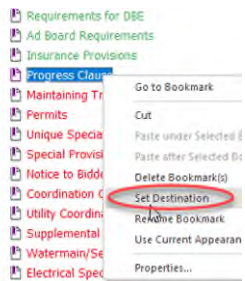


E-PROPOSAL V2.2: TABLE OF CONTENTS FOR BOOKMARKING PROPOSAL

Overview This file is both the instructions and the template. **DO NOT DELETE THIS PAGE** – Finance will delete before publishing to e-Proposal. For question regarding this process, please email MDOT-eProposal@Michigan.gov.

Helpful Links: [102.02 Contents of Proposal - Progress Clause - MediaWiki \(state.mi.us\)](#)
[MOT Boilerplate.docx](#)
[Proposal Submission Order](#)
[NTB-Inquiry-Contact Person-07-2021.pdf](#)

Step	Action – Combining or Inserting Page
1	If you are just creating your proposal by combining documents, include this template as the first document and arrange the documents in the Proposal Submission Order . Then proceed to step 4.
2	If you have already created “Job Number”_Proposal.pdf: <ol style="list-style-type: none"> In an PDF Editor, open this file - Proposal TOC-Template.pdf. Click on Home > Insert icon and select your “Job Number”_Proposal.pdf Location: After Page: 1 Click on OK. NOTE: If “Job Number”_Proposal.pdf is in ProjectWise, it must first be copied out.
3	Save As “Job Number”_Proposal.pdf .

Step	Action – Set Bookmark Destination
4	Project Manager/Design Team will need to set Bookmark destinations for all inserted pages. This allows the “Job Number”_Proposal.pdf to be easily navigable.
5	On left side, click on Bookmark Icon to display default bookmarks. Project Manager/Design Team sets those bookmarks in Red and Finance sets those bookmarks in Green .
6	Scroll through your document and locate the page (or first page of multiples) that corresponds to the bookmark. <ul style="list-style-type: none"> HINT: Unique Special Provisions - place in numeric order according to Spec Book
7	Make sure page is in “fit page view” , then highlight the corresponding bookmark in the list, right click and select Set Destination. Then, locate the next page and repeat steps until all pages are bookmarked. <ul style="list-style-type: none"> Reposition bookmarks to appropriate location by highlighting and dragging. Delete bookmarks left over from repositioned bookmarks and any bookmark named Checklist that do not apply to this project. Do NOT delete the ones placed by Specs & Estimates or Finance. 
8	Ensure the file is SAVE AS – “Job Number”_Proposal.pdf .