

How to Set Up the Bookmarks Panel in the Combined PDF to Function As an Interactive Table of Contents

To prepare the final package, you will use Adobe Acrobat to combine all of your documents into a single PDF in the order set forth in the Overall Instructions:

1. Executive Summary of the criteria
2. Table of Contents
3. OPA Checklist
4. OPA Form Petition for Commutation of Sentence
5. Memorandum in Support of Petition for Commutation of Sentence
6. Each “Necessary” document listed in the OPA Checklist, any “Elective Items” listed in the OPA Checklist that you decide to include, and any other exhibits/appendices you decide to include

Because the final combined PDF may include numerous exhibits or appendices, you should set up (and if necessary modify) the Bookmarks panel to function as an interactive table of contents. Whether you are already familiar with the Bookmarks feature in Adobe Acrobat or have never used it before, this brief guide will help you easily create working Bookmarks and make them as useful as possible to the Office of the Pardon Attorney.

1. Create separate PDF files for each completed component of the package, with descriptive names.

For each completed component of your package, create a separate PDF and give it a brief but relatively formal descriptive name. For example, for the memorandum in support of the petition, when you save the final version as a PDF, name the PDF “Memorandum in Support of Petition.” For the Office of the Pardon Attorney’s Form Petition for Commutation of Sentence, as completed and signed by the client, name the file “OPA Form Petition (Signed).” For all documents or collections of documents attached as exhibits or appendices, name the files by reference to the appendix or exhibit number and a short descriptive title. So, for example, if Exhibit A is a letter from the sentencing judge, name it “Exhibit A – Letter from Judge [Name].” If Exhibit F is a collection of certificates and awards, combine them in a single PDF document and name it “Exhibit F – Certificates and Awards.”

2. Coordinate the Table of Contents with the PDF file names.

As explained in the Overall Instructions, the Table of Contents is a required component of your package and should appear after the Executive Summary. It should list each separate file in the order of appearance, and match the names of your PDF files (with more detail and formality as appropriate). For example:

TABLE OF CONTENTS

Office of the Pardon Attorney Checklist

Office of the Pardon Attorney Form Petition for Commutation of Sentence

Memorandum in Support of Petition

Exhibit A – Letter from the Honorable [Name], District Judge for the [District] of [State]

Exhibit B – Indictment, *United States v. Client*, Crim. No. 00-0000 (District)

Exhibit C – Judgment and Statement of Reasons, *United States v. Client*, Crim. No. 00-0000 (District)

Exhibit D – Presentence Investigation Report, *United States v. Client*, Crim. No. 00-0000 (District)

Exhibit E – Transcript of Sentencing Proceedings, *United States v. Client*, Crim. No. 00-0000 (District)

Exhibit F – BOP Progress Report

Exhibit G – Certificates, Awards, and GED transcript

Exhibit H – BOP Sentry Reports

Exhibit I – Letters of Support

Exhibit J – Published Opinion, *United States v. Client*, ___ F.3d ___ (10th Cir. 2002)

Exhibit K – Order, *United States v. Client*, Crim. No. 00-0000 (District, Nov. 12, 2008)

Exhibit L – PACER Docket Sheet for [Co-Defendant Name], Crim. No. 00-0000 (District)

Exhibit M – BOP Inmate Locator, [Co-Defendant Name], Crim. No. 00-0000 (District)

3. Alert the Office of the Pardon Attorney that the Bookmarks feature will function as an interactive table of contents.

Add the following language just under the heading on the Table of Contents page, perhaps italicized or bolded: *For ease of reference, this Table of Contents appears in the Bookmarks panel on the left side of the window, with an interactive link to each listed document and [exhibit] [appendix]. To show the Bookmarks panel, click on the ribbon icon on the left side panel.*

Save your final Table of Contents, with this language, as a separate PDF, named “Table of Contents.” It will be combined with the other components of the package.

4. Combine files into a single PDF

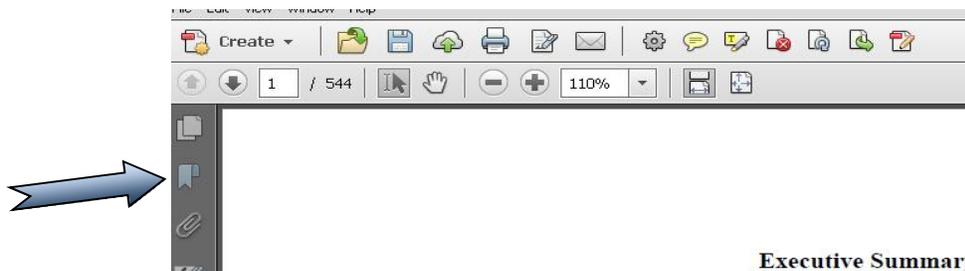
Once you have created separate files for each required document, including the table of contents and all exhibits or appendices, use the “Combine Files into Single PDF” function to create a single PDF. If you already have a PDF file open, go to *File – Create – Combine Files in Single PDF*. If not, when Adobe is open, “Combine Files into PDF” should be one of the options. Select it.

In the “Combine Files” window, add the separate files in the order of appearance in your Table of Contents. (If you have them all in one place, you can select them all and add them all at one time, then rearrange by moving them around in the Combine Files window.) Click “Combine

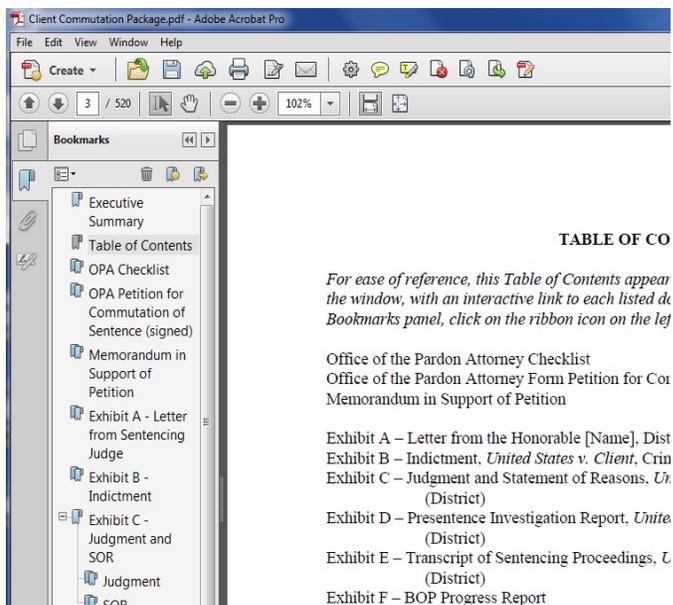
Files” to create a single “binder,” then name the combined PDF “binder” something that includes the client’s name, such as “[Client Name] Commutation Package.”

5. Check your Bookmarks and modify or correct as necessary

By first creating separate, descriptively named files that match the documents listed in the Table of Contents and then using the “Combine Files into a Single PDF” function, you should have automatically generated Bookmarks that match your Table of Contents and that properly link to each listed document. You will need to check to make sure, and make any necessary modifications or corrections. If your Bookmarks panel does not automatically show on the left side of your Adobe Acrobat window, click on the ribbon icon on the left side of the window:



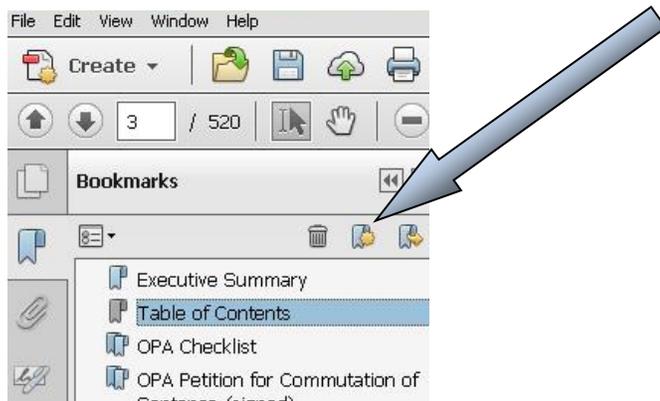
To check the functioning of the Bookmarks, click on each listed document in the Bookmarks panel and make sure that it takes you to the intended document in the combined PDF file. In the example screenshot below, the reader has clicked on the Table of Contents in the Bookmarks panel, which then properly linked to the Table of Contents in the combined PDF.



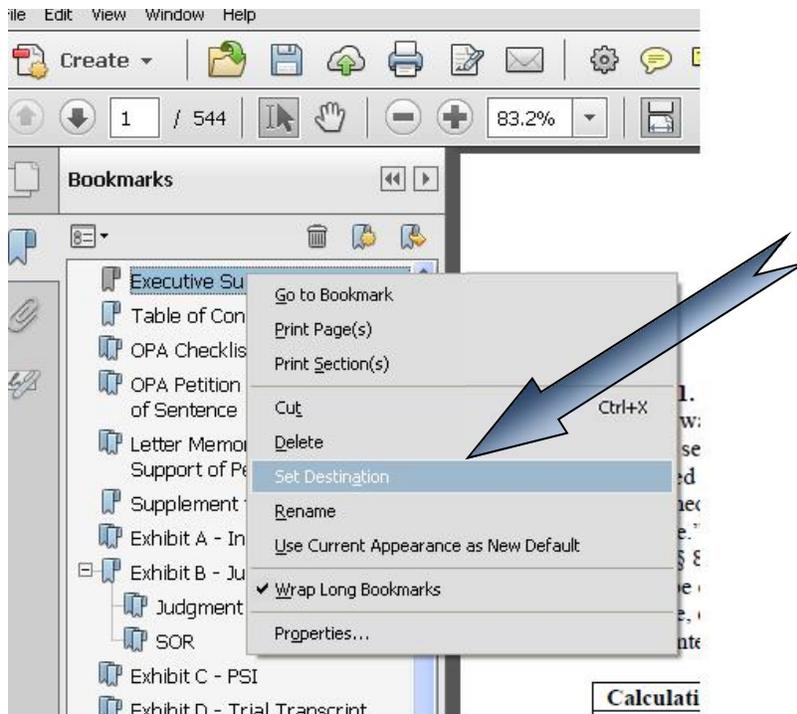
If necessary, you can rename Bookmarks the same way you rename files in a directory. Right click on the Bookmark and select “Rename,” or click once on the name of the Bookmark and the name will be highlighted for editing. Changing the name of the Bookmark will not affect the contents of the combined file.

If a Bookmark link does not take you to the named document in the combined PDF, or if a document that appears in your Table of Contents is not listed in the Bookmarks panel (perhaps because you did not have a separate file when you combined, or if you added a document to the combined file after it was combined), you can manually set the destination page (for a broken link) or add a new bookmark and manually set the destination page.

To add a bookmark, click once on the Bookmark just above where you want your new Bookmark to appear. Then click on the ribbon icon with the puffy yellow star (just to the right of the trash can) on the Bookmarks panel (see screenshot below). You can also click on the Options icon just under the word “Bookmarks.” Then select “New Bookmark.” A new Bookmark will appear below, and you can give it a short name to match the Table of Contents.



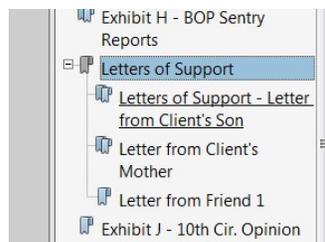
To manually set the page destination for the new Bookmark or an existing Bookmark with a broken link, go to the page in the combined PDF file to which you want the Bookmark to link. Place **and click** your cursor on that page (and at the specific location, if appropriate). Then **right click** the Bookmark and select “Set Destination.” (See screenshot on the next page.) You will be asked if you are sure if you want to set the destination as you have indicated. Once the destination is set, check to be sure the link works as you intended.



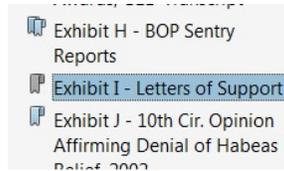
Sometimes a component of the package that itself is made up of combined files will show up in the Bookmarks panel as a Bookmark with sublisted, sub-bookmarked documents in a subordinated position on the Bookmarks panel. If you want to clean up your bookmarks so that these sublisted documents are not separately bookmarked or subordinated (to match your Table of Contents), you can delete a sub-Bookmark by right clicking on it and selecting “Delete.” (Do not click “Delete Pages,” as that will delete pages associated with the Bookmark and cannot be undone.) If instead you want documents that were automatically subordinated to be primary Bookmarks, you can delete the entire Bookmark (or just a sub-Bookmark, depending on your goal) and create new Bookmarks the way you want them to appear and set their proper destinations manually, as described above.

In the example below, a combined collection of three letters appeared automatically in the Bookmarks panel as a Bookmark with three sub-Bookmarks. You want only a single Bookmark linking to the first page of the first letter, with the collective name “Exhibit I – Letters in Support.” You can delete the sub-Bookmarks and rename the Bookmark as shown.

Before:

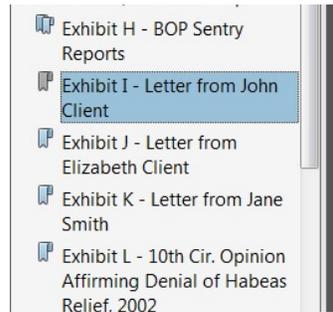


After:



If, on the other hand, you want each letter to be separately listed in your Table of Contents as a primary Bookmark linking to each letter separately, you can delete the entire Bookmark and then create three new Bookmarks with the desired names and destinations.

After:



6. Check the Attachments icon and remove unintended attachments

Finally, while you are working in the Bookmarks panel, take this opportunity to click on the Attachments icon that also appears on the left side panel in the form of a paper clip. Sometimes when PDFs are combined or created, other documents invisibly linked to the PDF will attach to the PDF file. For example, you may discover that the Microsoft Word version of your Memorandum in Support of the Petition is separately attached to your combined PDF (which already includes the PDF version of the Memorandum), or some other Word document will be attached even though you did not intend it to be. (This may be a feature that you can turn on or off in Adobe, but you should check just in case.) If you find such documents attached under the paper clip icon, right click and delete them. Your combined PDF should contain all of your documents and exhibits/appendices, all in a single combined PDF with working bookmarks under the Bookmarks panel.