



Talk & Tips

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Getting your MS Word Doc Ready for the Internet as PDF

1. Create an Automatic Table of Contents (TOC). See also, page 3.

- Use MS Word's automatic TOC maker by selecting Insert, Index and Tables, Table of Contents. (Do not make a TOC manually.)
- Choose a Format. Select Options. Select the heading levels that you want to show up in the TOC. If you did not use the standard heading levels, you may wish to go back and use them (you can always change the style of Headings 1-6 if you want).
- Page numbers in the TOC are already hyperlinked to the actual page in your document. These links are saved in the PDF file created from MS Word.

2. Create Cross-references Using Bookmarks

Bookmarks created in MS Word will be saved when you create a PDF file.

- To make a bookmark, select the text you want to mark, select Insert, Bookmarks. Type the name of the bookmark (no spaces). Click Add.
- To make a cross-reference to that bookmark, go to the page or topic where you want to mention the bookmark, select Insert, Cross-reference, select Bookmark in the Reference type pull-down menu. In the Insert reference to pull-down menu, select page number or bookmark text. Save.

The cross-references will be saved in your Word document and in your PDF file so that you can jump from page to page easily.

3. Create Hyperlinks within your MS Word Doc

You can manually add hyperlinks to another part of your doc or to a URL.

- Select the text that you want to link, select Insert, Hyperlink. Browse to find the URL or the other part of your document that you want to link. Click OK.
- Test your hyperlink.

4. Create a PDF File

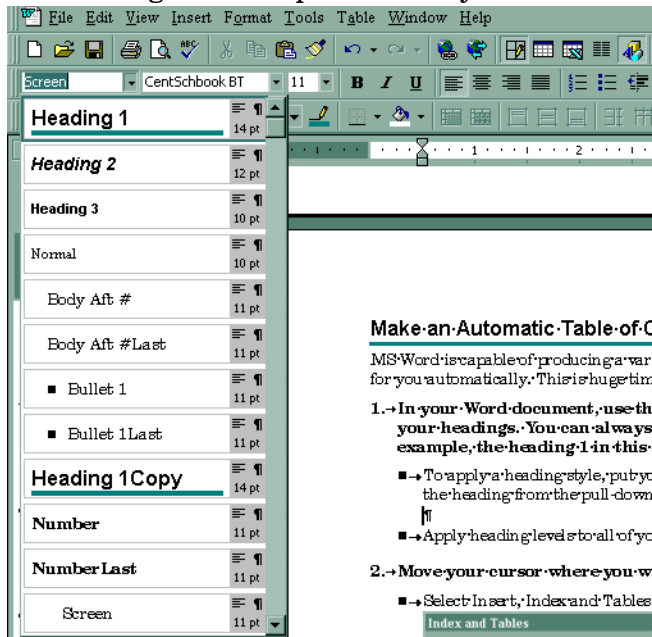
- Create your PDF file using Adobe Acrobat Distiller.
- After creating your file, view your bookmarks in Acrobat. Select Window, Show Bookmarks. Your TOC will display on the left with handy titles and hyperlinks to pages.
- If you have blank spaces, go back and clean up your headings in MS Word and redo the PDF file.

Make an Automatic Table of Contents in Word

MS Word is capable of producing a variety of styles for a Table of Contents and producing it for you automatically. This is huge time saver, and it's easy to do.

1. In your Word document, use the styles Heading 1, Heading 2, Heading 3 for your headings. You can always change the way that those headings look, for example, the heading 1 in this document has a teal green line under it.

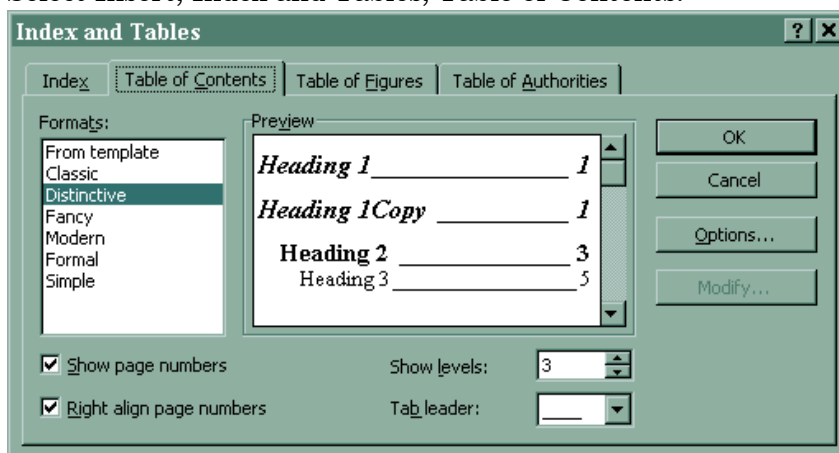
- To apply a heading style, put your cursor anywhere in the heading text, then select the heading from the pull-down styles list as shown in this screen capture.



- Apply heading levels to all of your headings (usually only levels 1-4 are used).

2. Move your cursor where you want to insert the Table of Contents:

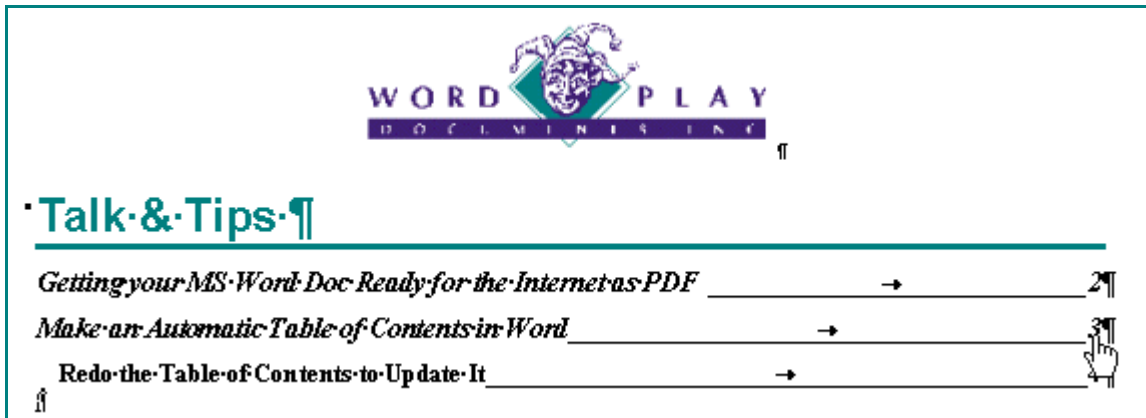
- Select Insert, Index and Tables, Table of Contents.



- Click on the style that you want from the list. It will preview on the right side so that you can see which one you like.
- At Show Levels, select the number of levels to include in your Table of Contents (usually 3 is enough).

- Click OK. It's done.

Note Page numbers in the TOC are already hyperlinked to the actual page in your document. When you move your cursor over the number, it forms a hand. By clicking on the page number, you go to that page.



Redo the Table of Contents to Update It

If you have added new headings, insert the TOC again using point #2 above.

If you have not added new headings but you have edited text, put your cursor anywhere in the Table of Contents and press F9. Click OK. The page numbers will be updated.

