

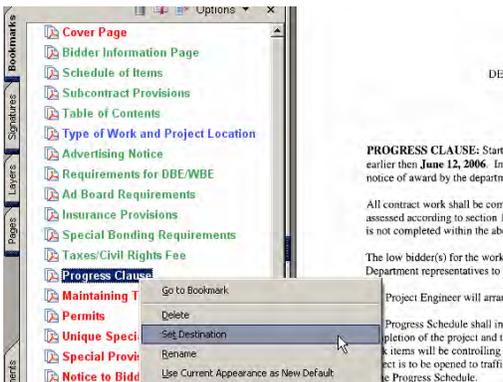
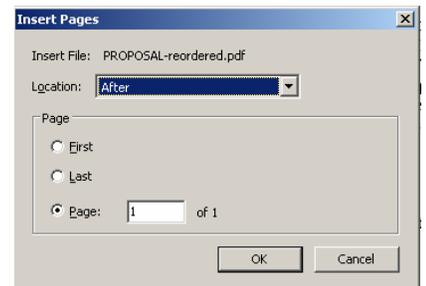
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7/17/2006 – Design Support Area – Engineering Support Services

E-Proposal How To: Use Table of Contents Template for Bookmarking Proposal.PDF

(NOTE: This file is both the instructions and the template – Obtain a copy from ProjectWise under Reference Documents, E-Proposal, or from the Plan Development website under EProposal.)

1. If you are just creating your proposal by combining documents, include this template as the first document in your list and then arrange the documents in the PROPOSAL SUBMISSION ORDER (refer to E-Proposal Training Document) Skip to step 3 below to save and set bookmark destinations, otherwise continue.
2. If you have already created your PROPOSAL.PDF, follow the step a-d below to add this template. (If in ProjectWise, PROPOSAL.PDF must be copied out first.)
 - a. In Adobe Acrobat, open Table of Contents-Template.pdf. (It is these instructions)
 - b. Click on Document, Pages, Insert and select your PROPOSAL.PDF
 - c. Location: After and Page: 1 of xxx
 - d. Click on OK.
3. SAVE AS PROPOSAL.PDF.



4. On left side, click on Bookmark Tab to display default bookmarks. (View, Navigation Tabs, Bookmarks if they don't display by default)
5. Scroll through your document and locate the page (or first page of multiples) that corresponds to the bookmark,
6. Highlight the corresponding bookmark in the list, single right click and select Set Destination.
7. Locate the next page, repeating step 8 above until all pages that you contribute are bookmarked.

Project Manager/Design Unit sets those in Red

Specs & Estimates sets those in Blue

Finance sets those in Green

8. Reposition your SS/SP/NTB or other automatically created bookmarks to appropriate location by highlighting and dragging until you see the insert sub-bookmark symbol. (If exists, delete bookmark for Checklist)
9. Delete only those bookmarks that don't apply to this project for your area of contribution, i.e. Permits, Watermain or Electrical Specification, etc. (Please don't delete the ones placed by Specs & Estimates or Finance as they will insert the pages later and set the appropriate destinations for them.)
10. Save Often to make sure you don't lose any.
11. DO NOT DELETE THIS INSTRUCTION PAGE – Finance will delete before publishing.
12. If not already named this, SAVE AS – PROPOSAL.PDF

