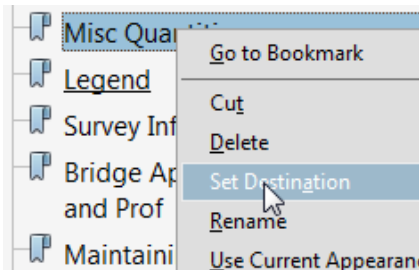
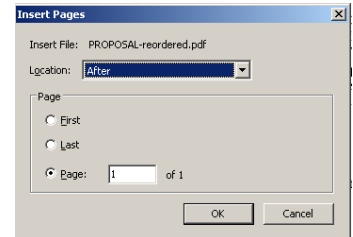


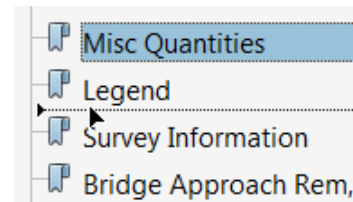
**How To Guide: Using the Plan TOC–Template.pdf for bookmarking PDF plan set**  
**(NOTE: This file is both the instructions and the template)**

1. Obtain a copy of the Plan TOC-Template.pdf.
2. In Adobe Acrobat, open Plan TOC -Template.pdf. (It is these instructions)
3. Next, insert the pages of your compiled Plan Set after this template page. (Click on Documents, Insert, select from folder, and insert After Page 1)
4. **SAVE AS** \**project number*\_ Bridge.pdf. (Do not delete this cover page)
5. On left side, click on Bookmark Tab to display default bookmarks.



6. Scroll through your document and locate the page (or first page of multiples) that corresponds to the bookmark,
7. Highlight the corresponding bookmark in the list, single right click and select Set Destination.
8. Locate the next page, repeating step 8 above until all pages are bookmarked.

9. To reposition a bookmark to another location, highlight and drag the bookmark until you see the line and triangle symbol and drop. To create a sub-bookmark, highlight and drag the bookmark under the main bookmark until you see the insert sub-bookmark symbol.
10. Delete only those bookmarks that don't apply to this project.
11. Save Often to make sure you don't lose any.
12. **WHEN ALL BOOKMARKS ARE SET. DELETE THIS INSTRUCTION PAGE.** (All unused bookmarks associated with the template page will be deleted)
13. **SAVE AS** the appropriate plan set name for your project.



\*File naming guidelines are provided on the MDOT website under Design Services, E-Proposal Reference Documents, E-Prop-How to Divide Large Projects.PDF.

For Bridge Projects, establish bookmarks following the plan organization guidelines as outlined in Section 3.03.01 of the Bridge Design Manual.