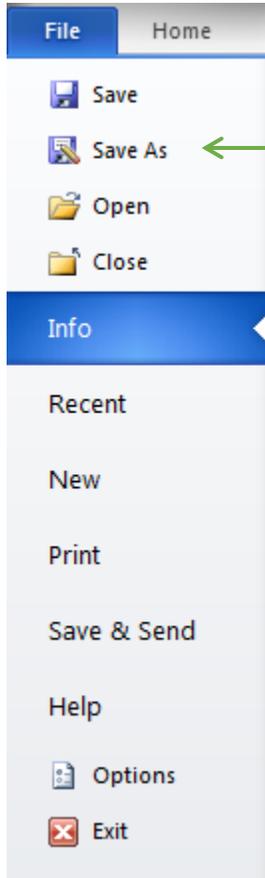
Note: If you are marking an entry that is on two lines (such as the word count certificate below) make sure that you have used a soft return (**Enter + Shift**) to move text to the next line, not a hard return (**Enter** only). If you use a hard return, the heading will show up as two separate bookmarks.

**Certificate of Appellate Counsel**  
**Pursuant to rule 8.204 (c)(1) of the California Rules of Court**

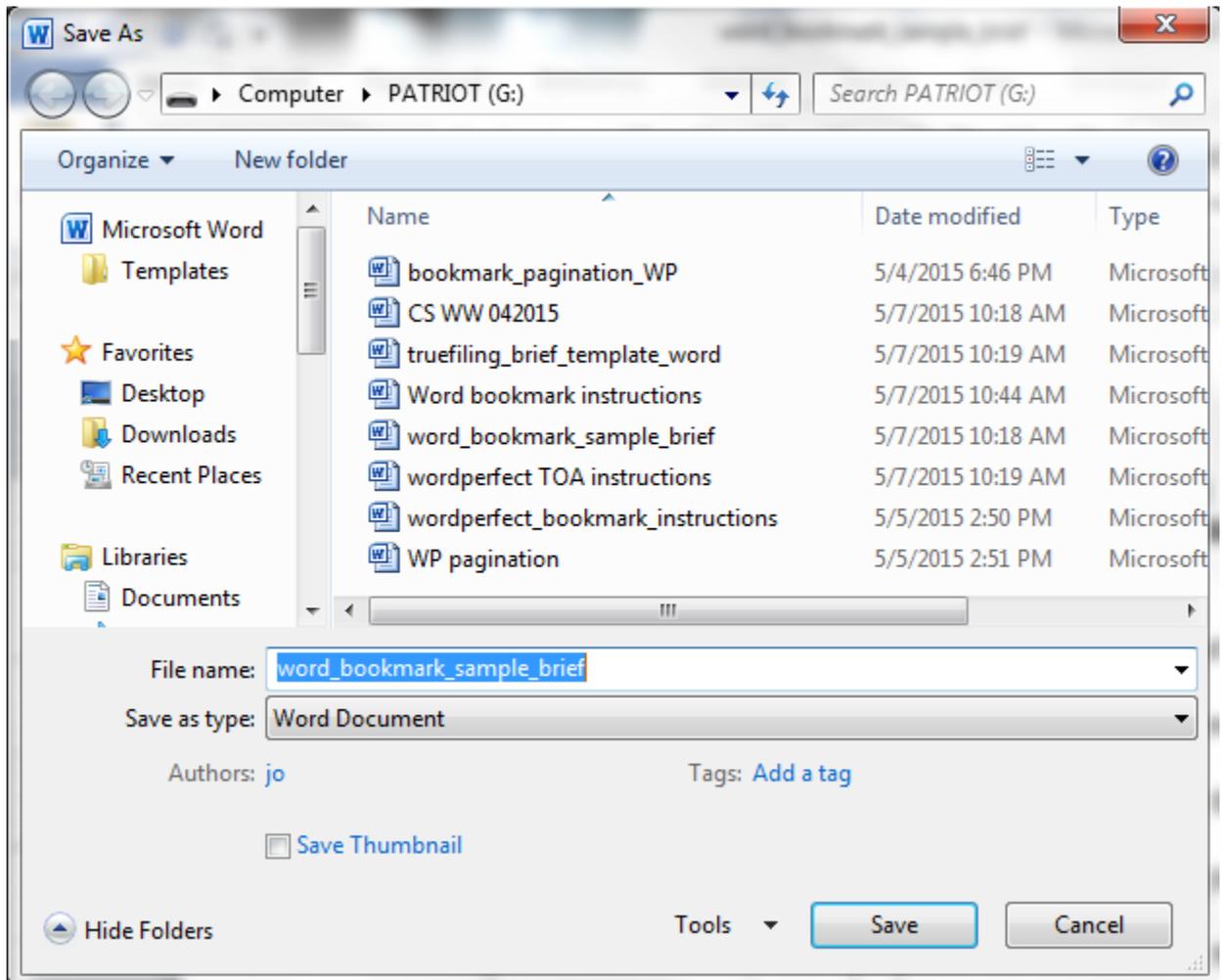
## Publish to PDF

When you have finished marking all the entries that you want to be included as bookmarks in the PDF, and when your brief is in its final form, convert the brief into a PDF using the following instructions.

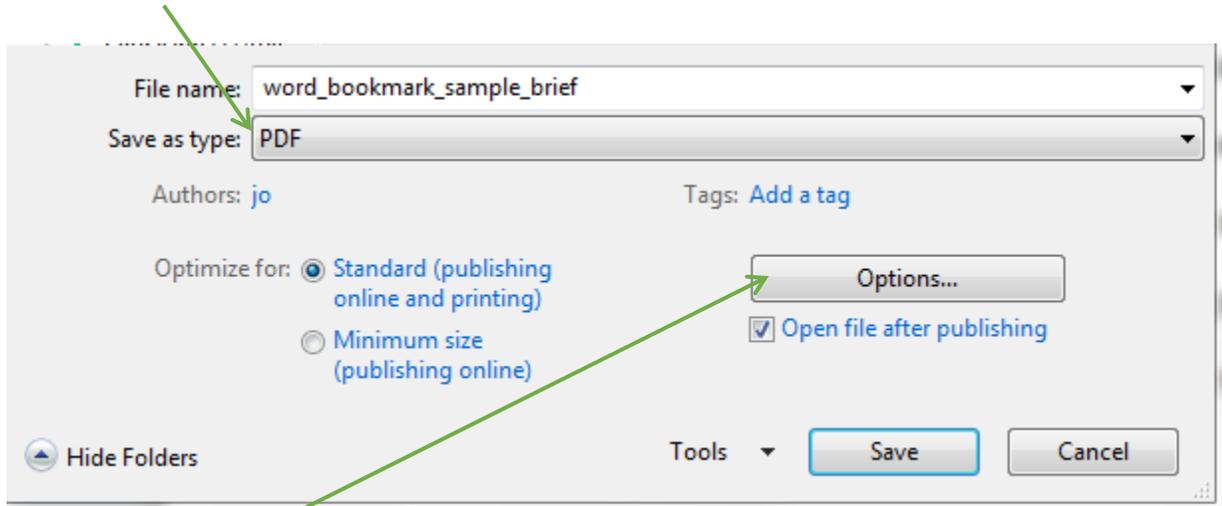
Under the **File** tab in the top menu, select **Save As**.



You should see the following window:

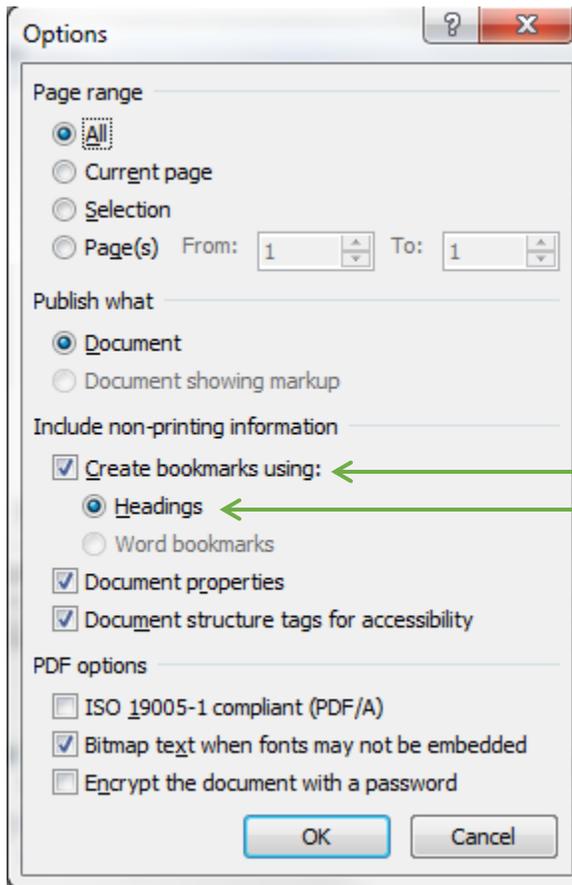


Under **Save as type:** select **PDF** from the dropdown menu.



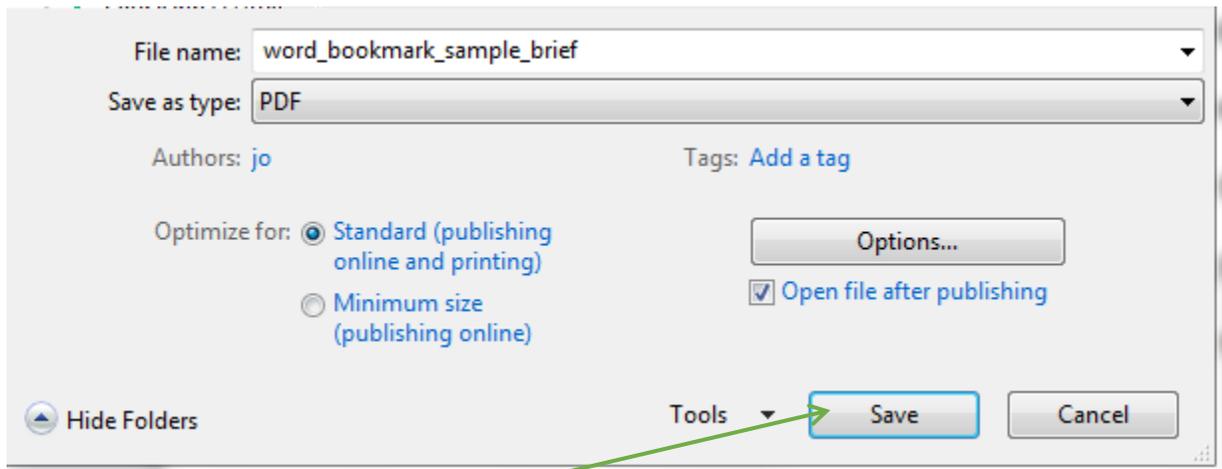
A new **Options** button should appear. Click on the button.

The following window should appear:



Make sure that the **Create bookmarks using:** box is checked and that **Headings** is selected. Click **OK**.

You should return to this screen:



Click on **Save**.

You should now have a bookmarked PDF.