

Instructions for Adding PDF Bookmarks Using WordPerfect

These instructions show how to set up a WordPerfect document so that PDF bookmarks are automatically created when the document is converted to a PDF. One advantage of using the method outlined below to create the PDF bookmarks is that you can also automatically generate a table of contents for the brief. Instructions for automatically generating a table of contents will be provided separately.

These instructions were created using WordPerfect X7.

Table of Contents

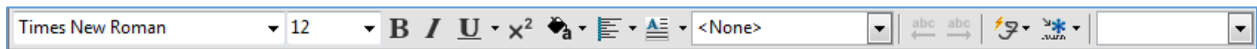
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Preliminary Steps

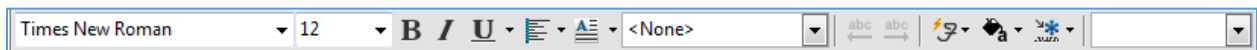
Open your brief in WordPerfect. Before you begin, check the following:

Preliminary Step 1: Make sure the “Property toolbar” or the “Font toolbar” is displayed at the top of the page.

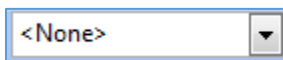
In WordPerfect X7, the Property toolbar looks like this:



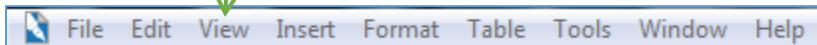
In WordPerfect X7, the Font toolbar looks like this:



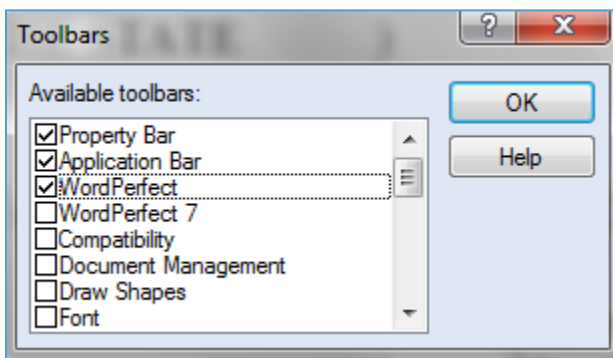
You will be using this part of the toolbar:



If you do not see either of these toolbars, click on **View** in the menu at the top of the page and select **Toolbars** from the dropdown menu.



Check the box next to **Property Bar** or **Font**. Then click **OK**.

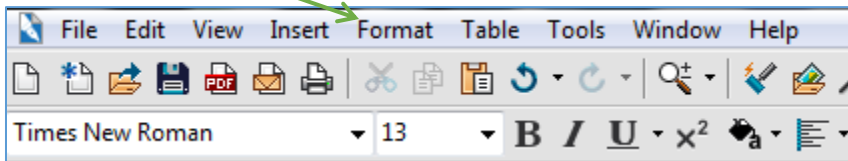


You should now see the selected toolbar displayed.

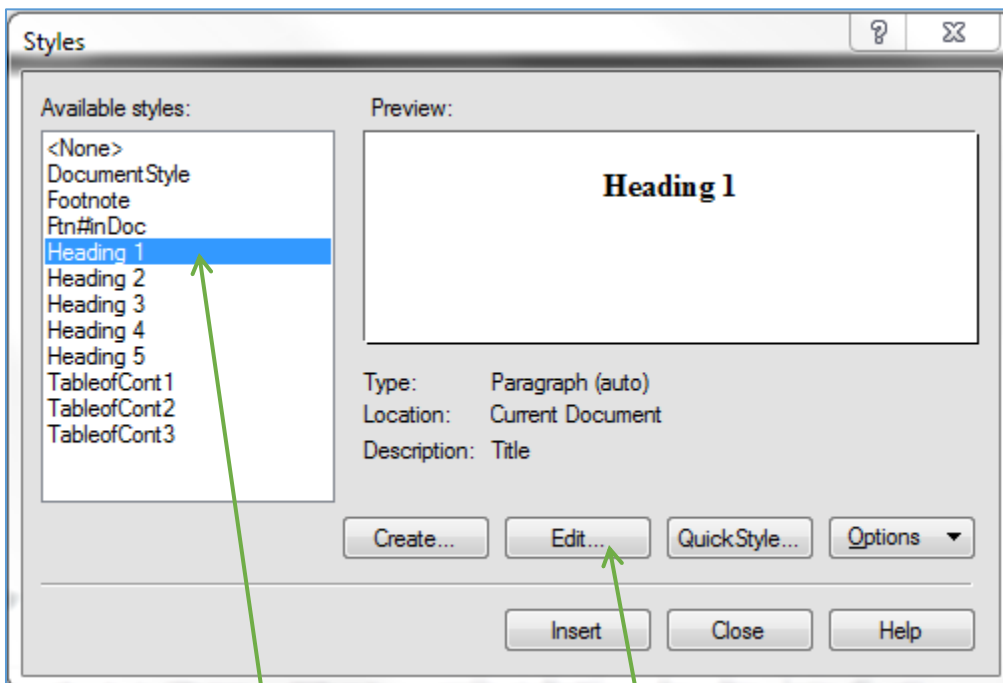
Preliminary Step 2:

Make sure the **Heading Styles** are properly formatted. For this step, you will need to determine how you want your headings and subheadings formatted for your brief.

Under **Format** in the top menu, go to **Styles** in the dropdown menu.

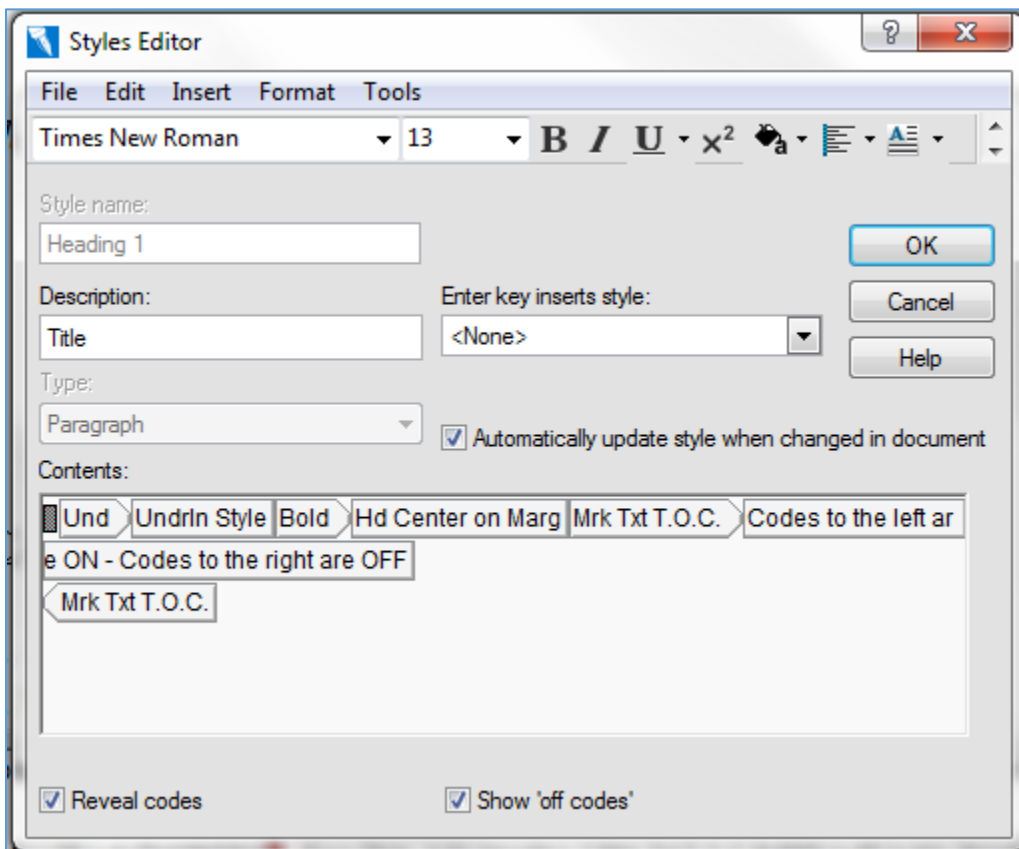


You should see the following **Styles** window:



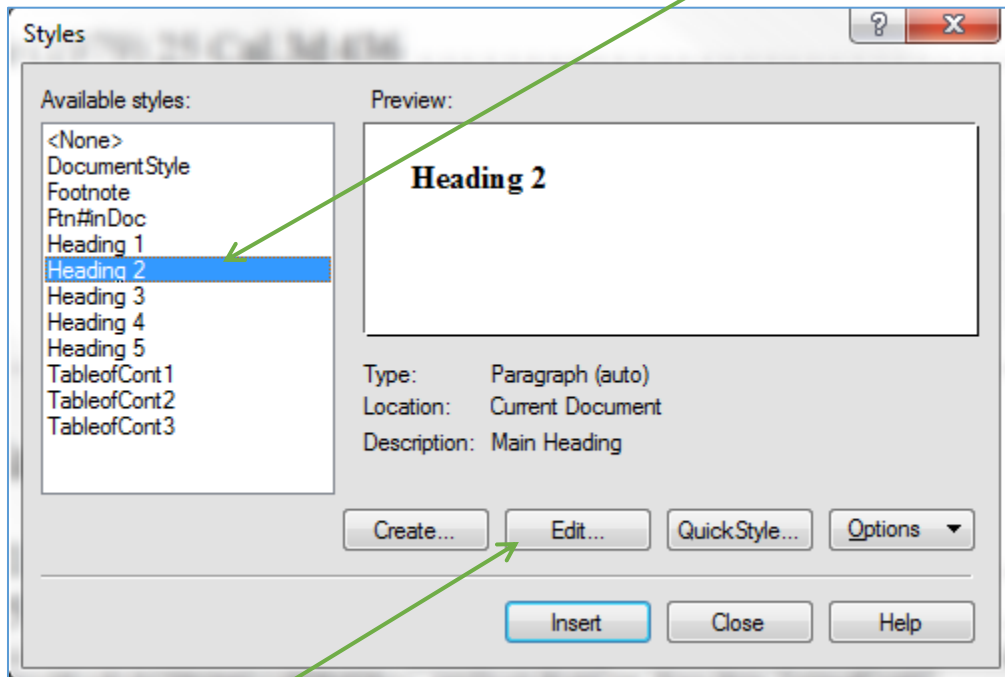
Make sure **Heading 1** is selected. Click the **Edit** button.

You should now see the **Styles Editor** window:



Select the formatting you prefer for your main headings (Table of Contents, Table of Authorities, Statement of Appealability, Statement of Case, Argument, etc.). In this example, Heading 1 has been formatted to be underlined and bold. When you have finished formatting Heading 1, click on **OK**.

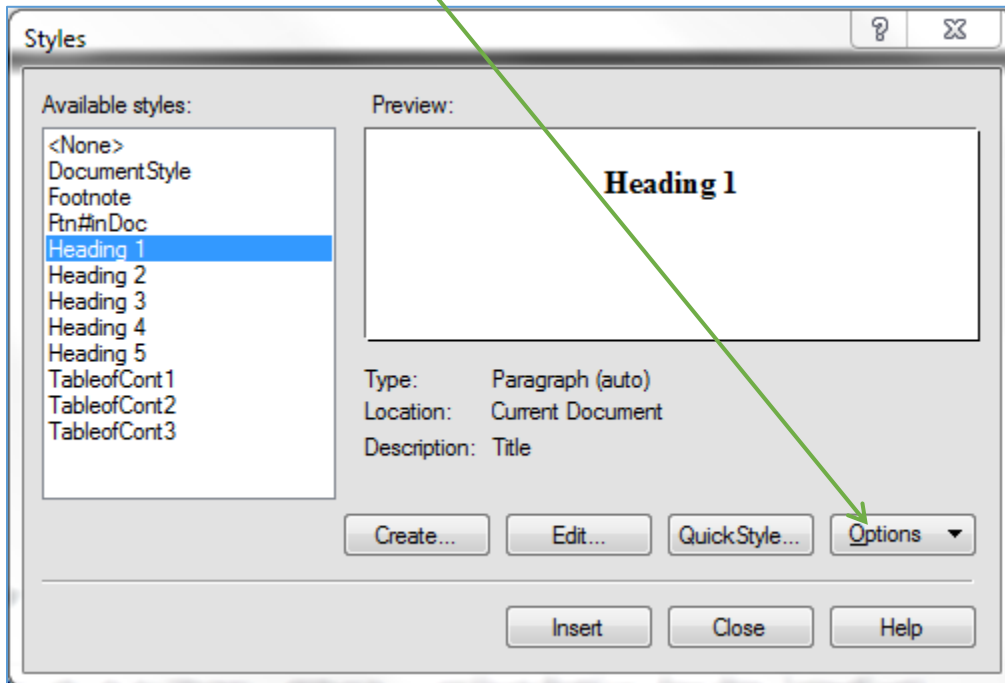
You will see the **Styles** window again. This time, select Heading 2:



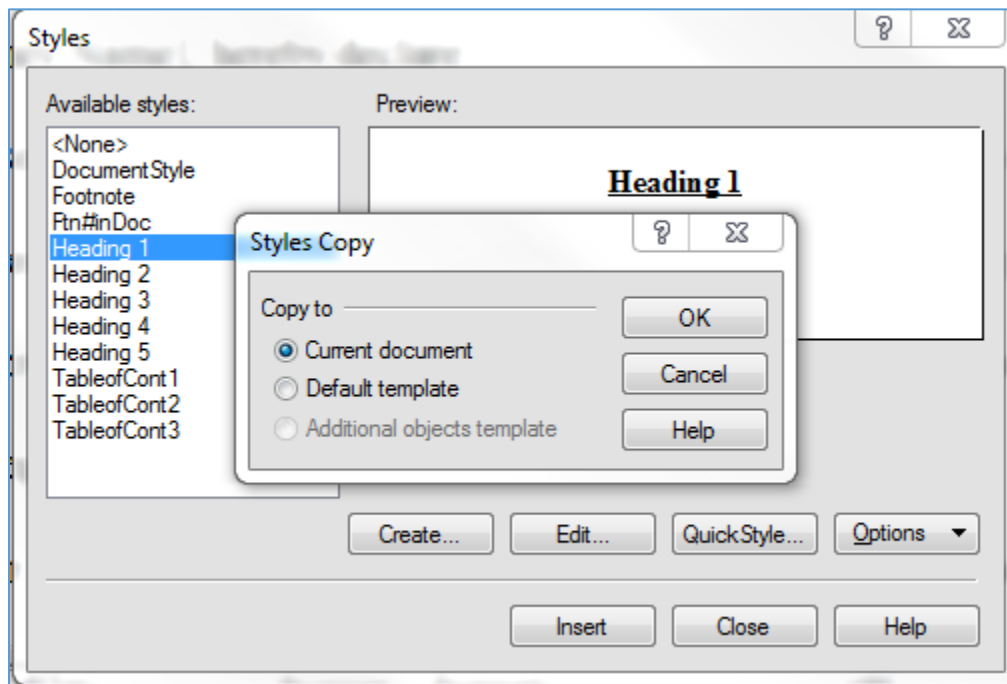
Click the **Edit** button. You should see the **Styles Editor** window again. Select the formatting options that you want for the next set of subheadings in your brief. Click **OK** when you are finished. Repeat this process for the appropriate number of heading levels in your brief. You can format up to five heading levels.

Saving these settings for future use: If you want the changes that you have made to the heading styles to become the default for future WordPerfect documents, follow these steps.

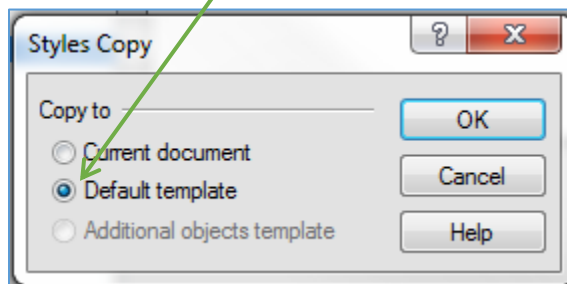
In the Styles Editor, click on the appropriate heading in the **Available styles** window on the left. Click the **Options** button on the right-hand side and choose **Copy** from the dropdown menu.



You should see the following **Styles Copy** window:



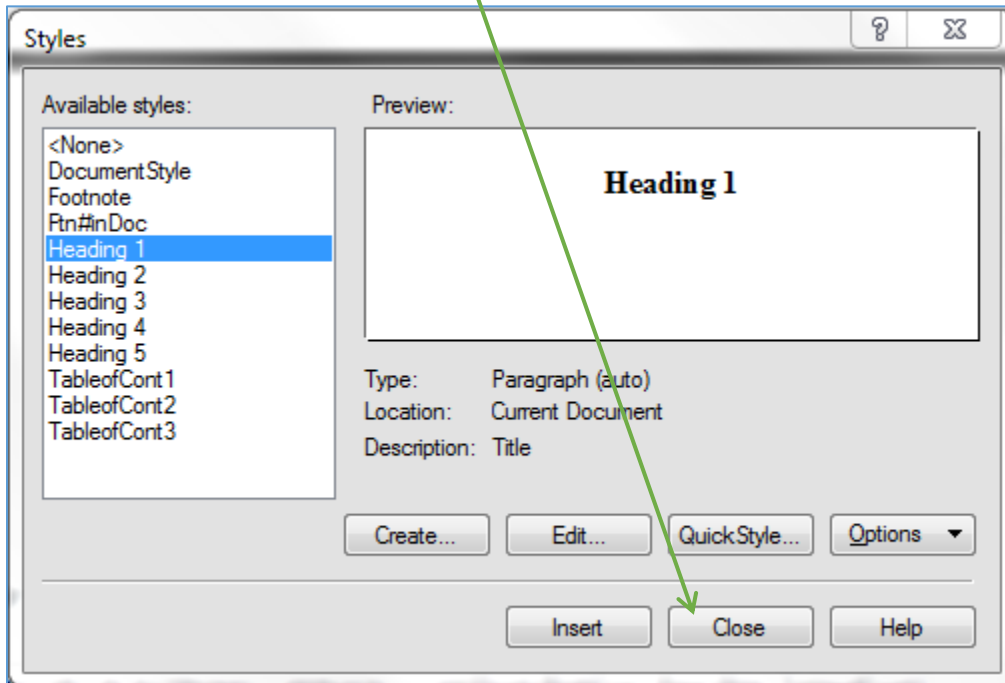
Select **Default template** and click **OK**.



The heading style will now be available in new documents that are based on the default template.

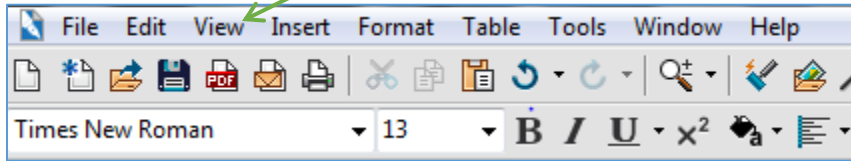
Repeat these steps for all the headings you wish to save for use in future documents.

When you are finished, click **Close**.

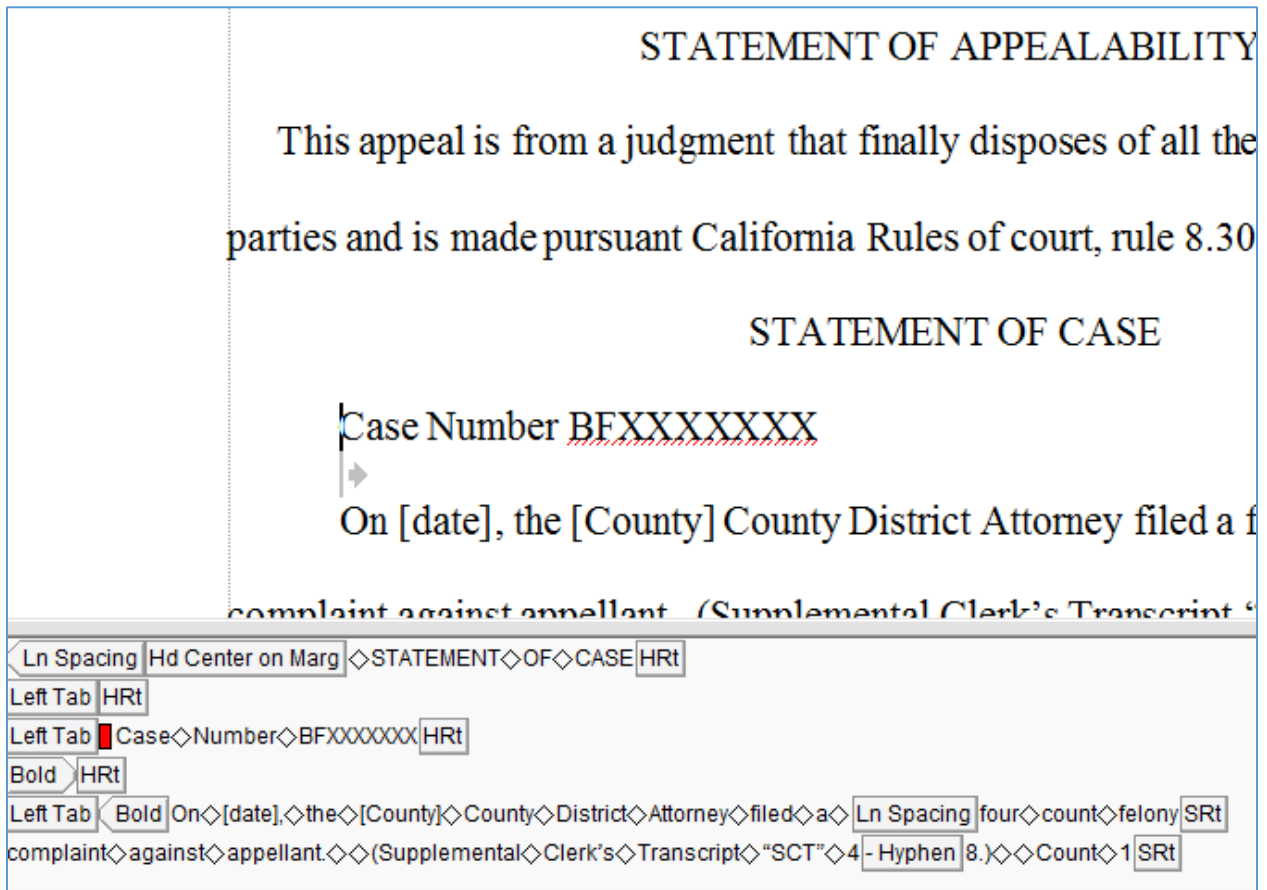


Preliminary Step 3:

Finally, make sure that you can see the WordPerfect codes in the document. Under **View** in the top menu, select **Reveal Codes** from the dropdown menu.



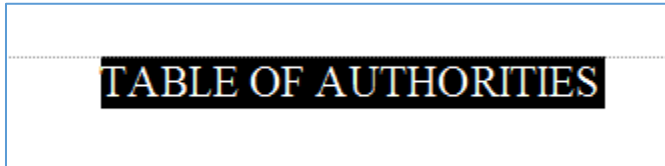
The following panel should appear at the bottom of the screen:



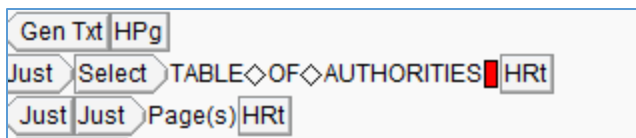
Marking the Headings and Subheadings

Once you have completed the preliminary steps outlined above, the next step is to begin marking the headings and subheadings in your brief that need to be bookmarked in the final PDF. This example will use the “Table of Authorities.”

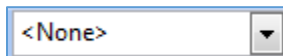
Use your cursor to highlight the “Table of Authorities” text.



After you have highlighted the text, look at the **Reveal Codes** window to make sure that only “Table of Authorities” is selected and that no formatting codes are included:

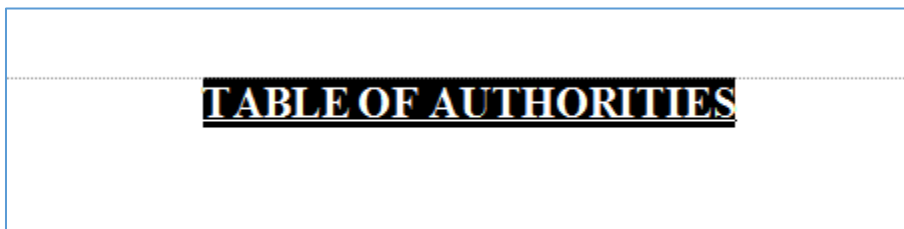


In the toolbar at the top of the page, select **Heading 1** from the dropdown menu



After you have selected **Heading 1** from the dropdown menu, the format of the heading will change to match the formatting that you selected for **Heading 1**.

- * **If the formatting is not correct, follow *Preliminary Step 2* above to change it.**



The code in the **Reveal Codes** window will reflect that the Tables of Authorities has been marked **Heading 1**.

Para Style: Auto Heading 1 Just Style TABLE OF AUTHORITIES Para Style: Auto Heading 1

In this next example showing a heading and subheading, “Argument” will be marked as **Heading 1** and the first heading under this section will be marked as **Heading 2**.

ARGUMENT

PURSUANT TO *PEOPLE* v. *WENDE* (1979) 25 CAL.3d 436 APPELLANT REQUESTS THE COURT TO MAKE ITS OWN INDEPENDENT EXAMINATION OF THE RECORD ON APPEAL.

This is what the code in the **Reveal Codes** window looks like after the entries are marked. You can see that “Argument” is marked as “Para Style: Auto Heading 1” and that the *Wende* argument heading is marked as “Para Style: Auto Heading 2.”

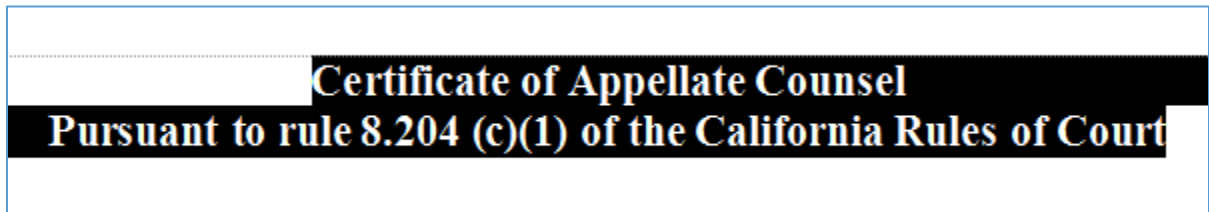
Bold Para Style: Auto Heading 1 Just Style ARGUMENT Para Style: Auto Heading 1
Bold HRT
Bold Para Style: Auto Heading 2 Just Hd Left Ind Style PURSUANT TO Italc PEO
REQUESTS THE COURT TO MAKE ITS OWN INDEPENDENT SRt
EXAMINATION OF THE RECORD ON APPEAL Para Style: Auto Heading 2

Continue marking the headings and subheadings in the brief.

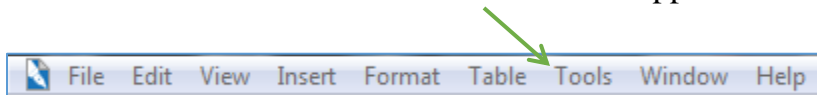
Marking Text that is Not a Heading or Subheading

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. There is a way to mark this text separately, as explained below.

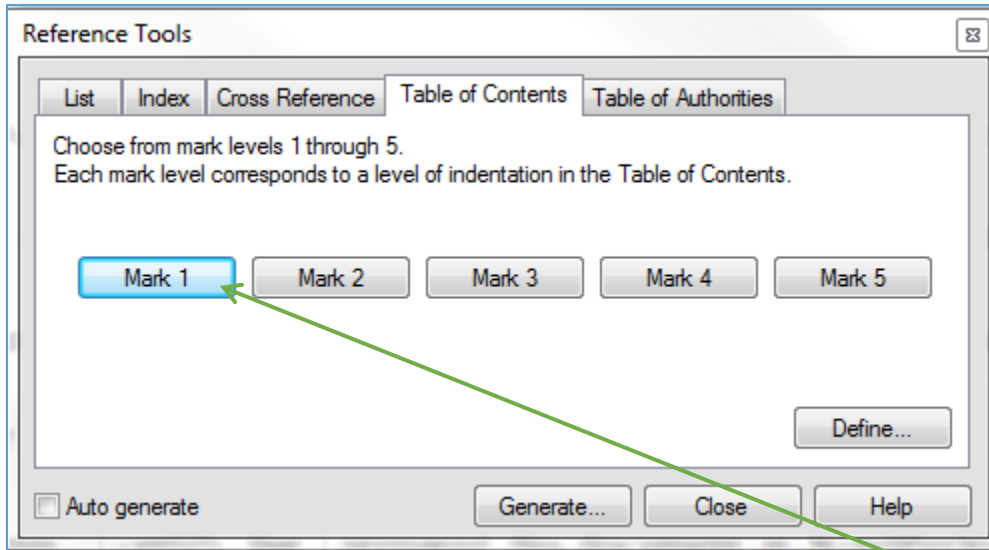
In this next example, appellate counsel's word count certification will be marked to be included as a bookmark in the PDF. Select the text that you wish to include:



Under **Tools** in the menu at the top of the page, go down to **References**, and then select **Table of Contents** from the menu that appears.



You should see the following **Reference Tools** window:



In this example, we want the word count certification to be on the same level as Heading 1 in the PDF bookmark window. To achieve this result, click on **Mark 1**. The following code will appear in the **Reveal Codes** window:

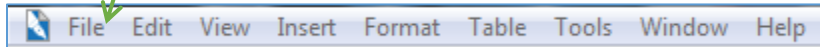
```
Bold Font: Times New Roman Just Ln Spacing Ln Spacing Mrk Txt T.O.C. Certificate of Appellate Counsel HRT  
Pursuant to rule 8.204(c)(1) of the California Rules of Court Mrk Txt T.O.C. HRT
```

If you want the text you are marking to appear at the same level as Heading 2 in the PDF bookmark window, select **Mark 2** and so on. When you are finished click **Close**.

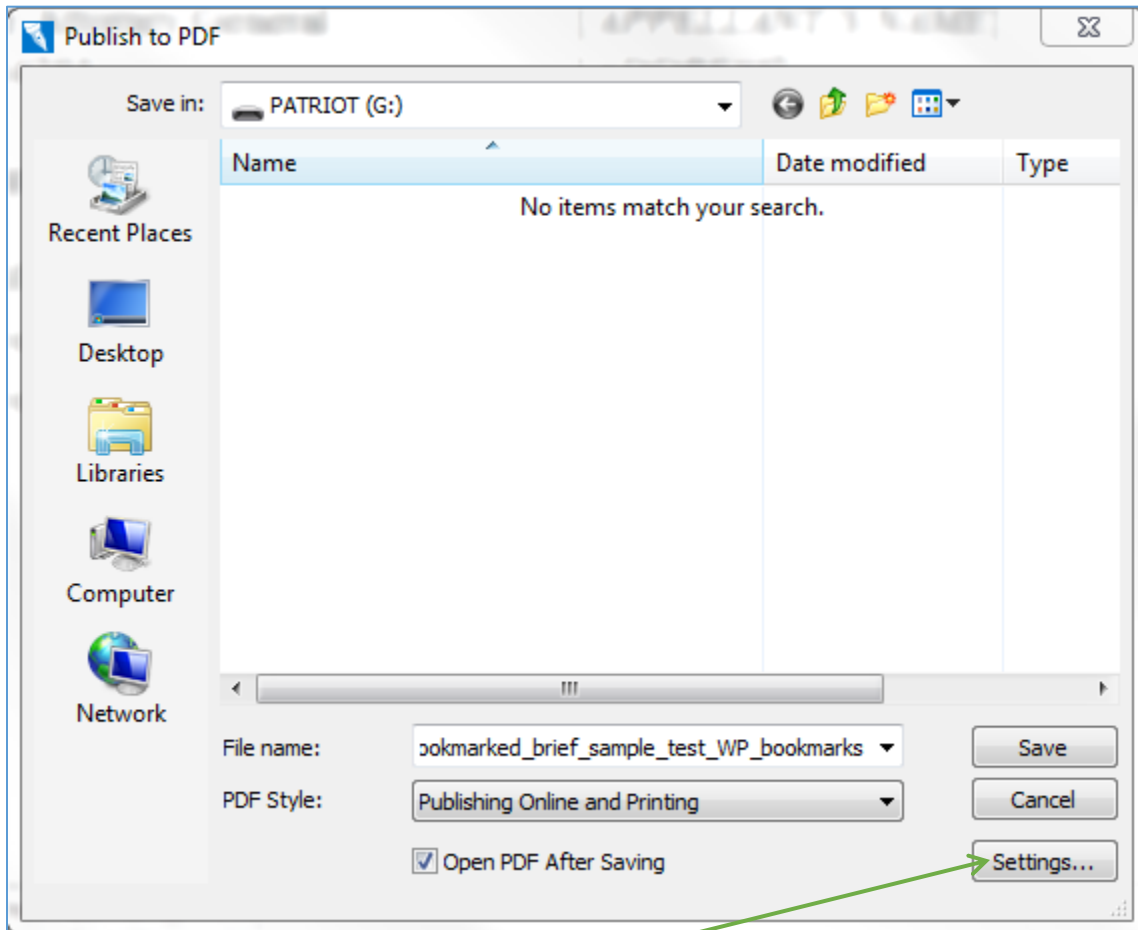
Final Step: Publish to PDF

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 **File**, select **Publish to PDF**.

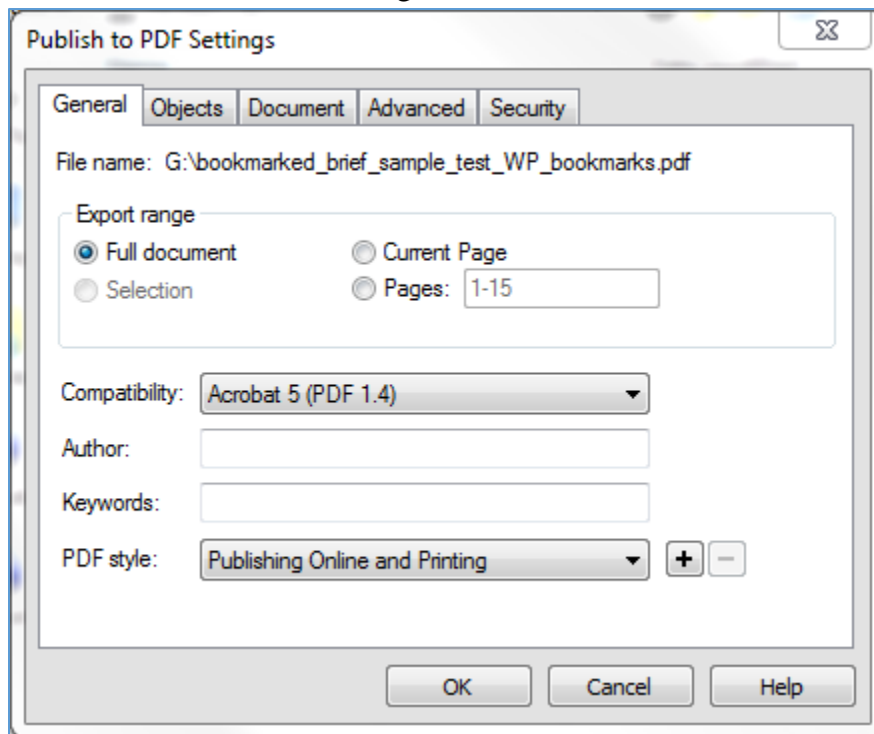


You should see the following **Publish to PDF** window:

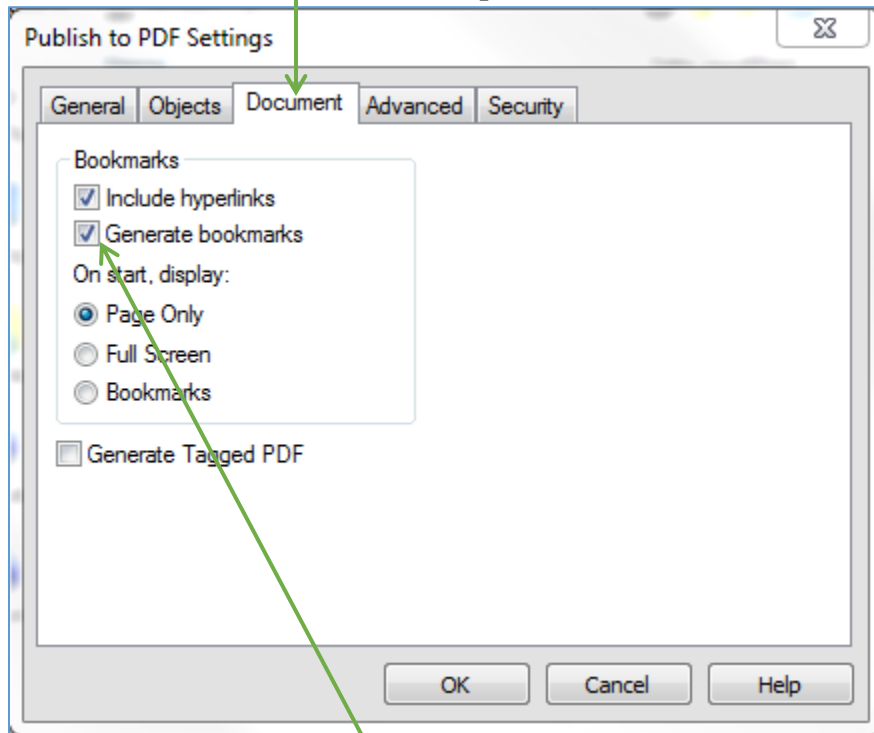


Click on the **Settings** button.

You should see the following window:

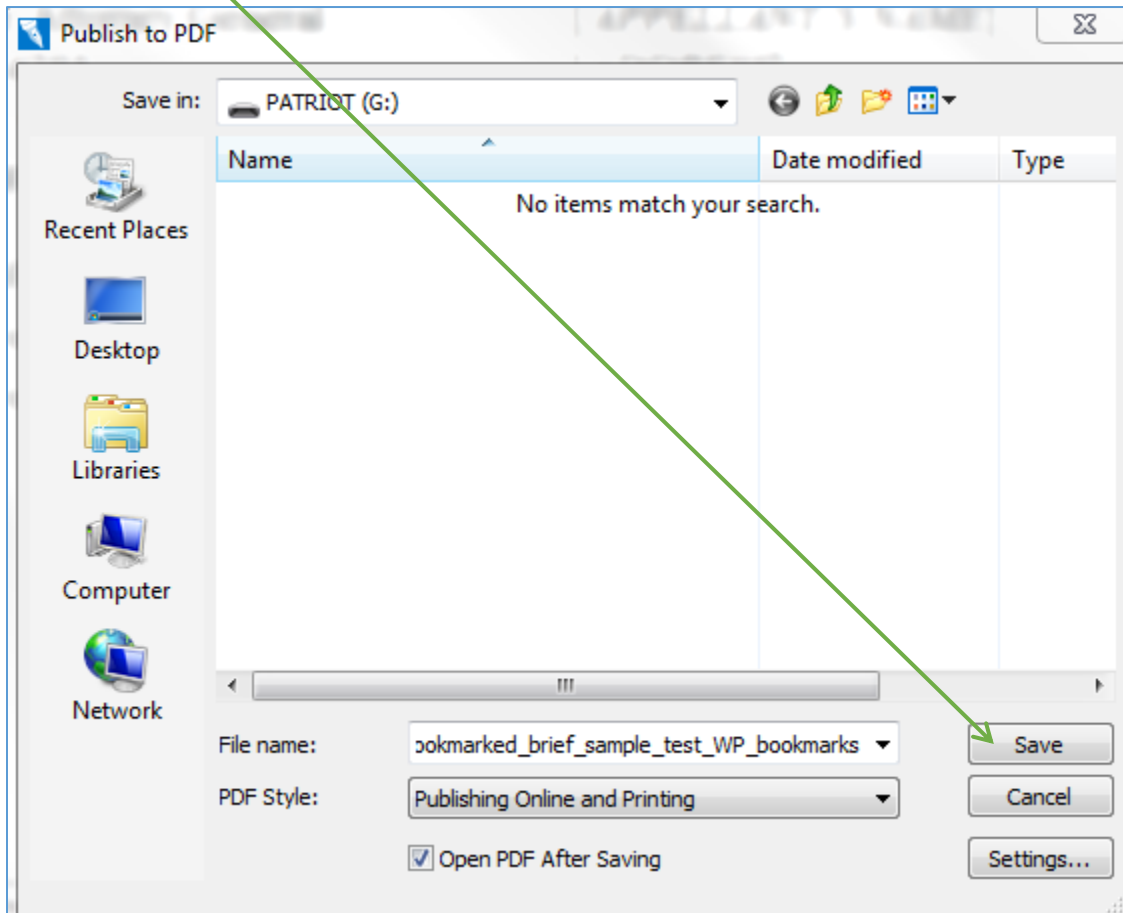


Click the **Document** tab on the top. You should see the following:

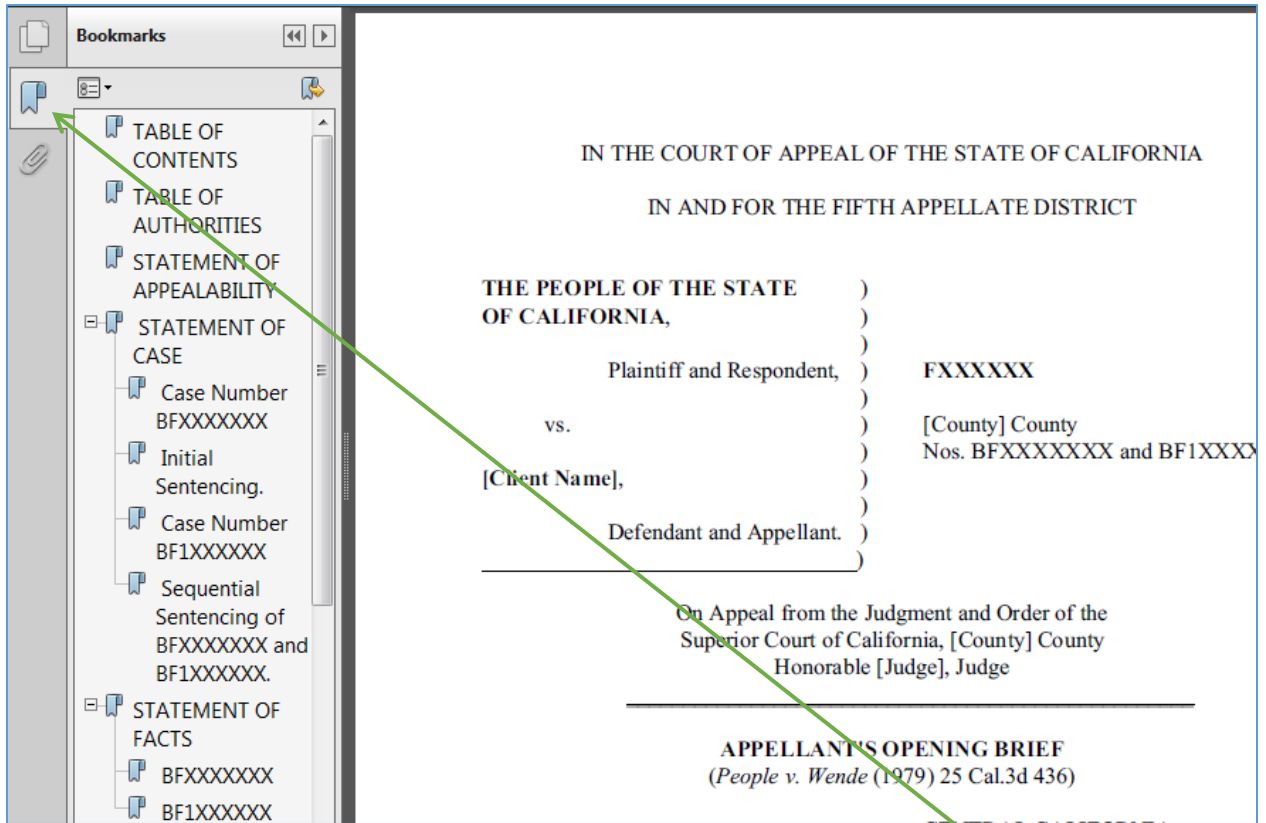


Make sure that the **Generate bookmarks** box is checked. Click **OK**.

Now click **Save** on the first **Publish to PDF** window.



You should now have a bookmarked PDF:



If you do not see the panel with the bookmarks displayed, click on the ribbon icon to open the table of bookmarks.