

Hyperlinking Guidance (Combined files- Adobe Acrobat PDF)

This guide will show you how to assemble a PDF Bookmarked Application and requires a paid version of Adobe Acrobat to fully complete. **Any free version of Adobe will not work.**

It is recommended that you type any phrases you plan to use as your link is done in Microsoft Word (e.g., your file names and page numbers). This will help mitigate any spacing issues that may occur if you only add phrases to a PDF that may not have adequate spacing as a default.

One of the benefits of using this method is that all your evidence files are all in one place and you can add or delete files or pages as you need. One of the downfalls of this method is that your file will be very large. It may slow down your computer as you link, and you may need to scroll back and forth to get where you need to be. That said, with all your linked documents in one place it eliminates the need to have more than one file to upload into your health department's folder for submission. You can also use bookmarks to your advantage.

Whatever method you choose, ensure that you are linking to local files and not files on your SharePoint. This can lead to broken links or links that will not open files for anyone outside of your organization. Start early, test often, and keep your State Lead and PPHR close as resources.

Quick links for your convenience:

- Combining all files into single PDF. (pp. 2-6)
- Add more files (pp.7-12)
- Adding hyperlinks (pp. 13- 21)
- Hyperlink defaults (pp. 22-23)
- Creating and setting Bookmarks (pp. 24-31)

To start, you will need to combine all your files into a single PDF.

Start by opening Adobe Acrobat.

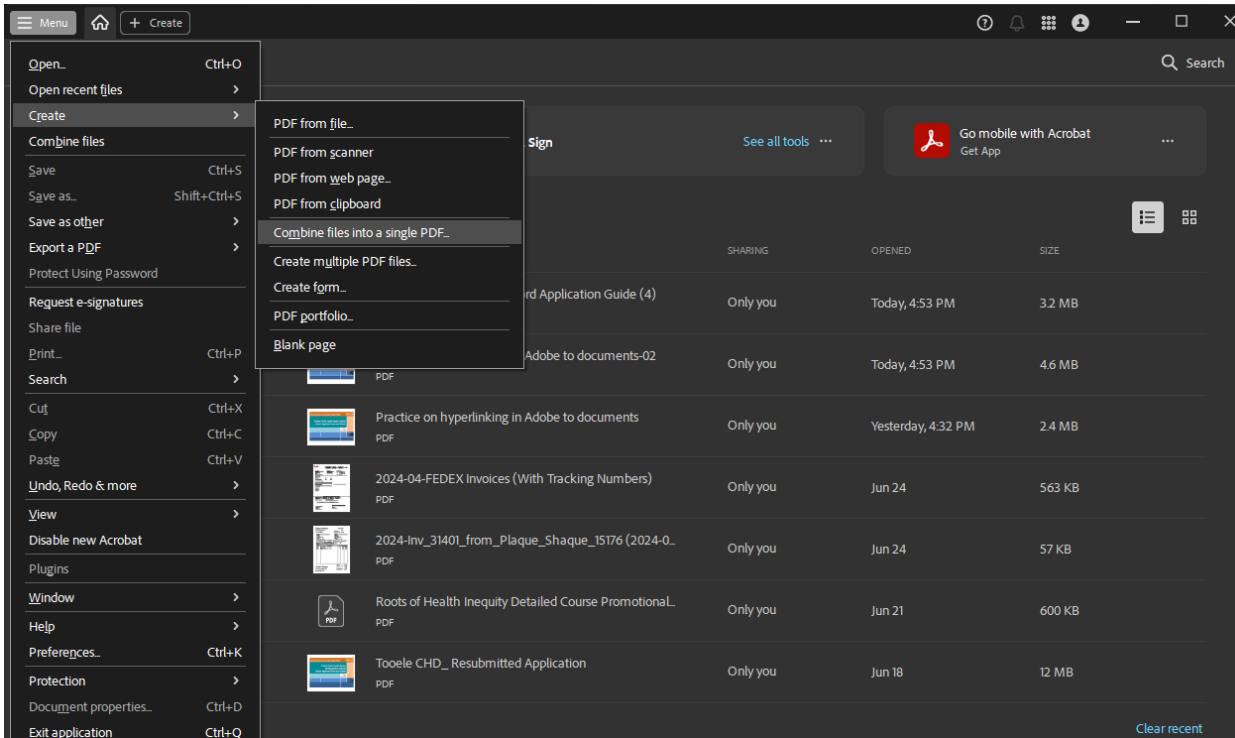


Figure 1: Main page when opening Adobe Acrobat.

Click Menu on the top left of the screen, scroll down to create, then click on “Combine files into a single PDF.”

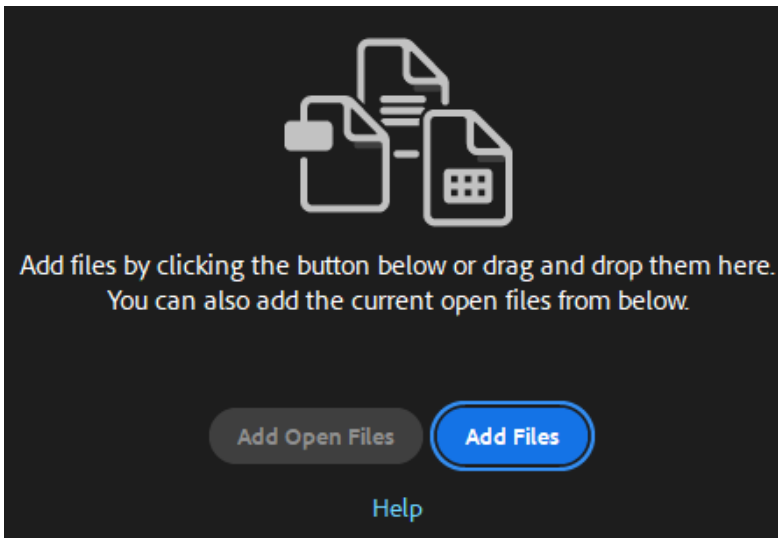


Figure 2: Add files to combine into a single PDF file.

On the next screen (see Figure 2) click Add Files. Select any files you wish to combine. Any files not in PDF format will be changed into PDF form automatically by the program. That said, to minimize any formatting issues, it is best to use only PDF formats for all your files when possible. Click open when done.

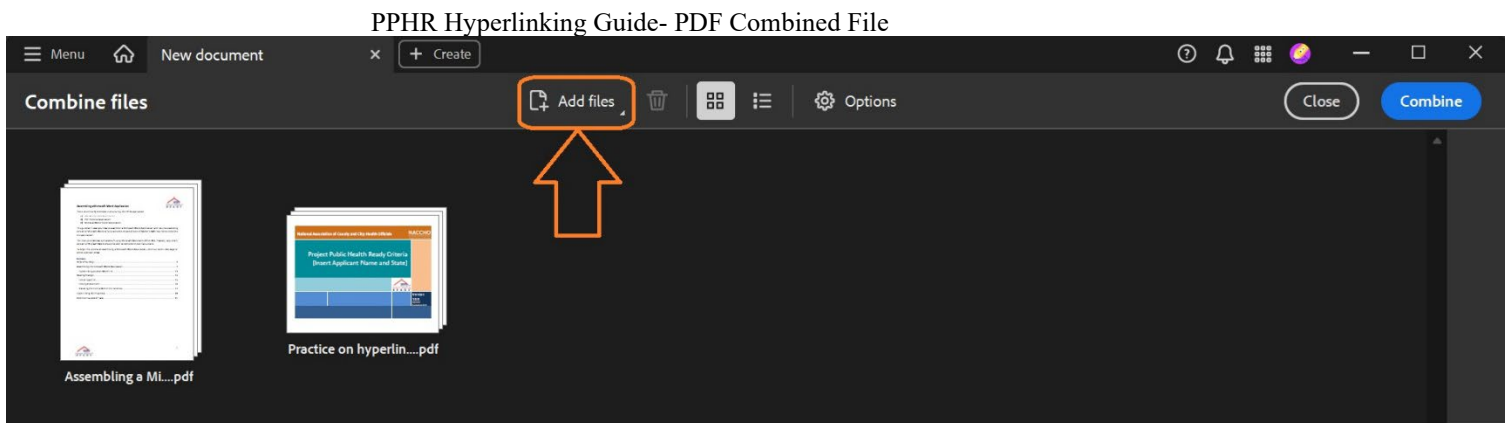


Figure 3: View of screen after files selected to combine into a single PDF file. Add files option highlighted above via orange square and orange arrow. This option should be selected if more files are desired to be added to the PDF.

The files selected will then populate the screen (see Figure 3). Each thumbnail shows the first page of the selected file. This view can be changed and expanded for page-by-page review if needed. This will be covered in a later section in the guide.

If you notice not all the files you wanted to add were selected, simply click the Add Files button (see Figure 3 and Figure 4) to select more files to combine together.

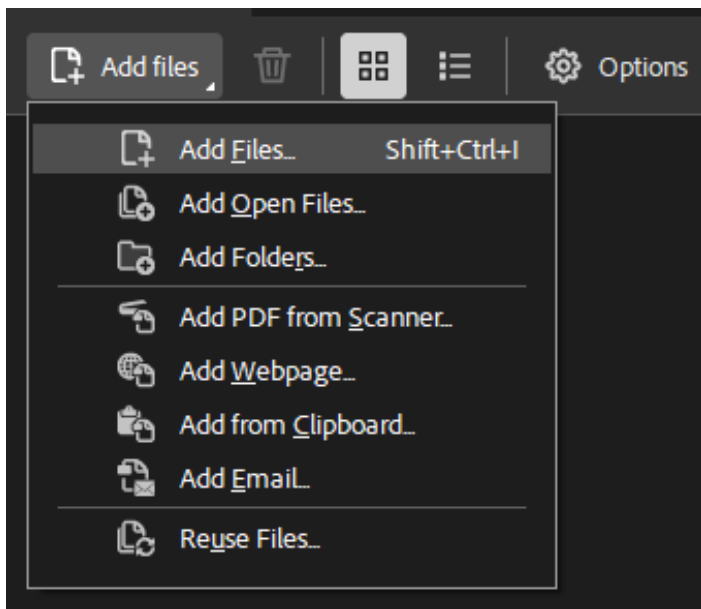


Figure 4: Close-up view of the Add Files button and option.

Once the Add Files button is clicked, select the Add Files option. A new window will pop up where you can select one or more files you would like to add to the PDF to combine together.



Figure 5: View of how drag and drop moves files to the change file order.

As noted above, each thumbnail shows the first page of a file. The order of the files can be changed by clicking, then dragging and dropping the file in the order you prefer. It is recommended that the crosswalk be the first file in your PDF.

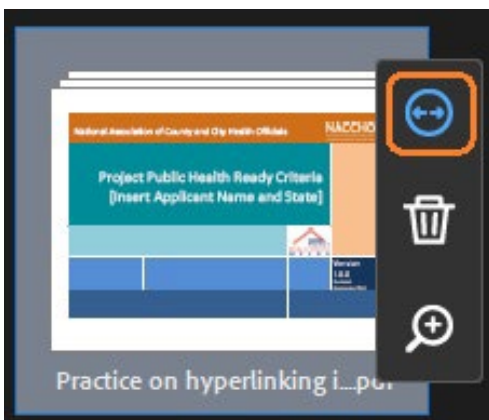


Figure 6: Close up of expand button. This button expands the viewable pages of a file from one page to all pages in that specific document. Click the icon in the orange square to expand pages.

You can also expand the viewable pages by clicking the icon that has two arrows in opposite directions circled (see Figure 6).

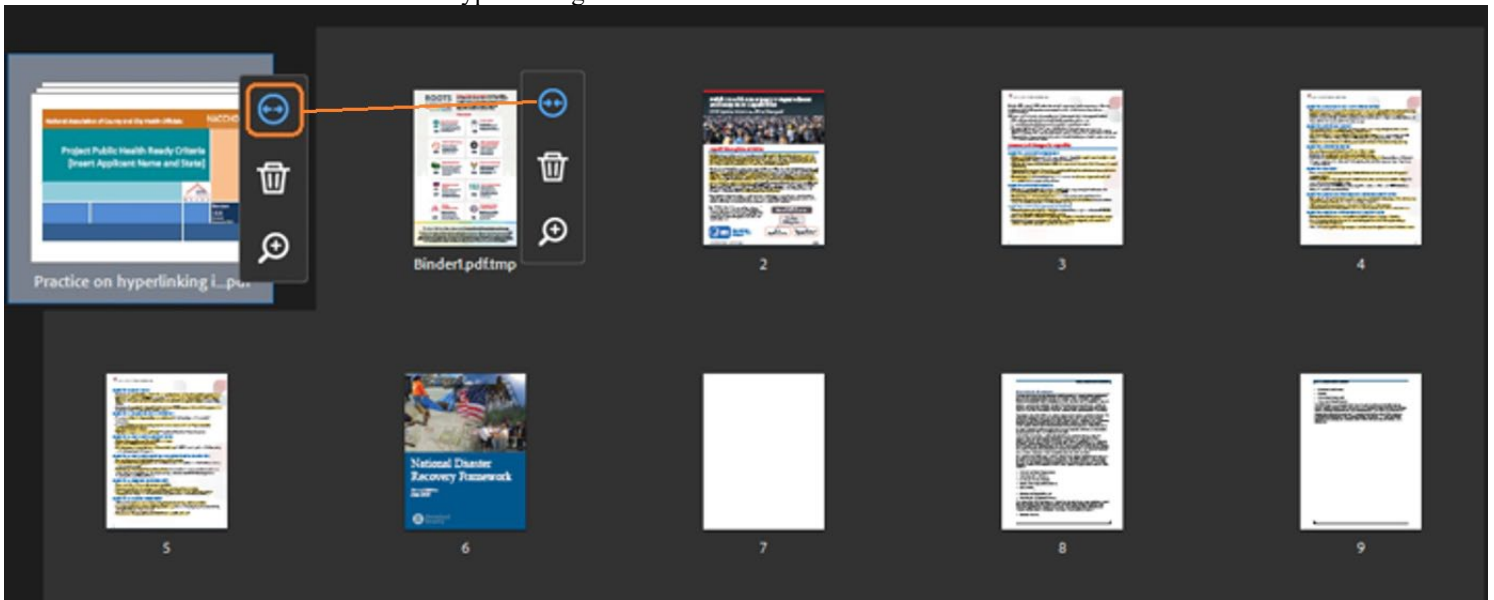
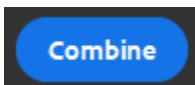


Figure 7: View of multiple files with their pages expanded. The icon to expand the viewable pages can be seen in orange square. Also visible in the image above are options to delete the file and zoom into a file.

The order of the pages of the expanded document can be changed by dragging and dropping the pages as necessary (see *Figure 7* for view of expanded pages). You can also delete the file if you no longer want it by clicking on the trashcan icon located just below the expand pages icon. Additionally, you can zoom into the document using icon with the magnifying glass and plus sign. Zooming into a document can be helpful if, for example, you cannot recall the details of a particular page.



Once you are satisfied with the files you have chosen to combine and their order, click the “Combine” button in upper right-hand corner. The files will compile together into a single PDF.

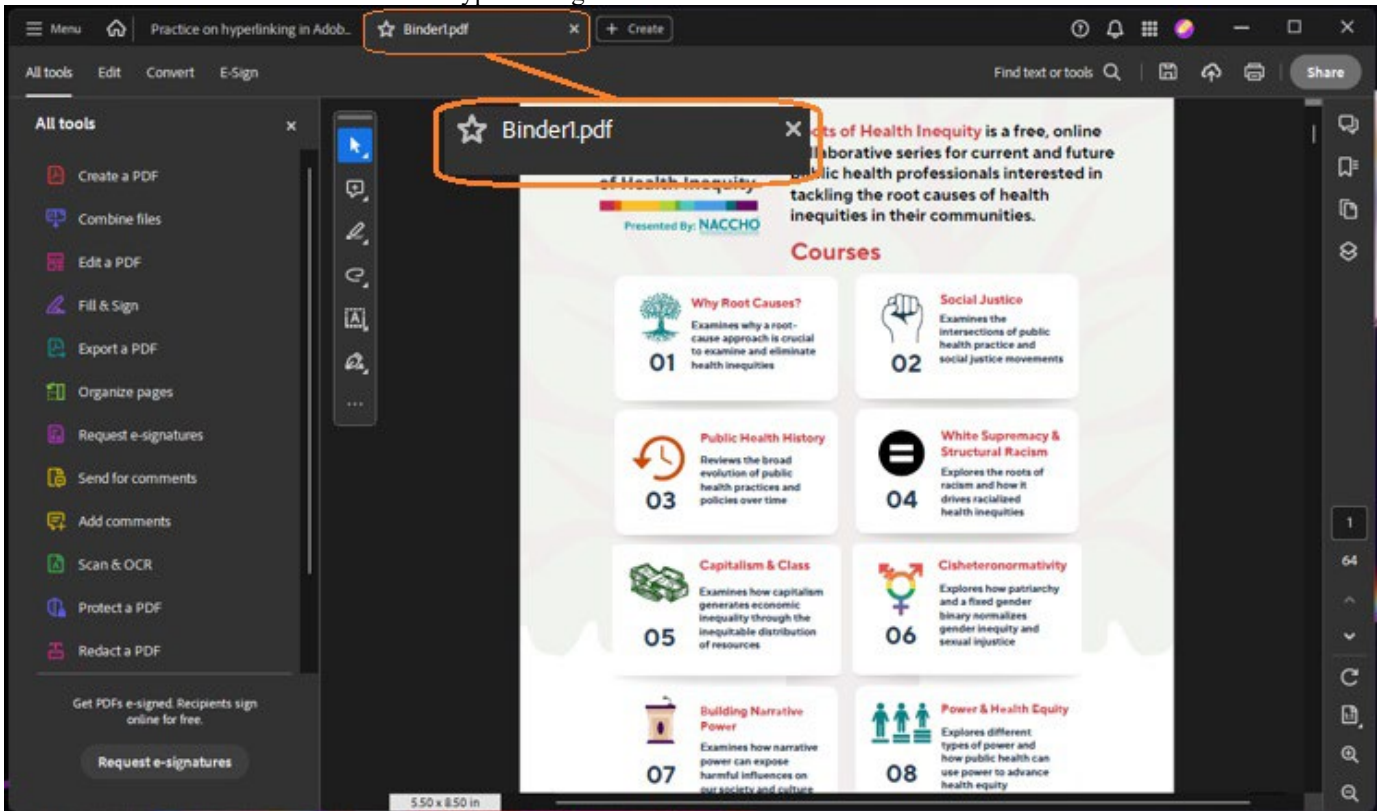


Figure 8: Image shows "Binder 1" file name in orange square representing newly combined PDF.

You will now see a tab named “Binder 1” (see Figure 8). This is the newly created PDF that has combined all your selected files in your preferred order into a single PDF file. You still need to save this new PDF in order to come back to it.

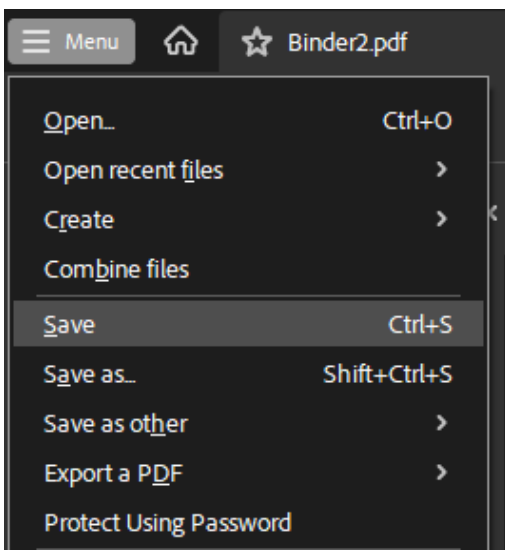


Figure 9: Close up view of the Menu dropdown option. You can use this option at any point to save your work.

To save your new PDF, locate and click Menu on the top left of your screen. Scroll to and click Save As. A new window will pop up where you will name your new file. Click Save when finished. Your new file is now saved and accessible for future use.

If you notice as you are working that you need to add more files or documents, follow below directions.

You can add more files to your PDF in two ways. *Note*, this method works best for files already in PDF format. If the file you wish to add is not a PDF, first change it into a PDF file.

Start by opening your combined PDF file, if it not already open. This is the file that you will be adding pages to.

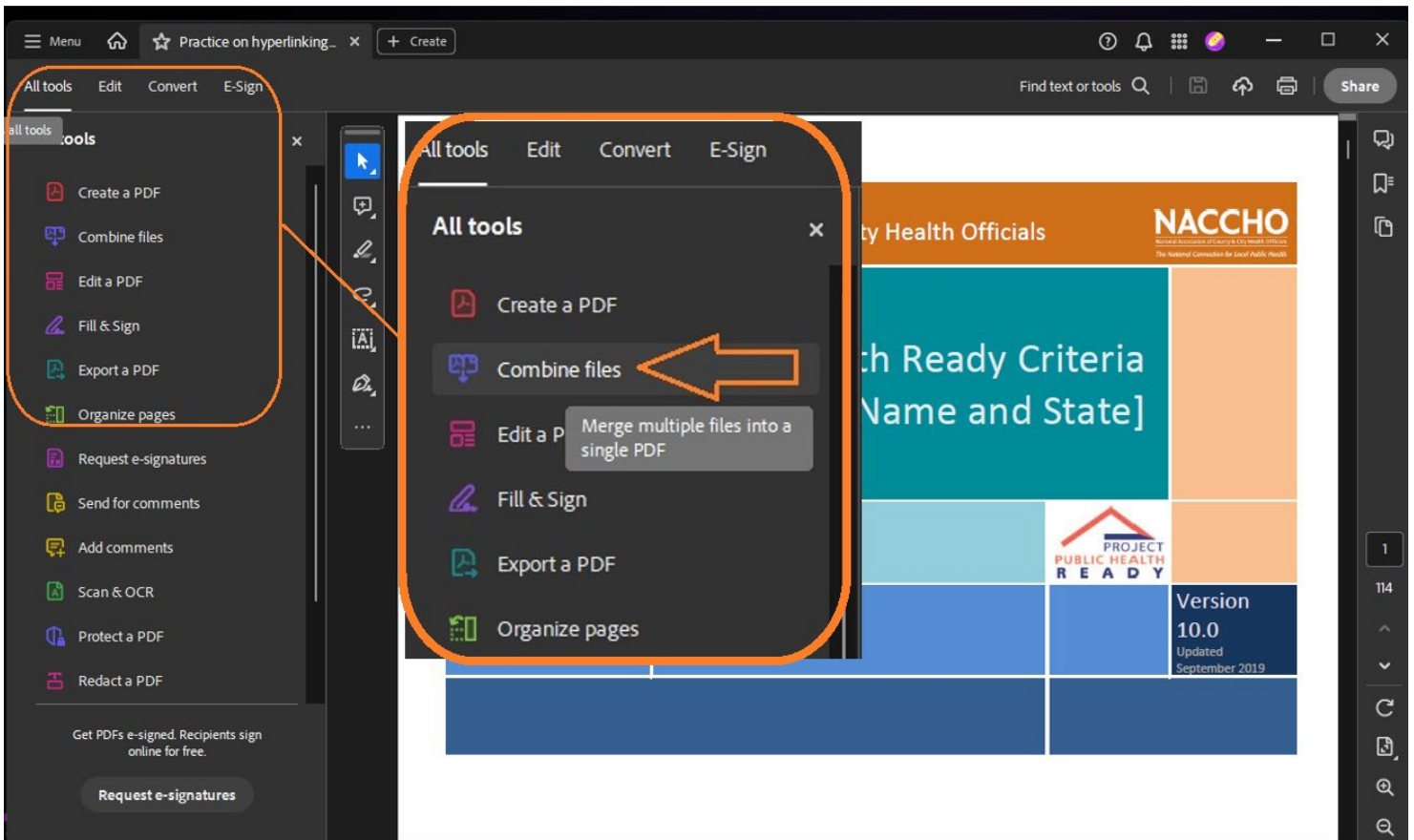


Figure 10: View of opened file to be added onto. Clicking All Tools will give you several options to work on your PDF. In this example, you will scroll down and click onto the Combine Files button pointed to with orange arrow.

Once your file is open, click “All Tools” on the upper left side of the screen. Scroll down to Combine Files (see Figure 10) then click it.

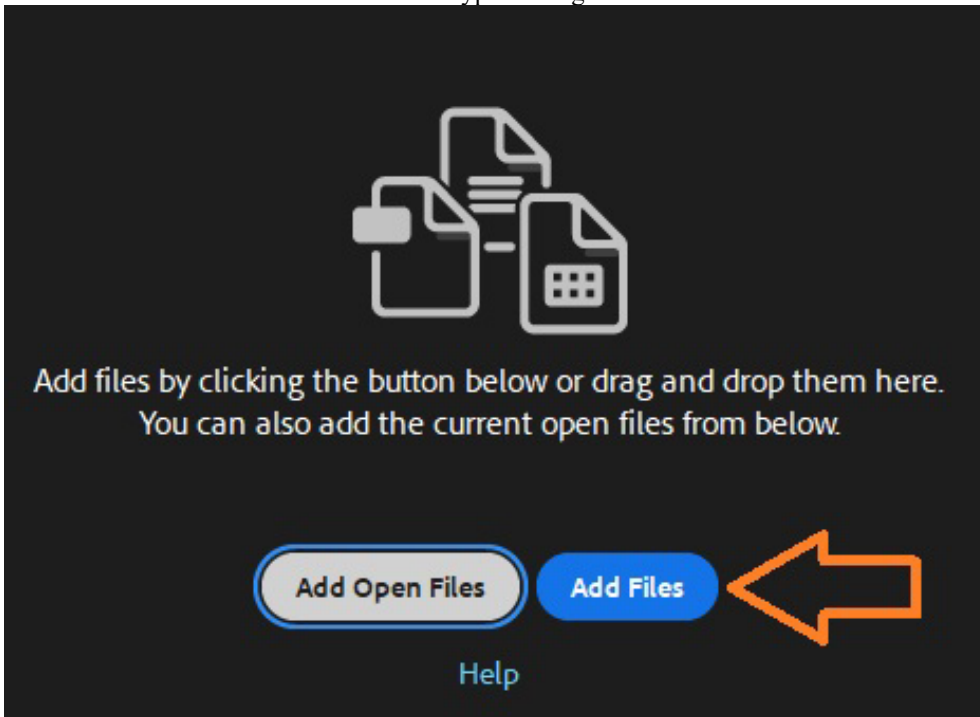


Figure 11: Demonstration of the new page where you will add files to combine into a single PDF. Click Add Files pointed to by orange arrow.

You will be taken to a new page. Click the “Add Files” button. A familiar window will pop up allowing you to select the file(s) you wish to combine. Click Open when finished.



Figure 12: Demonstration of how files can be reorganized by dragging and dropping the file in front or behind of another file.

Recall that the order of the files can be moved by dragging and dropping them in any order you want.

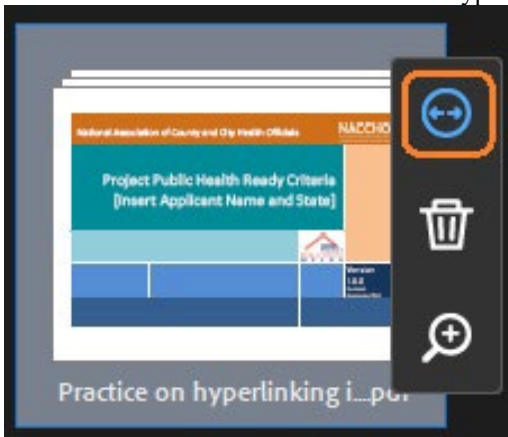
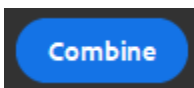


Figure 13: Demonstration of the option to expand the viewable pages of a file. Icon to do this is squared in orange. Icons to delete the file and zoom into the file are below the expand pages icon.

Recall as well that you can expand the viewable pages by clicking the expand pages icon (see Figure 13) and change the order of the pages of that expanded file by dragging and dropping them as necessary.



Click combine in the upper right-hand corner when you are done making any edits to these documents. This will combine the files you have selected, but not your initial file.

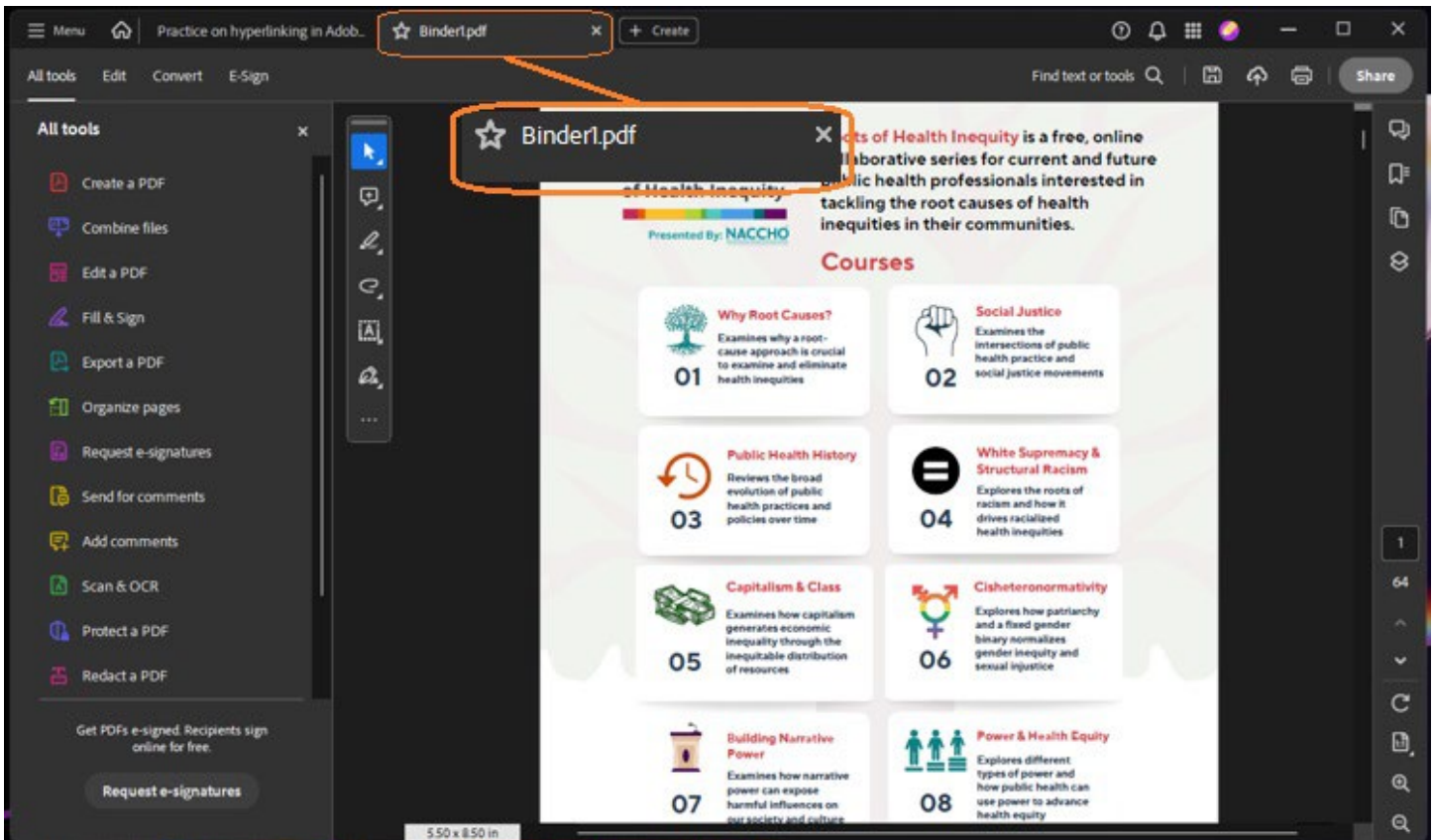


Figure 14: Image shows the first page of your newly combined files into a single PDF labelled as a binder.

Your initial file will be opened, and you will see “Binder 1” in another tab. You will go to All Tools, scroll down to, and click Combine Files.

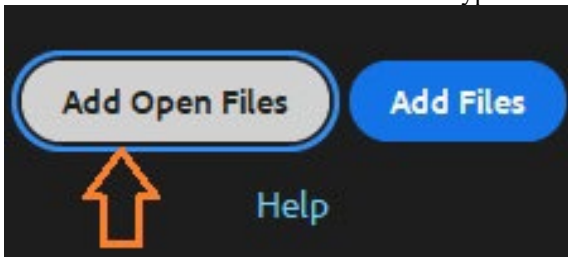


Figure 15: Demonstration of which button to click to combine your binder and another file together. The Add Open Files button is pointed to by the orange arrow.

You will be taken to a familiar screen that will allow you to combine all your opened files into one singular PDF file. To combine these files, this time you will click the Add Open Files button (see *Figure 15*).

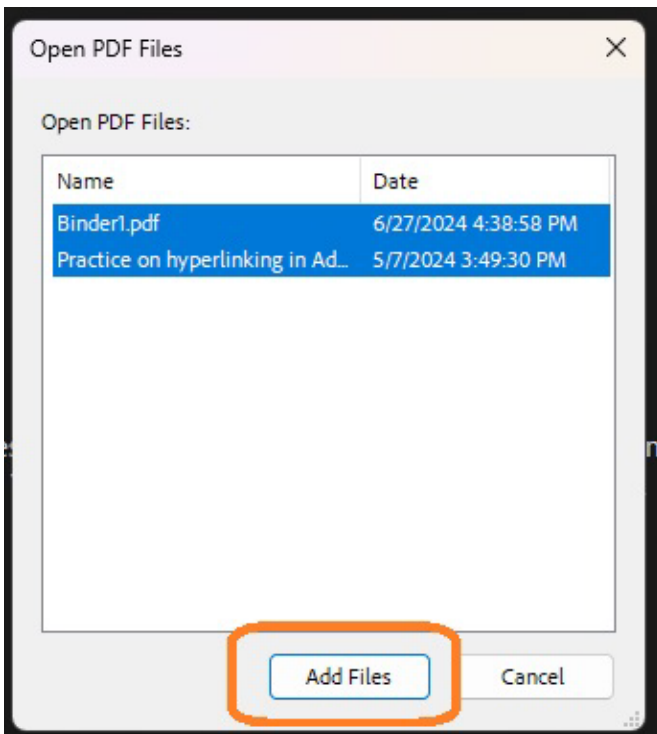


Figure 16: Image showing all of the opened files in Adobe Acrobat. Be certain that the files listed are the ones you wish to combine into a single PDF. Clicking Add Files, squared in orange, will let you collate them.

You should see your initial file and “Binder 1” in your list of open PDF files in a new pop-up window. If you see other files listed you do not wish to combine, click cancel and close any file you do not wish to combine together into a single PDF. Once your list looks correct, click Add Files button (see *Figure 16*).

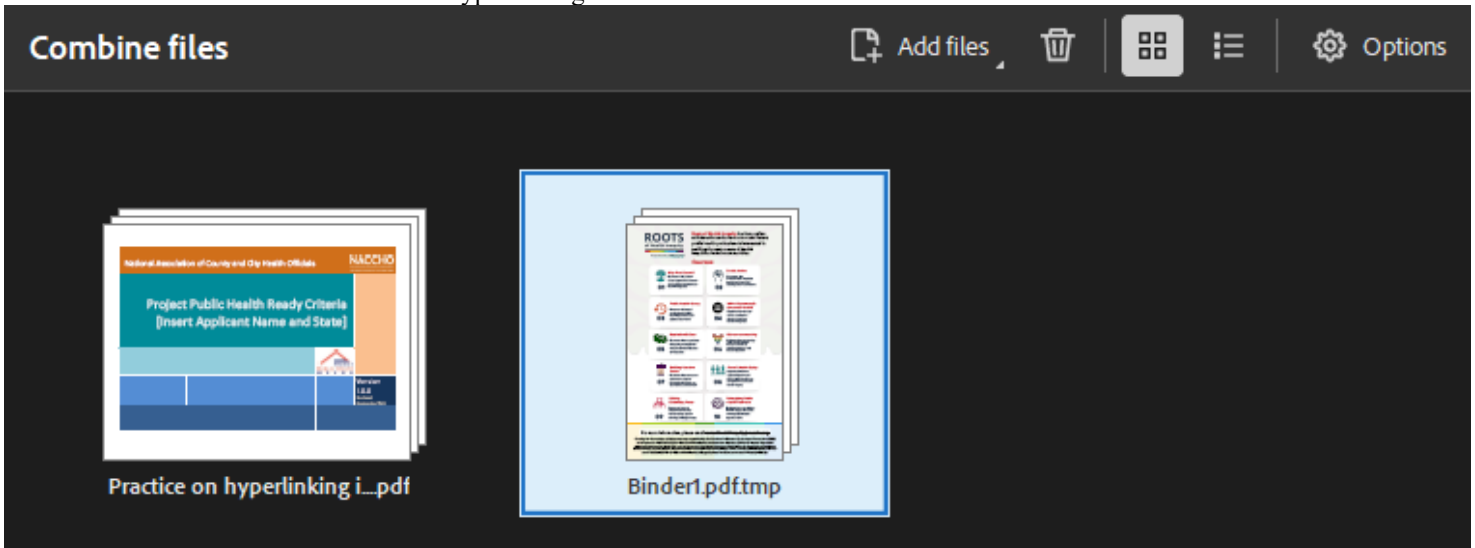


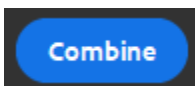
Figure 17: Image showing the review page for the files to be combined into a single PDF.

You will be given the opportunity to change the order of the files or their pages, if you wish.



Figure 18: Demonstration of expanding the viewable pages by clicking the expand icon, squared in orange. This is an opportunity to view, move, or delete any pages in a file prior to combining all the files together into one singular PDF.

Remember, you can use the drag and drop method to change the order of the files and pages as well as delete and zoom into pages or files (see *Figure 18*) as you need.



Once you are happy with the order everything is in, click the Combine button located in the upper right-hand corner.

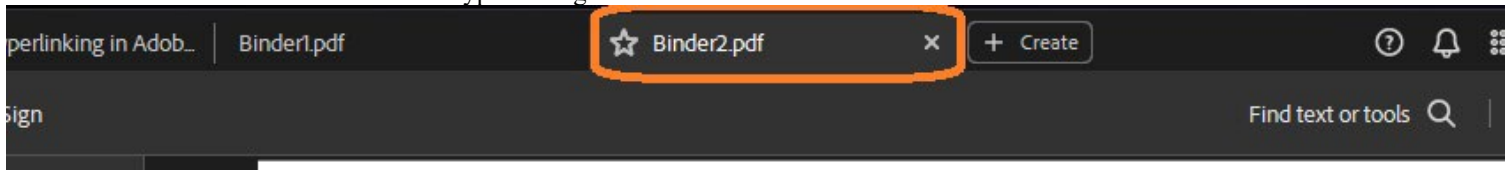


Figure 19: Demonstration of the new binder tab which has all the files you wished to combine into a single PDF file together squared in orange.

You will now have a new tab called Binder 2 which is the combination of Binder 1 and your initial file (see Figure 19). You can now exit out of Binder 1 and your initial file.

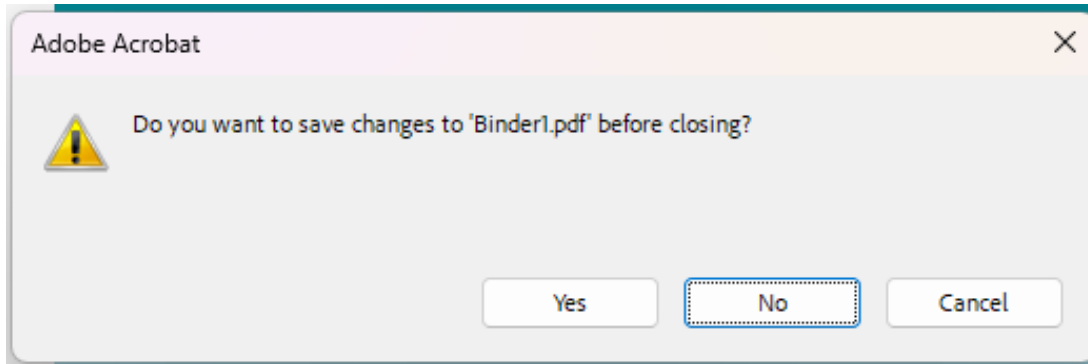
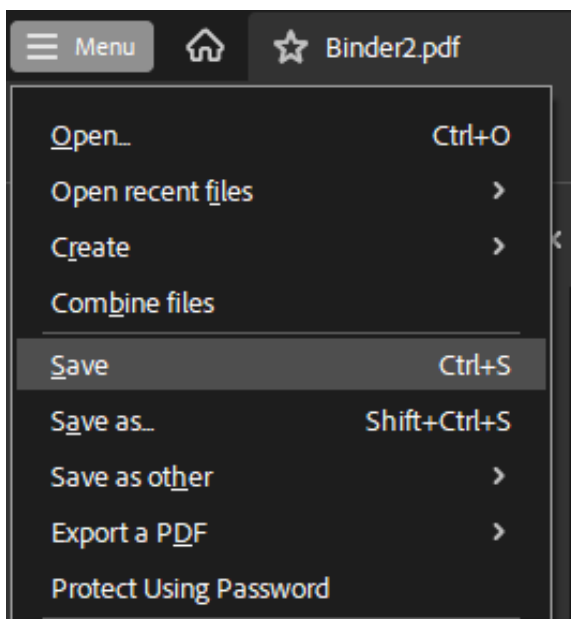


Figure 20: Pop-up that will occur when trying to close Binder 1. You will not need to save as all the files are in the second binder. Click No.

A pop-up will come up when you attempt to close Binder 1, and you will be asked whether you would like to save Binder 1 before closing (see Figure 20). This is an unnecessary step as everything in Binder 1 is now in Binder 2 with your initial file. Click No on this prompt to continue closing Binder 1 without saving.



You will now be left with only Binder 2. Click Menu on the top left of your screen. Scroll to and click Save As. A new window will pop up where you will name your new file. Click Save when finished. Your new file is now saved as single PDF that has all your evidence files combined as one file.

*** Now you are ready to begin adding hyperlinks. ***

Start by opening your newly combined PDF and going to your crosswalk, if not already open.

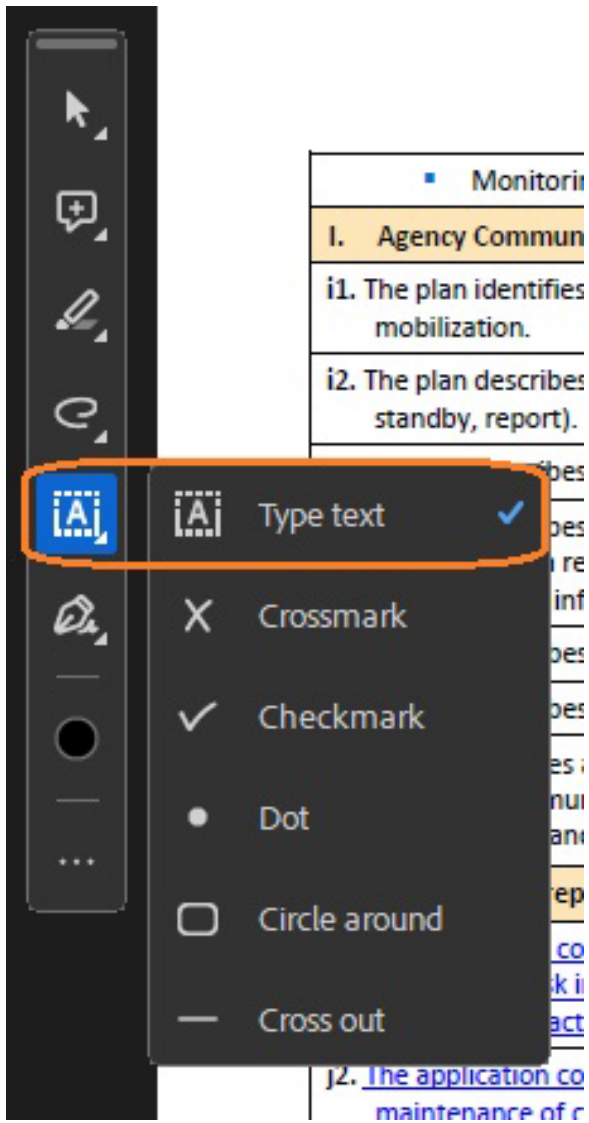


Figure 21: View of the tool bar with which you can use to quickly perform edits to your PDF. Here you can click the icons squared in orange to quickly insert a text box.

If you do not currently have any text in the hyperlink column in which you plan to link evidence, you will need to put some there. You can do this in one of two ways. The first way is to go to the left-hand panel and click the icon that has an “A” surrounded by a dotted-lined square (see *Figure 21*). Then check that the “Type Text” option is selected before the next step.

C. Plan Update Cycle	Hyperlink(s)	Comments
c1. The plan bears a date demonstrating that the plan and its annexes have been reviewed or revised within one year of PPHR submission.	Ab	
c2. The plan describes the procedure the agency will use to update and revise its plan on a regular basis.		
D. Legal and Administrative Preparedness	Hyperlink(s)	Comments

C. Plan Update Cycle	Hyperlink(s)	Comments
c1. The plan bears a date demonstrating that the plan and its annexes have been reviewed or revised within one year of PPHR submission.	Type text here	
c2. The plan describes the procedure the agency will use to update and revise its plan on a regular basis.		
D. Legal and Administrative Preparedness	Hyperlink(s)	Comments

Figure 22: Demonstration of how the cursor changes when adding text to the PDF indicated by the orange arrows. Note the difference when hovering over the area you wish to type in and then what happens when you select the area to begin typing.

Next, you will see a cursor and the letters “AB” next it (see Figure 22) appear over certain sections of the PDF. Move your cursor into the blank area under the Hyperlinks column then click anywhere in that space. You will now see a new text box appear (see again Figure 22). Type in your desired text into this box. Ideally, you should include the file name or document name and the page number(s) you will be linking to as evidence here.

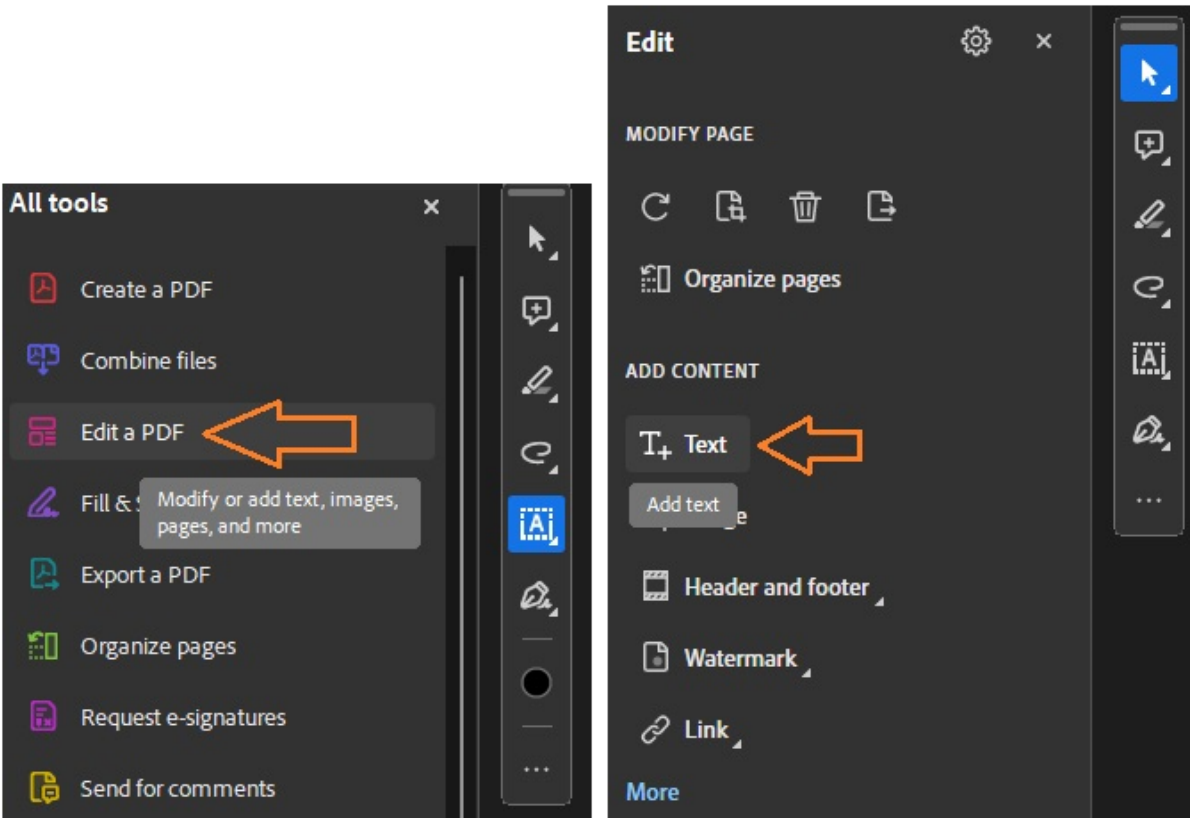


Figure 23: View of the options given when selecting All Tools. To add text, click Edit PDF indicated by the orange arrow on the left of the image. Then click Text pointed to by the orange arrow on the right of the above image.

The second way to add text to your PDF is to start by click on All Tools on the upper left, scroll down to the Edit PDF option, then click Text.

C. Plan Update Cycle	Hyperlink(s)	Comments
c1. The plan bears a date demonstrating that the plan and its annexes have been reviewed or revised within one year of PPHR submission.	Ab	
c2. The plan describes the procedure the agency will use to update and revise its plan on a regular basis.		
D. Legal and Administrative Preparedness	Hyperlink(s)	Comments

C. Plan Update Cycle	Hyperlink(s)	Comments
c1. The plan bears a date demonstrating that the plan and its annexes have been reviewed or revised within one year of PPHR submission.	Type text here	
c2. The plan describes the procedure the agency will use to update and revise its plan on a regular basis.		
D. Legal and Administrative Preparedness	Hyperlink(s)	Comments

Figure 24: Demonstration, again, of how the cursor changes when adding text to the PDF indicated by the orange arrows. Note the difference when hovering over the area you wish to type in and then what happens when you select the area to begin typing.

Same as the above step, you will see a cursor and the letters “AB” next it (see *Figure 24*) appear over certain sections of the PDF. Move your cursor into the blank area under the Hyperlinks column then click anywhere in that space. You will now see a new text box appear (see again *Figure 24*). Type in your desired text into this box. Ideally, you should include the file name or document name and the page number(s) you will be linking to as evidence here.

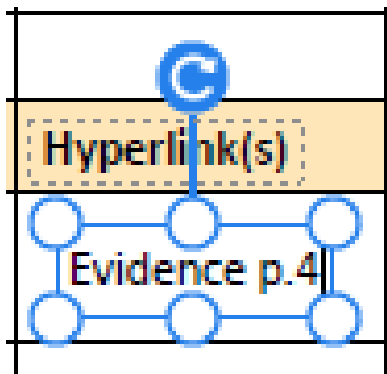


Figure 25: Image of text box with file name and page number that appears as you type.

Your new text will appear as you type (see *Figure 25*). Once finished typing, click anywhere outside the text box and you will see your new text in place. You can move your text box or change the box size if you are not satisfied with it.

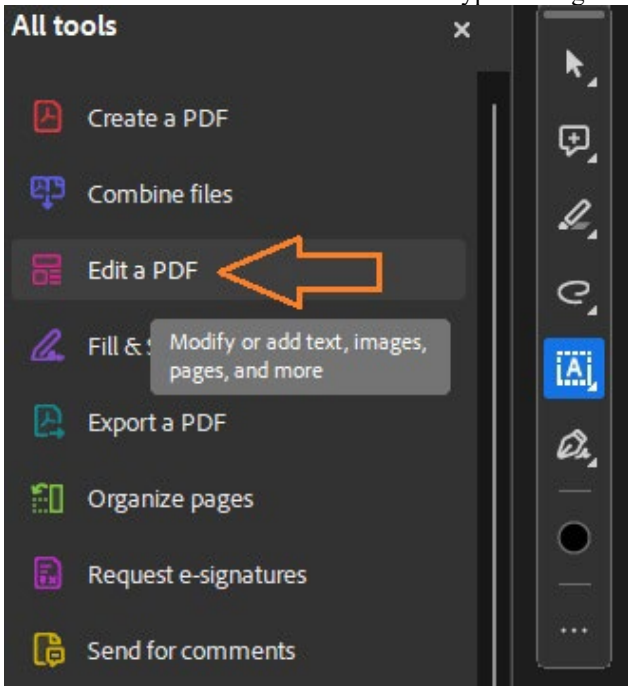


Figure 26: Demonstration of options that are given when clicking All Tools. To begin linking, you will need to select the Edit a PDF option indicated by the orange arrow.

To add a link to any text in your PDF, start by clicking All Tools then click Edit a PDF.

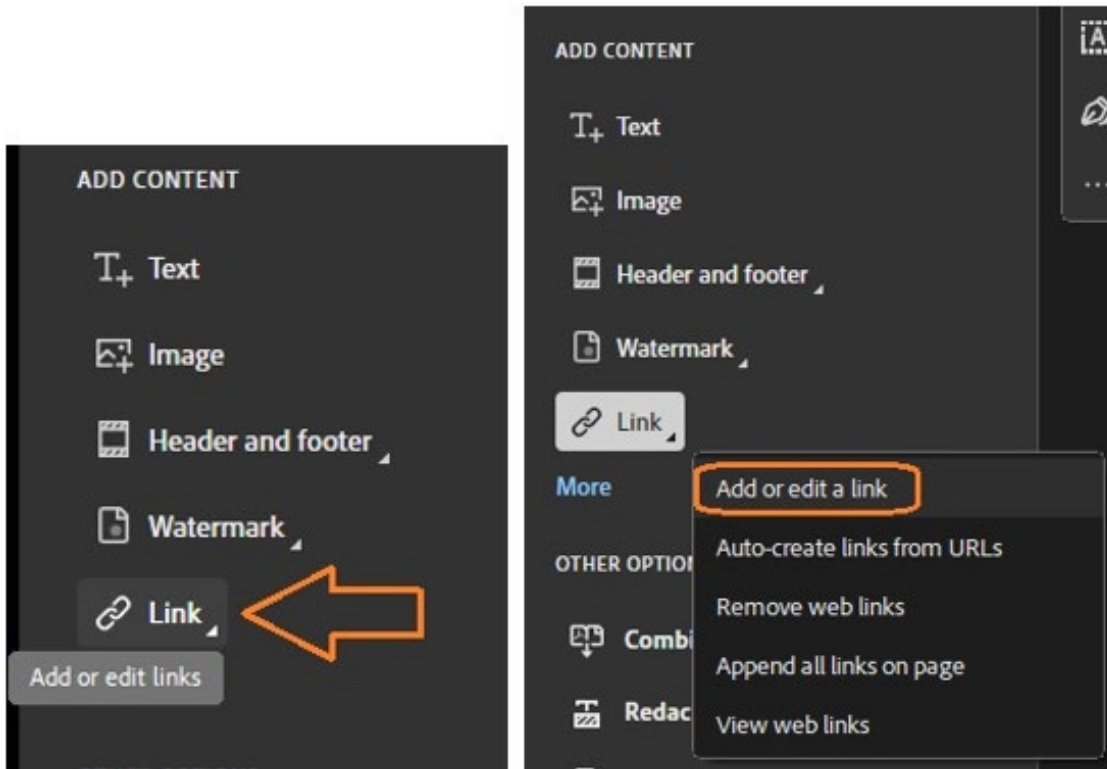


Figure 27: Demonstration of linking steps. Click Link indicated by the orange arrow, then add or edit a link squared in orange.

Scroll down and click to Link then select Add or Edit a Link (See Figure 27).

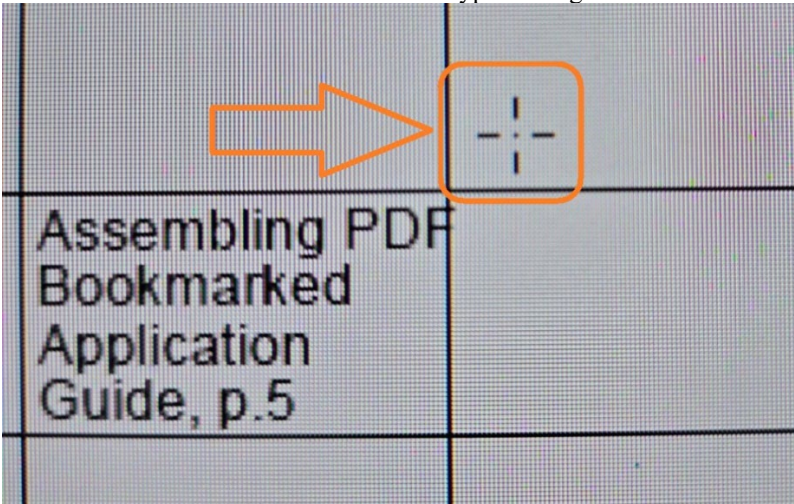


Figure 28: Demonstration of how the cursor will change to allow you to make a clickable box around an area in the PDF to serve as a link. Orange square and arrow show cursor change.

Your cursor will change shapes (see *Figure 28*) indicating that you can now create a highlight square around an area of text to turn it into a hyperlink.

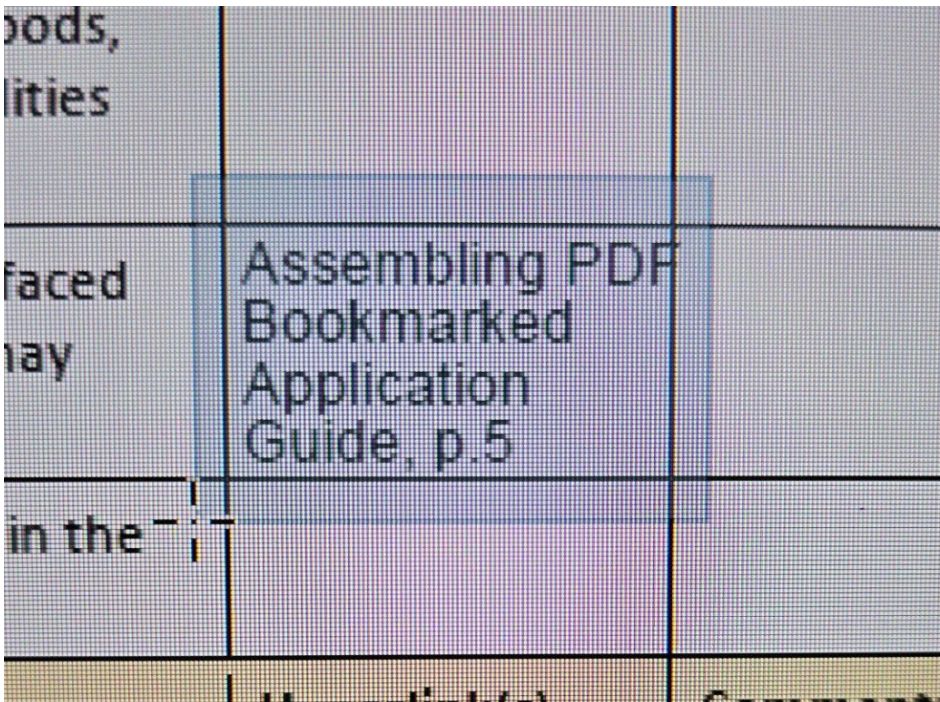


Figure 29: Demonstration of the blue box that will appear when a spot is clicked and dragged in the PDF with the cursor when set to make a new hyperlink. Once you let go, a new pop up will prompt you to continue to the next steps.

Click and drag the cursor around the text you wish to create a link for. You should see a light blue shaded box to help guide you during this process (see *Figure 29*). This will be your future click-box (i.e., the size of the area that will be hyperlinked; anywhere someone clicks in this highlighted area will take them to the evidence you hyperlink). Once you are satisfied with the size and position of your box, release it and a new pop up will appear with the next steps.

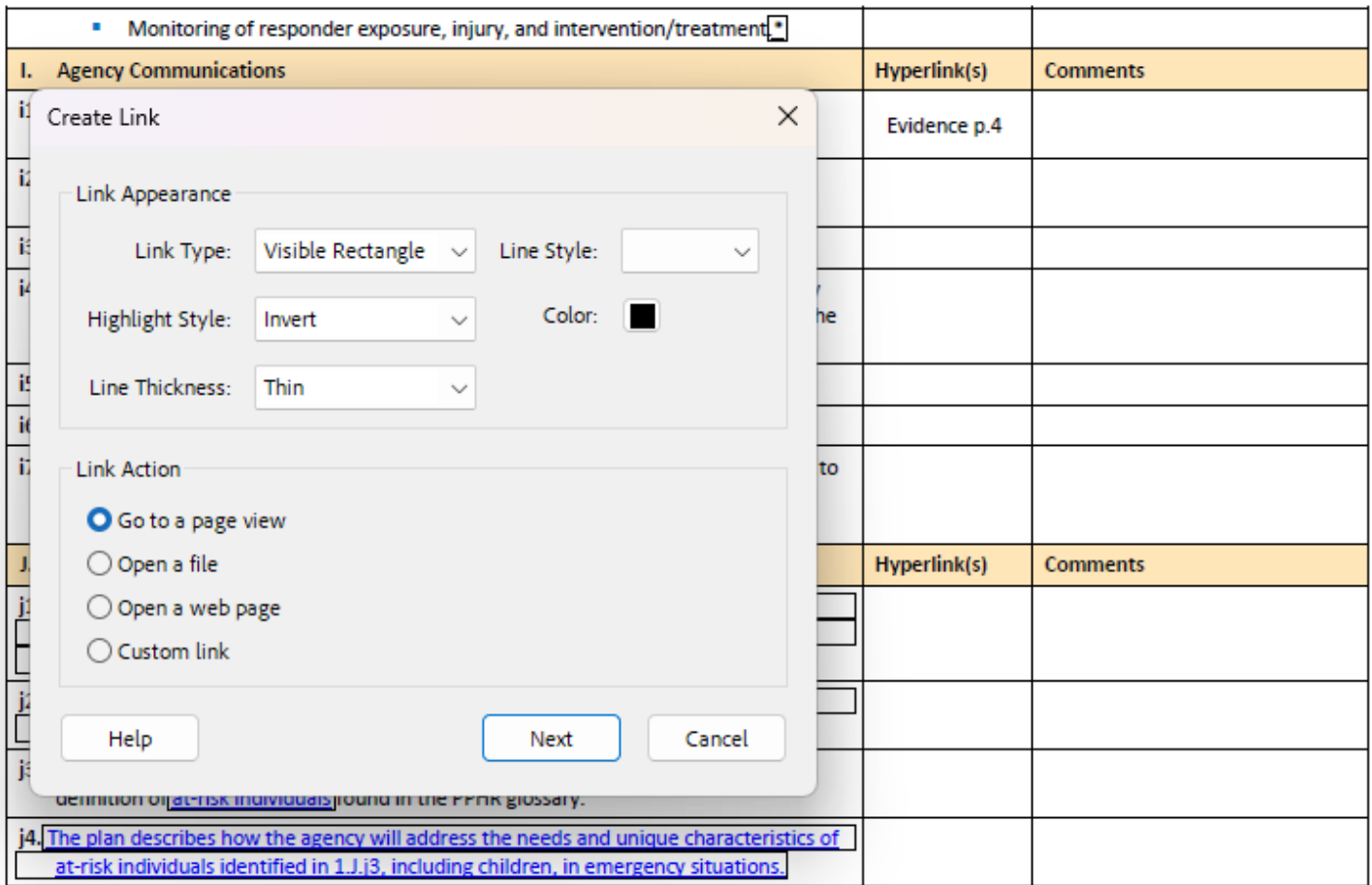


Figure 30: Image of hyperlinking options.

A new window will pop-up giving you a list of hyperlinking options (see *Figure 30*). Click next if you want to keep the default settings, otherwise edit the hyperlink defaults then click next.

The following images in this guide will contain default options to demonstrate how it will look if defaults remain unchanged. It is recommended you change the defaults to NACCHO’s standards as you go as this can be a very time-consuming process to fix as each individual hyperlink’s defaults would need to be changed. That said, should you forget to change the defaults of a hyperlink, how to edit the hyperlink to conform to NACCHO standards will be covered later in this guide.

Use the following options to create your hyperlinks for your PPHR Application:

- Link Type: Visible Rectangle
- Line Style: Solid
- Highlight Style: None
- Color: Red
- Link Thickness: Thin
- Link Action: Go to a Page View

<ul style="list-style-type: none"> Monitoring of responder exposure, injury, and intervention/treatment 		
I. Agency Communications	Hyperlink(s)	Comments
i1. The plan identifies the party or parties responsible for notification, alerts, and mobilization.	Evidence p.4	
i2. The plan describes whom to notify during an incident and at what level (e.g., alert, standby, report).		
i3. The plan describes the method by which notification will take place.		
i4. The plan describes the process for maintaining contact information for staff who may participate in a response (e.g., Emergency Operations Center, phone, cell, fax) and the frequency this information is updated		
i5. The plan describes how quickly LHD staff will be notified of an incident.		
i6. The plan describes what information is shared with activated staff.		
i7. The plan includes a plan for redundant communication that demonstrates the ability to stand-up communications systems to link public health, healthcare, emergency management, and law enforcement within 12 hours.		
J. Community Preparedness	Hyperlink(s)	Comments
j1. The application contains evidence of collaboration with community partners, including at-risk individuals, and engagement with community members in preparedness activities/processes.		
j2. The application contains a policy or process for continuing maintenance of community partnerships.		
j3. The plan describes at-risk individuals within the jurisdiction and the definition of at-risk individuals found in the PPHR.		
j4. The plan describes how the agency will address the needs and unique characteristics of at-risk individuals identified in 1.J.j3, including children, in emergency situations.		

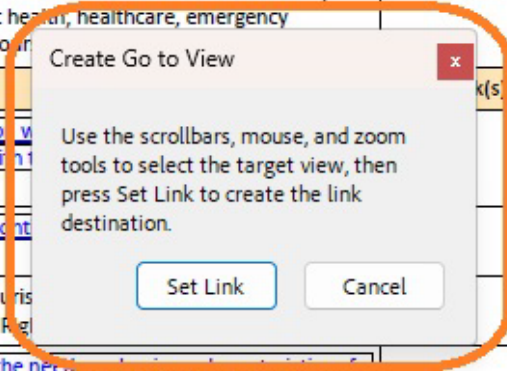


Figure 31: View of the pop-up that comes up after clicking next. This window allows you to scroll to the page that will be set as the hyperlink outlined in the next step. The pop-up in question is in the orange square with the orange arrow pointing to it.

A new pop-up will appear (see Figure 31). This will let you set your hyperlink to your desired page in the file of your choosing. You will be able to move around while the pop up is open. **KEEP THE POP UP OPEN!**

Public Health Emergency Preparedness and Response Capabilities
2018 Update Initiative—What Changed?

Capabilities Update Initiative

In 2011, the Centers for Disease Control and Prevention (CDC) established 15 capabilities that serve as national standards for public health preparedness planning. Since then, these capability standards have served as a vital framework for state, local, tribal, and territorial preparedness programs as they plan, operationalize, and evaluate their ability to prepare for, respond to, and recover from public health emergencies.

Over the years, feedback from state and territorial health departments, and national partner organizations including the Association of State and Territorial Health Officials (ASTHO), the National Association of Public Health Administrators (NAPHA), and the National Association of County and City Health Officials (NACCHO) has informed CDC's updates to public health preparedness and assessments, SME feedback from representatives from professional organizations such as the Association of State and Territorial Health Officials (ASTHO), the National Association of Public Health Administrators (NAPHA), and the National Association of County and City Health Officials (NACCHO).

The capabilities update focused on updated science, and current public health threats such as pandemic influenza, environmental health threats, and emerging infectious diseases.

The 2018 Public Health Emergency Preparedness and Response Capabilities maintains the 15 capabilities structure, with minor revisions to capability definitions, modest revisions to function structure and definitions, and significant revisions throughout most tasks and resource elements.

Capability
Maintained with minor revisions

Functions
Modest revisions

Tasks
Significant revisions

Resource Elements
Significant revisions

Centers for Disease Control and Prevention
Center for Preparedness and Response

2018 Update Initiative—What Changed? CS29802-A

Figure 32: Demonstration of the pop-up, squared in orange with orange arrow, remaining stationary as page scrolling occurs in the background.

Scroll down to the page you wish to link as evidence. If your evidence contains multiple pages, you will scroll down to the first page of the evidence you wish to link. The pop up will stay in place until you are ready to set the link (see Figure 32).

with preparedness planning. Since then, these capability standards have served as a model for tribal, and territorial preparedness programs as they plan, operationalize, and evaluate, respond to, and recover from public health emergencies.

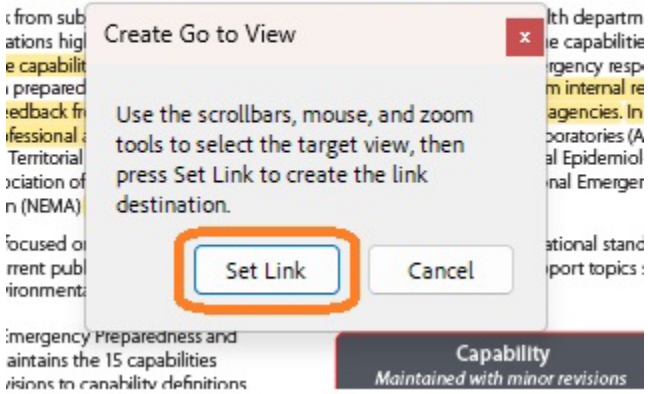


Figure 33: View of the button to click to set the location of the hyperlink squared in orange.

Once you are on the page you want to link as evidence, click Set Link (see Figure 33).

Monitoring of responder exposure, injury, and intervention/treatment		
I. Agency Communications	Hyperlink(s)	Comments
i1. The plan identifies the party or parties responsible for notification, alerts, and mobilization.	Evidence p.4	
i2. The plan describes whom to notify during an incident and at what level (e.g., alert, standby, report).		
i3. The plan describes the method by which notification will take place.		
i4. The plan describes the process for maintaining contact information for staff who may participate in a response (e.g., Emergency Operations Center, phone, cell, fax) and the frequency this information is updated.		
i5. The plan describes how quickly LHD staff will be notified of an incident.		
i6. The plan describes what information is shared with activated staff.		
i7. The plan includes a plan for redundant communication that demonstrates the ability to		

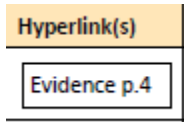
Figure 34: Demonstration of the newly hyperlinked text squared in blue pointed to by the orange arrow.

Once you set your link, you will be taken back to your newly hyperlinked text (see Figure 34). The box is still highlighted in Figure 34, but it will look different when it is no longer selected.

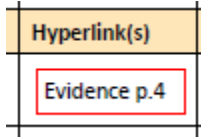
For each new hyperlink you create, you will remain in Edit mode then scroll down to and click on the Link option on the left side panel, then select the Add or edit a link option (see Figures 26 & 27). Wait for the cursor to change (see Figure 28), then click and drag the click-box over the next set of words you would wish to hyperlink (see Figure 29). Navigate down to the first page of the evidence you wish to hyperlink then click Set Link once more (see Figure 33). Continue this process until you are finished.

There may be settings that need to be changed to fit the PPHR standard. See the rest of this guide for direction.

***The following section will explain how to change hyperlink defaults. ***



When the box is not selected, it will look like the image to the left.



Recall that it should look like this based off NACCHO's standards noted earlier in the guide.

<input type="checkbox"/> Monitoring of responder exposure, injury, and intervention/treatment <input type="checkbox"/>		
I. Agency Communications	Hyperlink(s)	Comments
i1. The plan identifies the party or parties responsible for notification, alerts, and mobilization.	Evidence	
i2. The plan describes whom to notify during an <u>incident</u> and at what level (e.g., alert, standby, report).		
i3. The plan describes the method by which notification will take place.		
i4. The plan describes the process for maintaining contact information for staff who may participate in a response (e.g., Emergency Operations Center, phone, cell, fax) and the frequency this information is updated <input type="checkbox"/> .		
i5. The plan describes how quickly LHD staff will be notified of an incident.		
i6. The plan describes what information is shared with activated staff.		
i7. The plan includes a plan for redundant communication that demonstrates the ability to stand-up communications systems to link public health, healthcare, emergency management, and law enforcement within 12 hours (must be three-deep) <input type="checkbox"/> .		
J. Community Preparedness	Hyperlink(s)	Comments
j1. <u>The application contains evidence of collaboration with community stakeholders, including at-risk individuals, and engagement with the larger community regarding preparedness activities/processes.</u>		
j2. <u>The application contains a policy or process for continuous development and maintenance of community partnerships.</u>		
j3. The plan describes <u>at-risk individuals</u> within the jurisdiction, consistent with the definition of <u>at-risk individuals</u> found in the PPHR glossary.		
j4. <u>The plan describes how the agency will address the needs and unique characteristics of at-risk individuals identified in 1.J.j3, including children, in emergency situations.</u>		

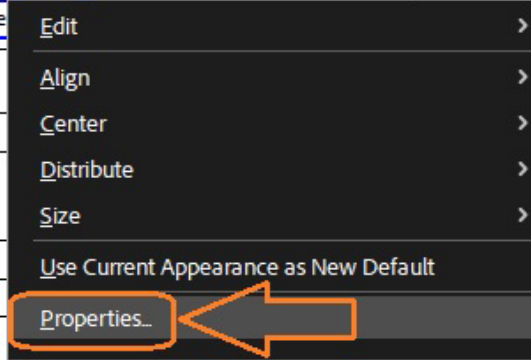


Figure 35: Demonstration of how to edit a link already set. Click Properties squared in orange pointed to by the orange arrow.

To change what your hyperlink box looks like, *and* if you are still in Edit PDF mode, bring your cursor over to your hyperlinked box then right click inside of it. A drop-down list will appear. You will then scroll down and click Properties (see Figure 35).

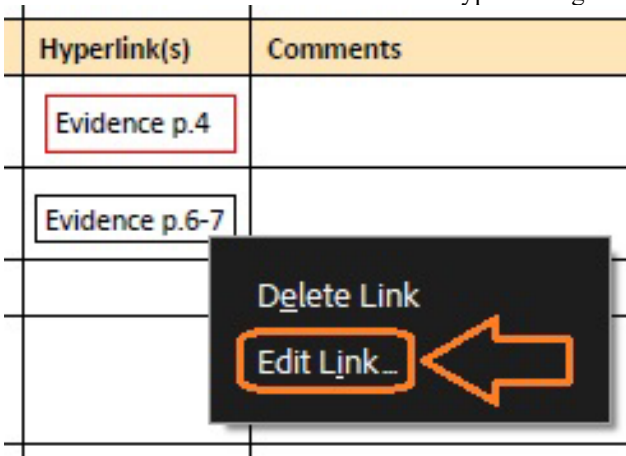


Figure 36: Demonstration of options available to edit hyperlink if not still in Edit PDF mode. Edit Link is the option to select which is squared in orange with orange arrow pointing to it.

If you are *not* in Edit PDF mode, you will hover your cursor over the hyperlink you wish to edit then right click inside the hyperlink link box. A drop-down list will appear. Click Edit Link (see Figure 36).

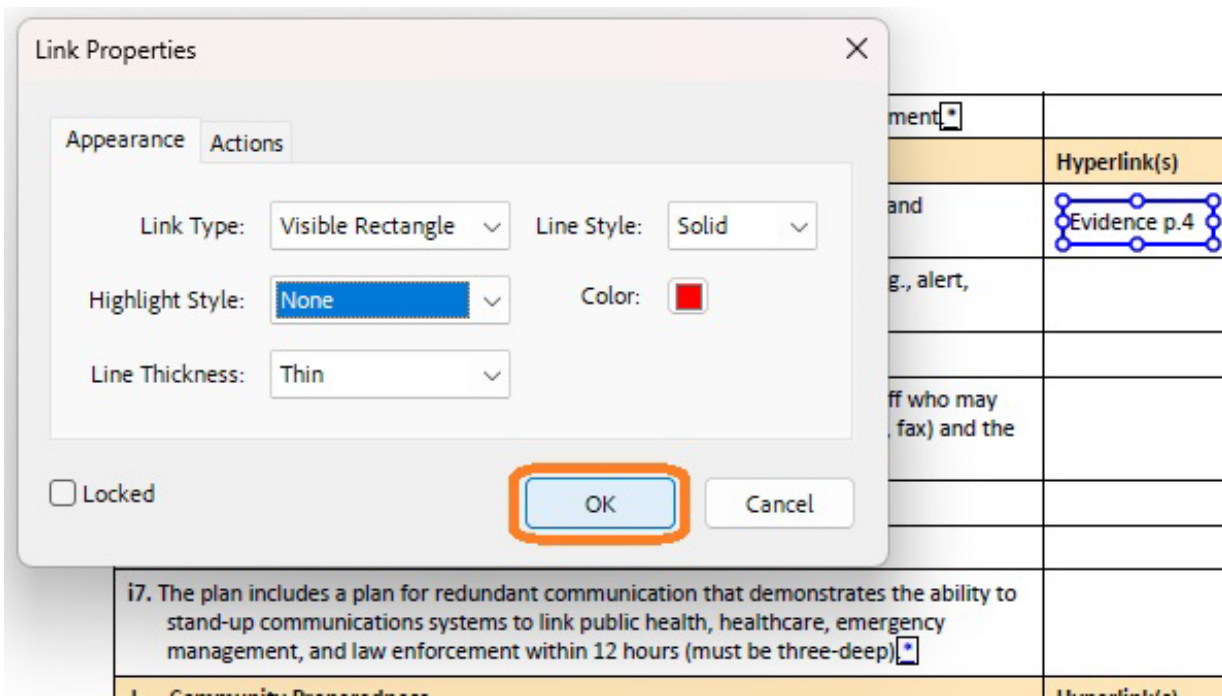


Figure 37: Image of the options available to edit hyperlink. Be sure to click okay, squared in orange, to apply any new changes to your link.

Either option will lead you next to a new pop-up window (see Figure 37). This pop-up will allow you to make any necessary changes to your hyperlink. In this example, you will stay in the Appearance section to change the look of the hyperlink box you need to change to NACCHO standards.

The following are the PPHR style:

Link Type: Visible Rectangle; Line Style: Solid; Highlight Style: None; Color: Red; Link Thickness: Thin (see Figure 37). Once you are done making changes, be sure to click Okay to apply the new changes to your link.

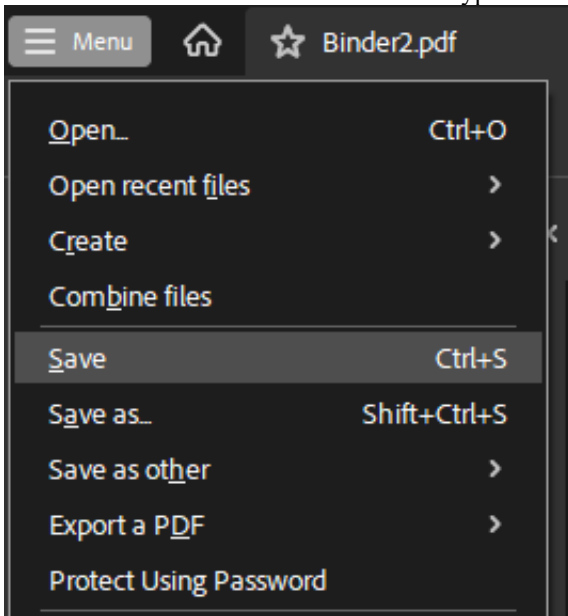


Figure 38: Close up view of the Menu dropdown option. You can use this option at any point to save your work.

Remember to always save any edits. To do this, recall you will locate and click Menu on the top left of your screen. Scroll to and then click Save (see *Figure 38*). You may also hit Ctrl+ S on your keyboard. Your edits are now saved, and the file is accessible for the future.

This section will cover information on creating and setting bookmarks.

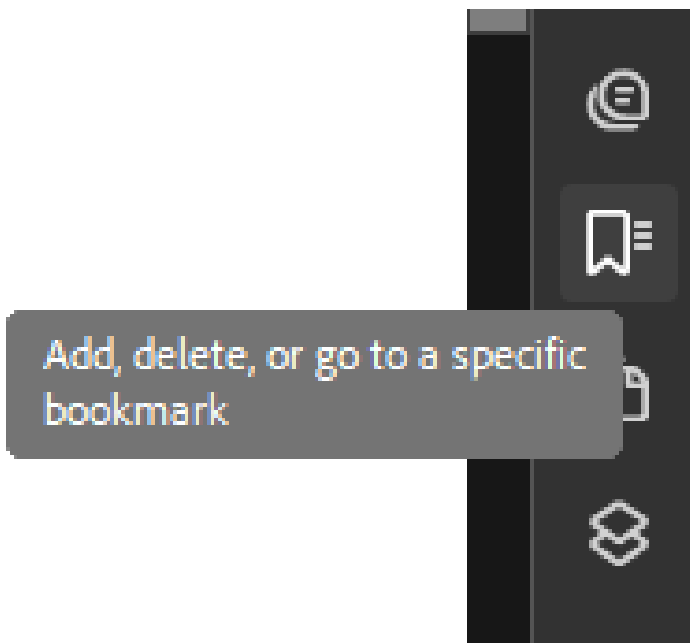


Figure 39: Close up of the bookmarks button. This will house any bookmarks you have in your PDF.

Once you have combined all your files, you can click on the Bookmarks button in Adobe (see *Figure 39*) to see if you have any bookmarks. This is also where you will add your own bookmarks.

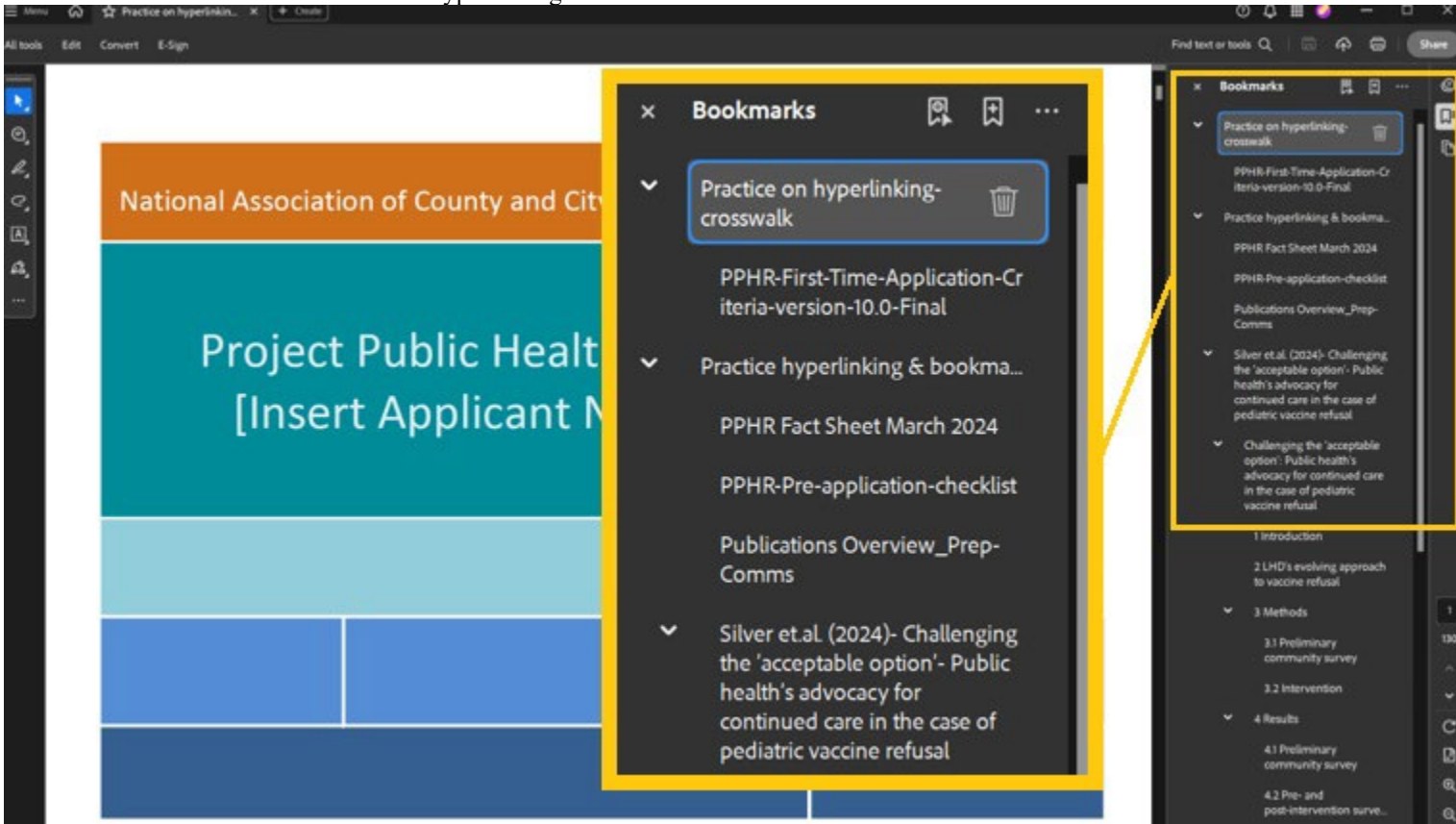


Figure 40: Demonstration of what opening the bookmarks will look like. These will have the file names of the documents you added in the order you added them.

After clicking the bookmark button, a side panel will open where a pre-populated list of bookmarks based on the file names of the documents added to your PDF in the order you added them should appear (see *Figure 40*). Clicking on one of these bookmarks will bring you to the first page of that document unless set to another page.

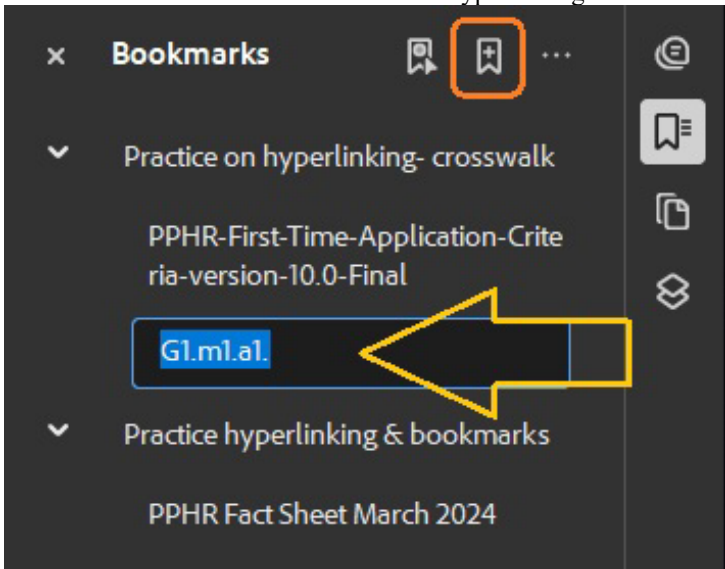


Figure 41: Close up of adding a new bookmark. Click the Add Bookmark button squared in orange then type the name of the bookmark in the area pointed to with the yellow arrow. Use the following naming convention: goal number, measure or sub-measure number then the criteria number for the evidence you are bookmarking.

To set the bookmark to a different page, start by hitting the Add Bookmark button (see Figure 41). A field will automatically appear, ready for you to type in a name for the bookmark. Most find naming bookmarks based off the criteria help keep their evidence in order. Utilize the following naming convention to help you using periods between each item: goal number, measure or sub-measure number, then criteria number. So, if you type G1.m1.a1 this signifies that the evidence that you are bookmarking correlates to Goal 1, Measure 1, Criteria a1. of the crosswalk used in the application.

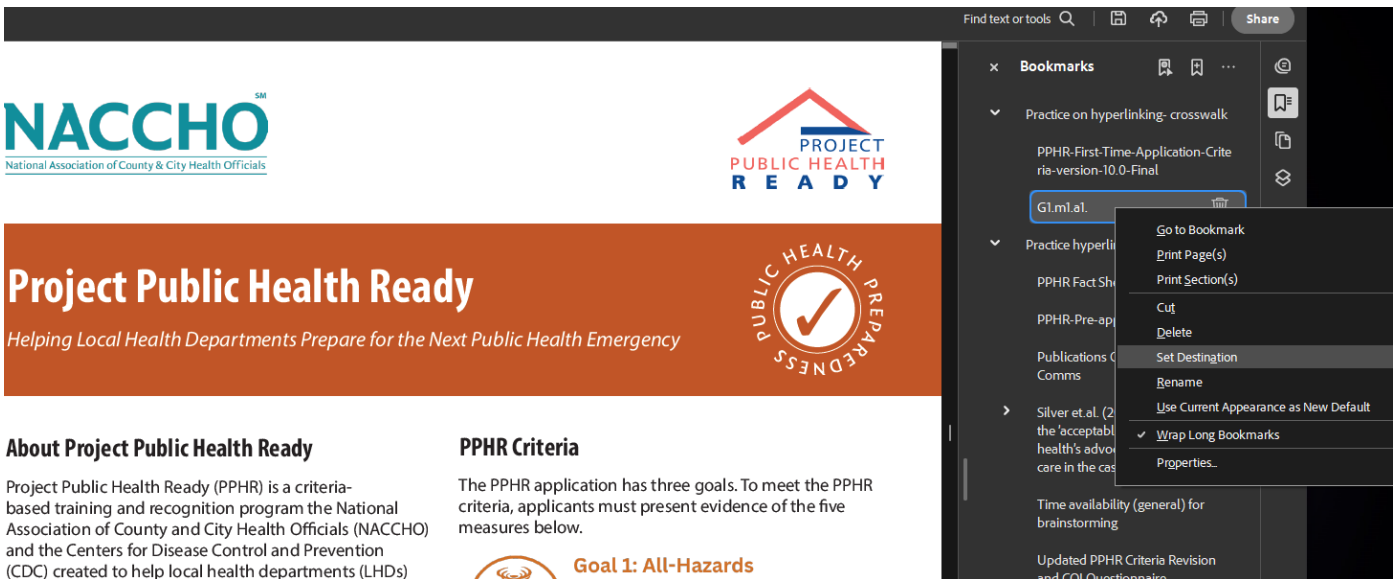


Figure 42: Demonstration of scrolling down to preferred page then right-clicking and setting the destination of that bookmark to the page you are currently on.

After naming the bookmark, keep the side panel open then scroll down to the evidence you plan to set as your bookmark (see Figure 42). Recall that if your evidence covers multiple pages, the bookmark will be of the first page (i.e., if pages 6-10 are your evidence, you will bookmark page 6).

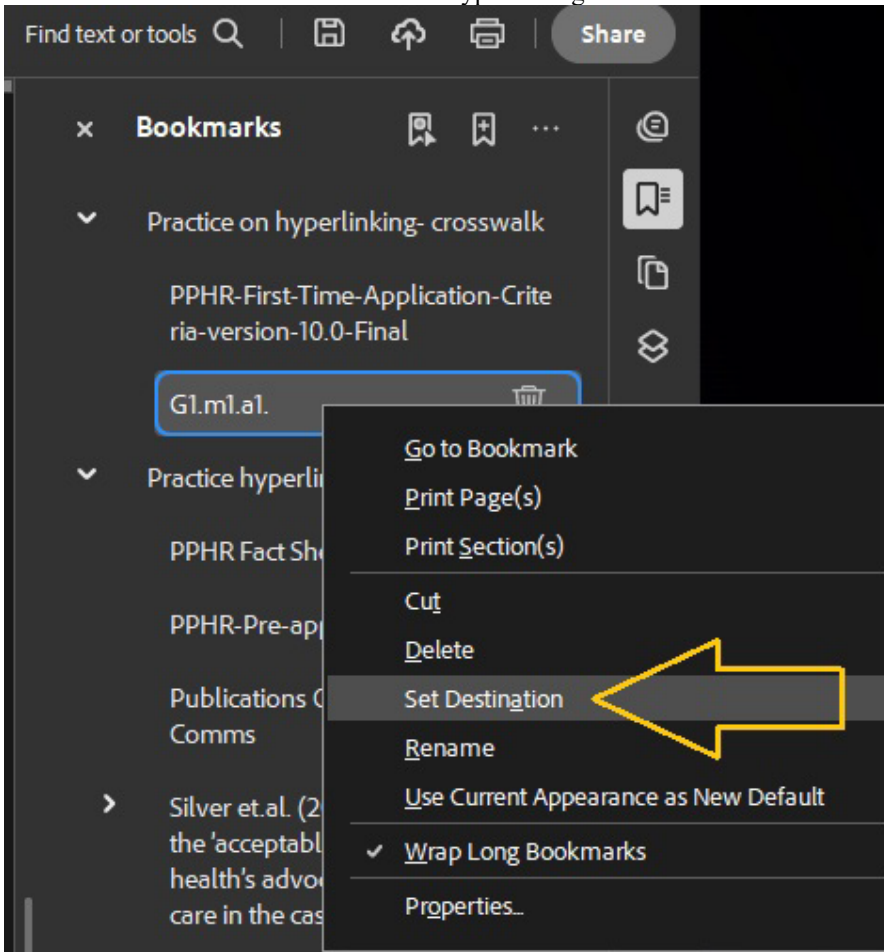


Figure 43: Close up of the drop-down menu options. To set the file and page of a bookmark to go to once clicked on, select Set Destination in the drop-down menu pointed to with yellow arrow.

Once on the correct page, navigate to the open bookmark side panel. Right click the newly named bookmark, scroll down and select Set Destination (see *Figure 43*).

If you notice that your bookmark has the incorrect name, it can be changed by selecting the Rename option just below the Set Destination option. After renaming the bookmark, simply hit enter on the keyboard or click outside of the bookmark and it is renamed.

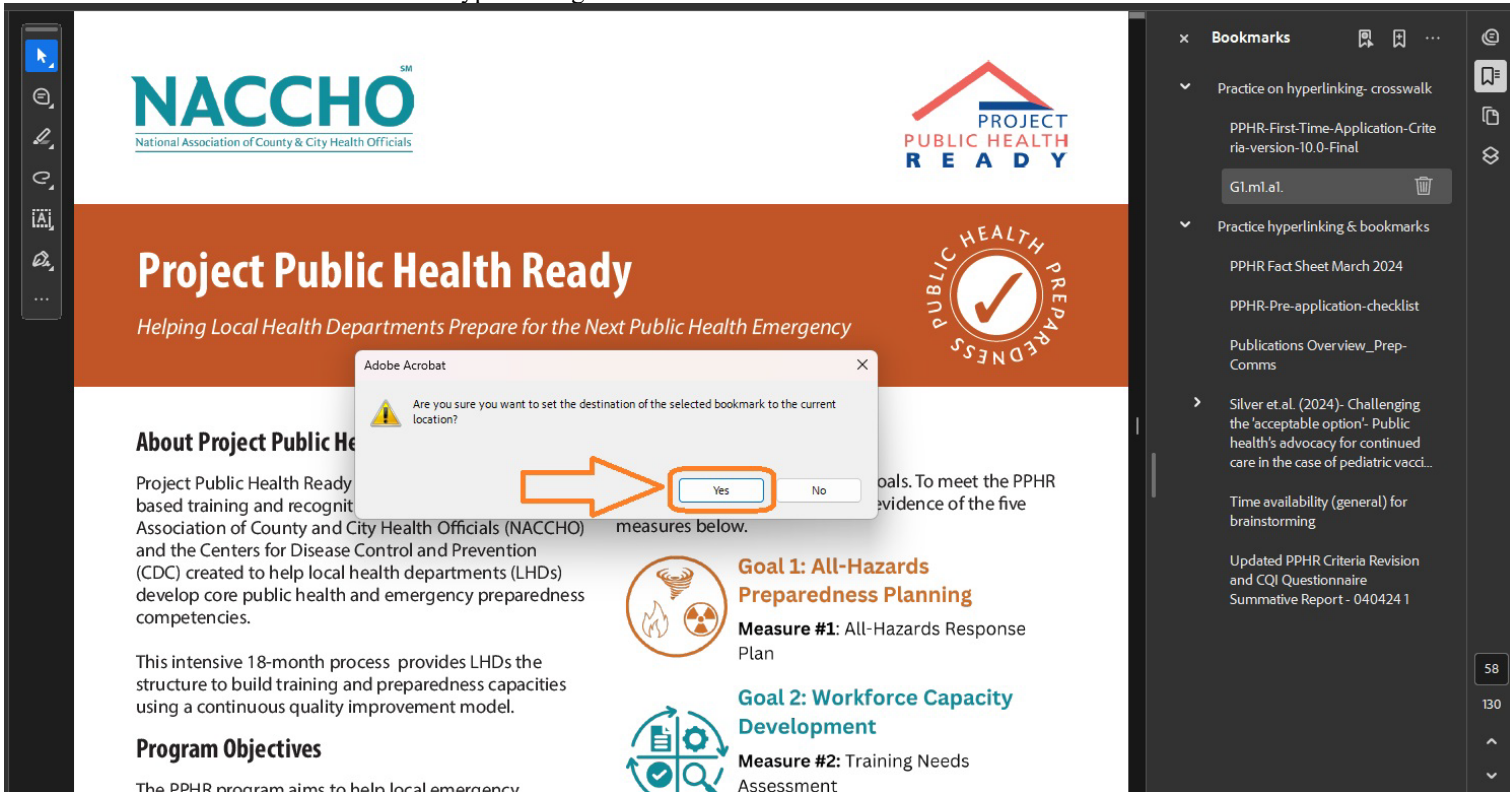


Figure 44: View of the pop-up window prompt asking if this location is where to set the bookmark destination. Click Yes squared in orange and pointed to by the orange arrow.

A new window will pop-up after clicking Set Destination asking to confirm if this page where you want to set the destination of this bookmark. Click Yes.

The bookmark is now set. Go ahead and test it out. Click another bookmark on the side panel then click on your newly created bookmark. It should take you to the page and file that you set. If not, review steps and try again. Occasionally, saving your PDF, closing it out, then re-opening and testing the bookmark can help if the program has difficulties.

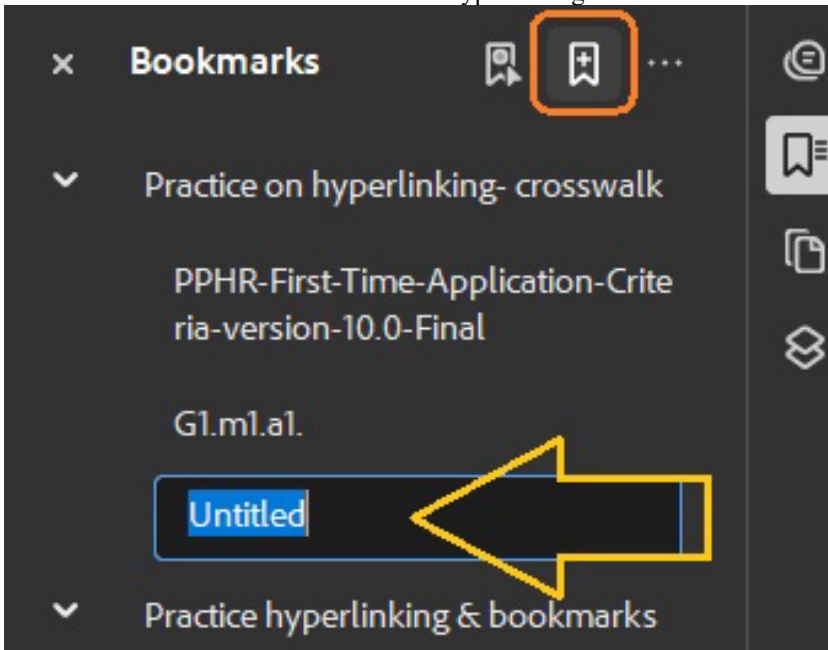


Figure 45: Close up of adding a new bookmark. Click the Add Bookmark button squared in orange then type the name of the bookmark in the area pointed to with the yellow arrow.

Continue to add bookmarks for each of your criteria by clicking the Add Bookmark button (see *Figure 45*). Again, a field will automatically appear under your initial bookmark. Name the new bookmark utilizing the following naming convention: goal number, measure or sub-measure number, then criteria number. So, once more, if you type G1.m1.a2 this signifies that the evidence that you are bookmarking correlates to Goal 1, Measure 1, Criteria a2. of the crosswalk used in the application.

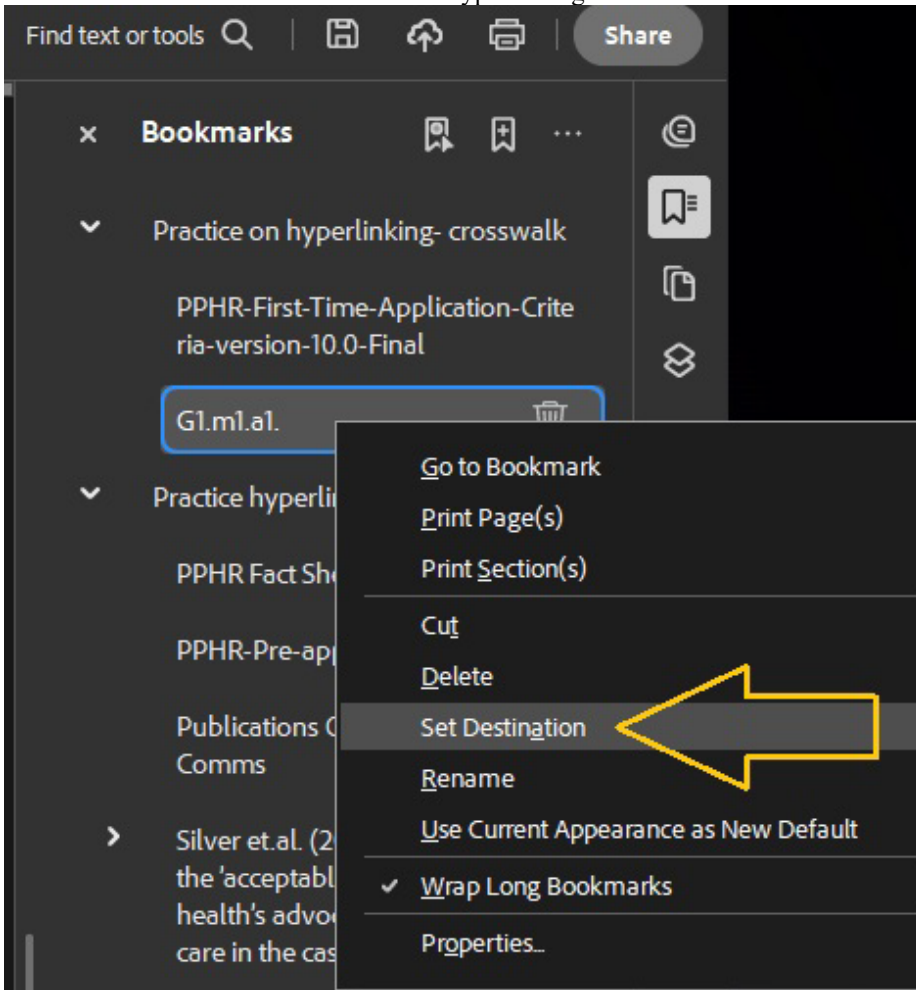


Figure 46: Close up of the drop-down menu options. To set the file and page of a bookmark to go to once clicked on, select *Set Destination* in the drop-down menu pointed to with yellow arrow. You can also rename your bookmark if you noticed that it is incorrectly named by selecting the *Rename* option just below *Set Destination*.

As before, after naming the bookmark, keep the side panel open then scroll down to the evidence you plan to set as your bookmark (see *Figure 42*). Recall that if your evidence covers multiple pages, the bookmark will be of the first page (i.e., if pages 6-10 are your evidence, you will bookmark page 6). Once on the correct page, navigate to the open bookmark side panel. Right click the newly named bookmark, scroll down and select *Set Destination* (see *Figure 46*).

Again, if you notice that your bookmark has the incorrect name, it can be changed by selecting the *Rename* option just below the *Set Destination* option. After renaming the bookmark, simply hit enter on the keyboard or click outside of the bookmark and it is renamed.

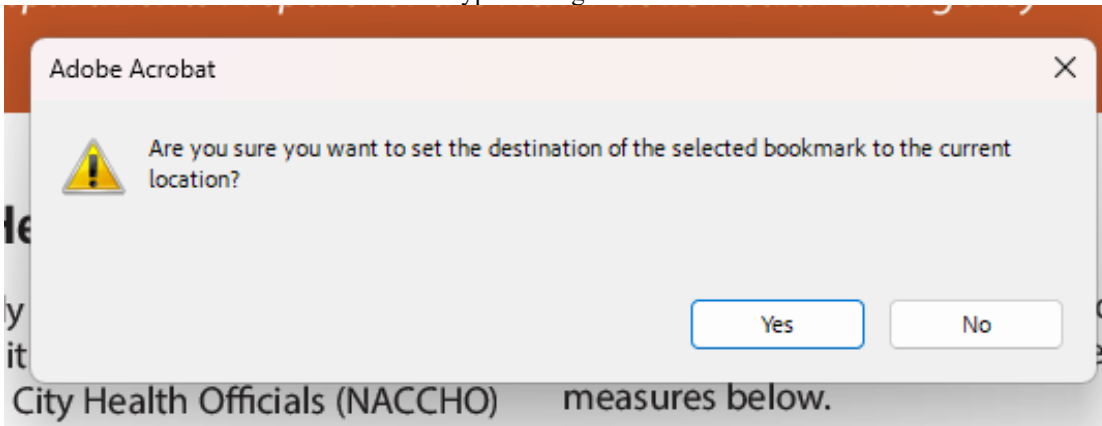


Figure 47: Close-up view of the pop-up window prompt asking if this location is where to set the bookmark destination. Click Yes squared in orange and pointed to by the orange arrow.

A new window will pop-up after clicking Set Destination asking to confirm if this page where you want to set the destination of this bookmark. Click Yes. The bookmark is now set. Go ahead and test it out. Click another bookmark on the side panel then click on your newly created bookmark. It should take you to the page and file that you set.

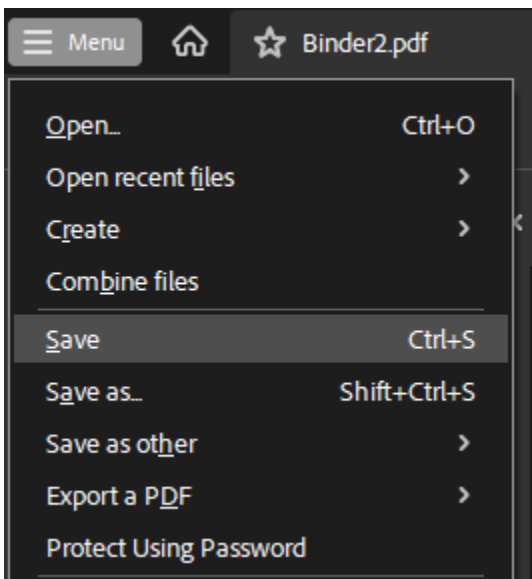


Figure 48: Remember to save your work!

Remember to always save any edits. To do this, recall you will locate and click Menu on the top left of your screen. Scroll to and then click Save (see *Figure 48*). You may also hit Ctrl+ S on your keyboard. Your edits are now saved, and the file is accessible for the future.