



UNIVERSITY OF CENTRAL FLORIDA  
COLLEGE OF GRADUATE STUDIES

## Step 10: Conversion to PDF

**IMPORTANT NOTE:** Adobe Acrobat Professional is NOT available for MAC. Please follow PC instructions (provided below) on a PC.

This PDF explains Step 10 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

UCF requires students to submit ETDs as a bookmarked PDF. Converting from Word to PDF is the last step before submission. Think of this step as burning a CD or DVD: **only** do it when you're completely ready.

**PLEASE NOTE:** If you have NOT utilized Heading styles, followed the the instructions in Step 2, watched the Word training videos or received one-on-one help, these conversion instructions may not make sense OR work properly.

Additionally, creating a PDF should NOT be done by saving as a PDF because all of the bookmarks will be lost during conversion.

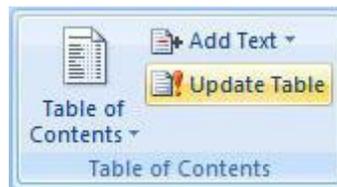
Instead, Step 10 provides the following directions for conversion.

**YOU WILL NEED ADOBE ACROBAT PROFESSIONAL TO CONVERT WITH BOOKMARKS.**

Adobe Professional can be downloaded for free for 30 days at [www.adobe.com](http://www.adobe.com) if you don't have ready access at UCF or on a personal computer.

## How to Convert to PDF with Free Adobe PDF Add-in

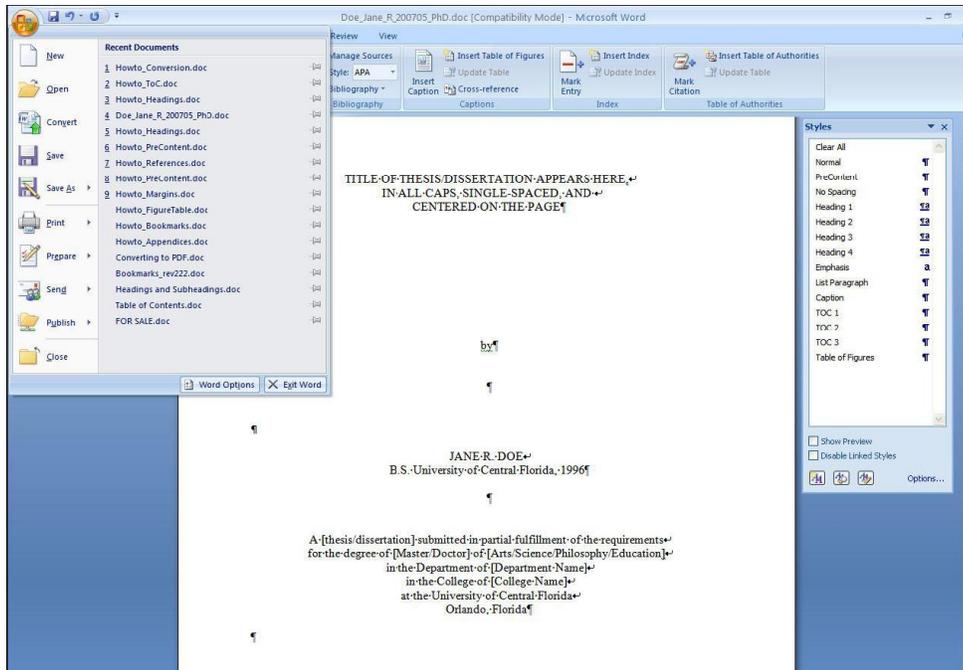
- Open your document.
- Update your TABLE OF CONTENTS, LIST OF FIGURES and LIST OF TABLES one last time by clicking on each highlighted area and selecting “Update Table” from the References tab.



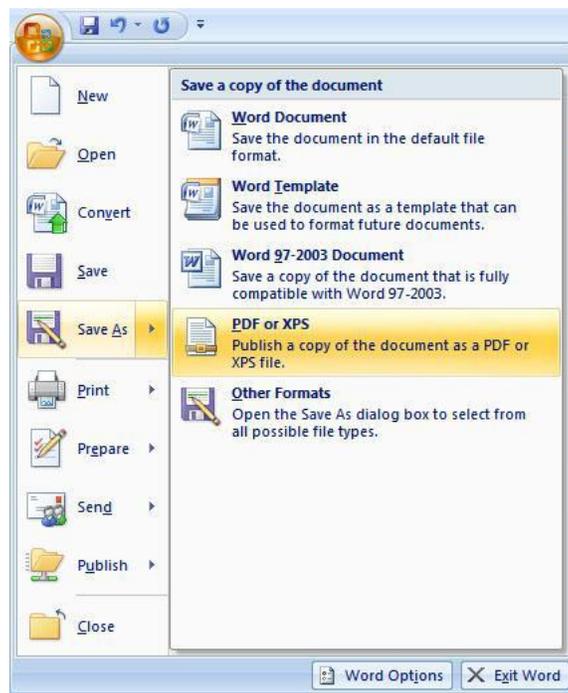
- Choose “Update Entire Table.” If any of the TABLE OF CONTENTS entries says “**Error! Bookmark not defined!**” go back and review the help files for “TABLE OF CONTENTS” and “Headings and Subheadings.”
- Ensure that the links are clickable by holding down the CTRL key and clicking on any of the pages. It should take you directly to that page.
- Follow these same three steps for the LIST OF FIGURES and the LIST OF TABLES.

After you’ve ensured that the links work correctly in the Word document, it’s time to convert. If you haven’t already, download the “Save as PDF” [add-in from Microsoft](#). This will allow you to create a linked, bookmarked PDF.

- Click on the Office Button (the circular Microsoft symbol at the upper-left corner of the screen).

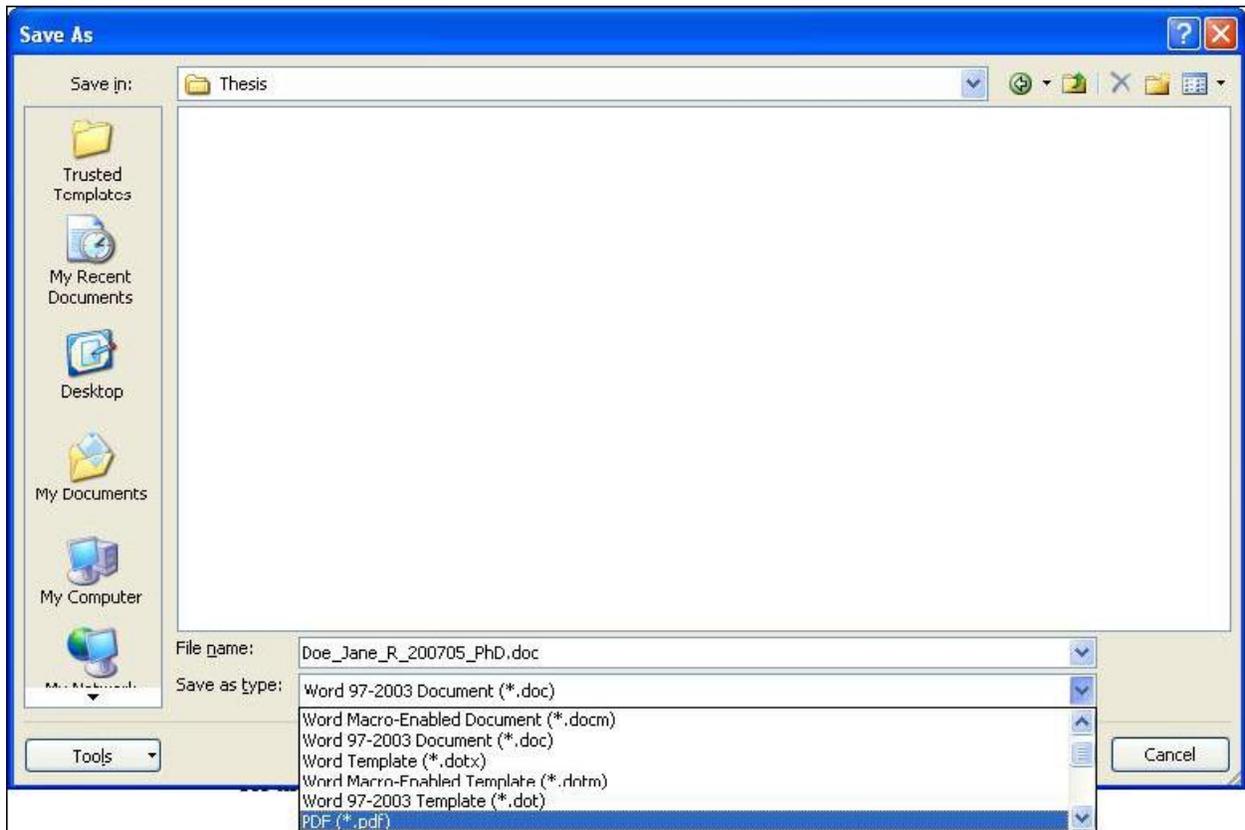


- Select **Save As...**, then choose PDF or XPS



A popup menu will ask you what type of file you would like to save as.

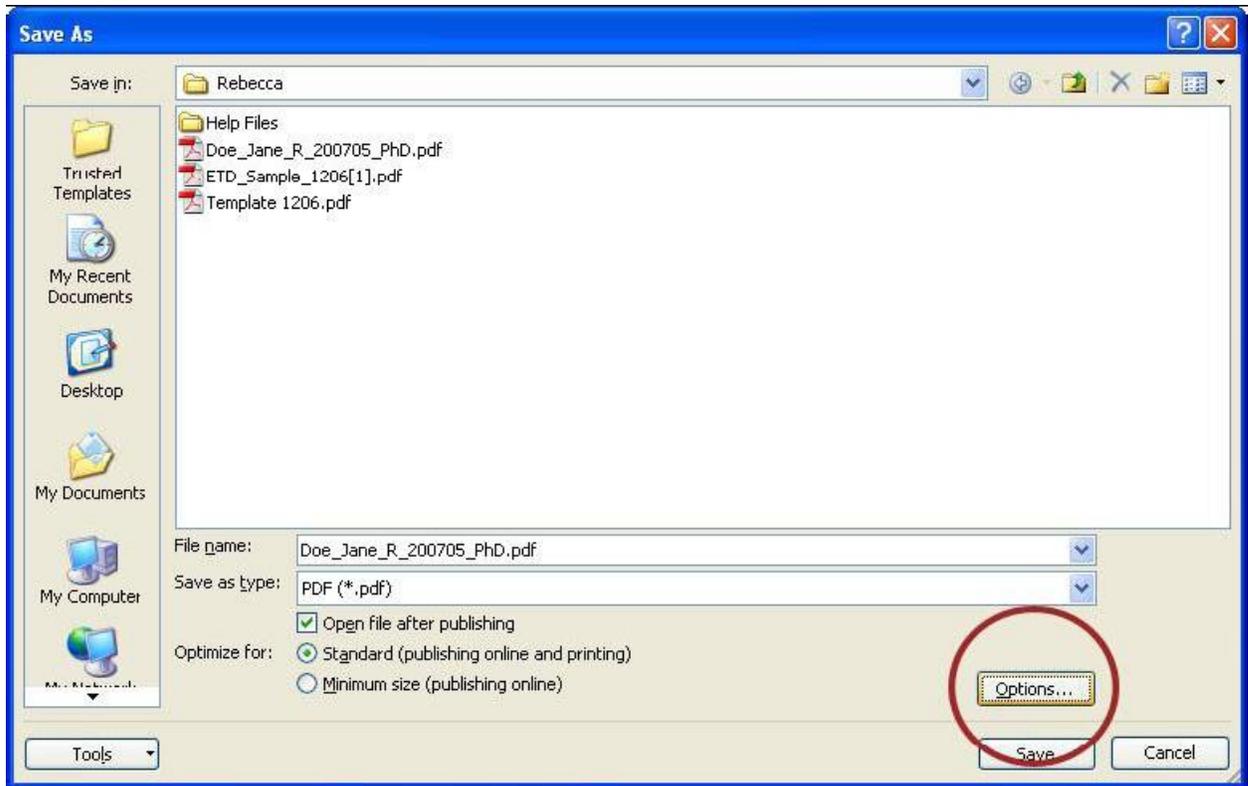
- Select .pdf from the drop down menu next to “Save as Type.”



The lower portion of the menu will have some options for PDF creation. You will want to verify that you are including Headings to be bookmarked.

Check that “Open File when Finished” is checked, so that you can review your PDF before you send it to the editor.

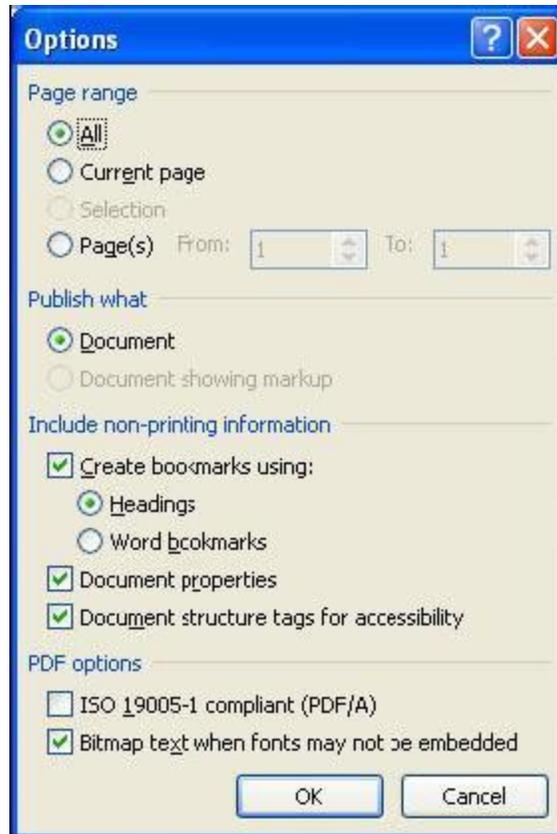
- Click on the button on the right that says “Options



A pop-up menu will ask you about the conversion settings you wish to use when converting to PDF.

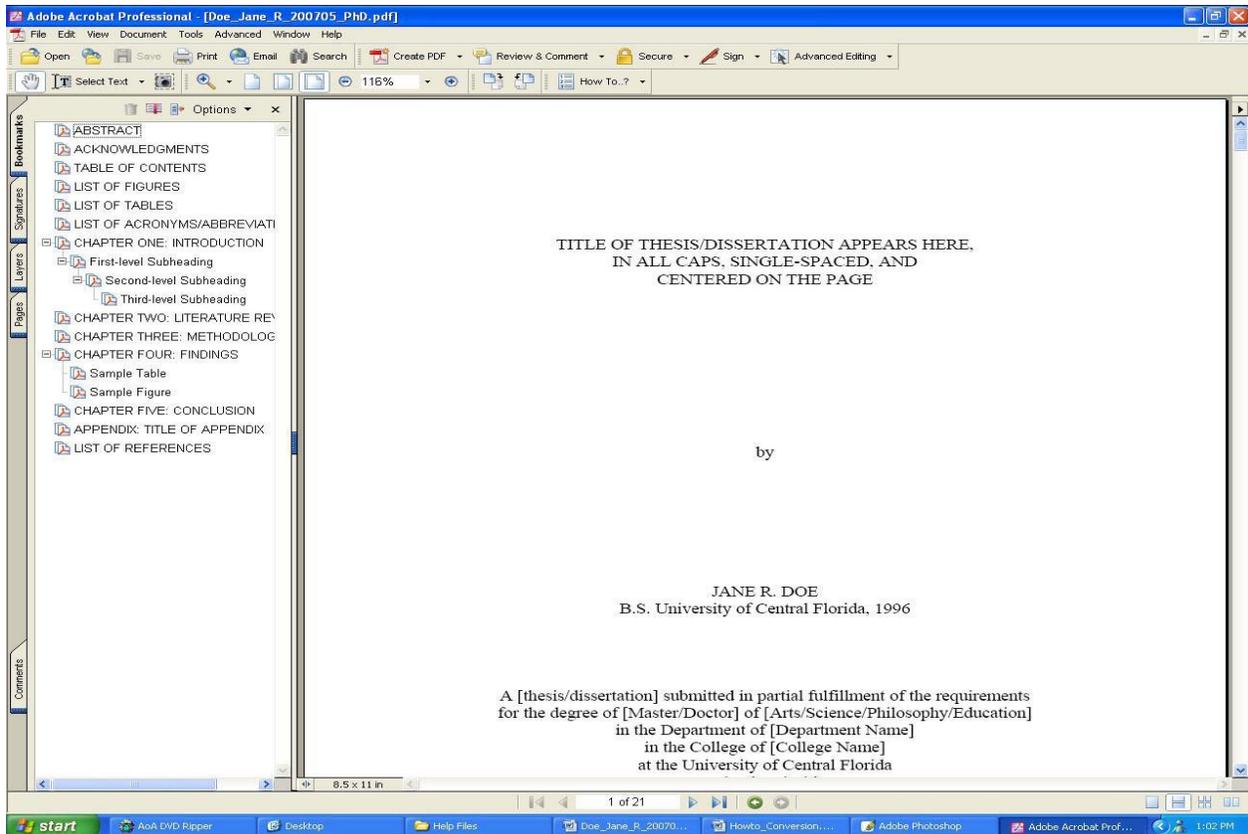
- Make sure that you are converting the entire document.
- Make sure that the option to “Create bookmarks using Headings” is checked.

When finished, the menu should look as follows:



- Hit **OK**.
- Click **Save**.

When the document is done converting, your PDF-viewing program should open a new window with your PDF'd dissertation:



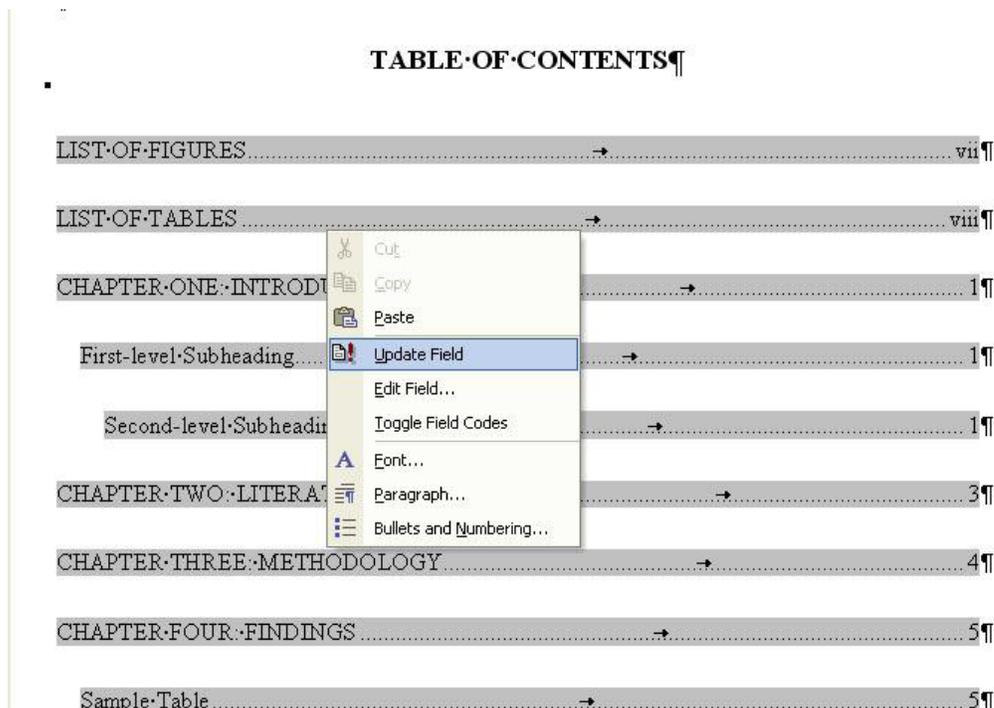
Open the **Bookmarks** tab along the left side to be sure that your bookmarks are in the correct order and take you to that page when you click on them. If you are missing bookmarks like those for the “Precontent” style, then you should try to convert with Adobe Professional with the instructions listed in the next section below.

- Test the bookmarks in the Bookmarks pane.
- Find the TABLE OF CONTENTS page and try clicking on a page of the content. The link should take you there. IF IT DOES NOT you may need to try converting with Adobe Professional, the instructions are below. If you have followed all of the steps in the help files correctly using the Free and Professional versions of Adobe, or if you do not have access to the Professional version, please call the Editor at (407) 823-2739.
- If your TABLE OF CONTENTS is linked, move on to your LIST OF FIGURES and LIST OF TABLES. These pages should also link to the correct figures and tables within the document. Again, if these do not work and you have followed all of the steps in the help files, call the Editor.

## How to Convert to PDF with Adobe Acrobat Professional

If you have created your own personalized Microsoft Word styles, need make advanced edits, or make minor modifications within the PDF, **YOU WILL NEED ADOBE ACROBAT PROFESSIONAL TO CONVERT WITH BOOKMARKS**. Use the following instructions to in order to properly convert your document from Microsoft Word to PDF.

- Open your document.
- Update your TABLE OF CONTENTS, LIST OF FIGURES and LIST OF TABLES one last time by right-clicking on the highlighted area and selecting “Update Field” for each.



The screenshot shows a Microsoft Word document's Table of Contents. The title is "TABLE OF CONTENTS". The entries are as follows:

Entry	Page Number
LIST OF FIGURES	vii
LIST OF TABLES	viii
CHAPTER ONE: INTRODUCTION	1
First-level Subheading	1
Second-level Subheading	1
CHAPTER TWO: LITERATURE REVIEW	3
CHAPTER THREE: METHODOLOGY	4
CHAPTER FOUR: FINDINGS	5
Sample Table	5

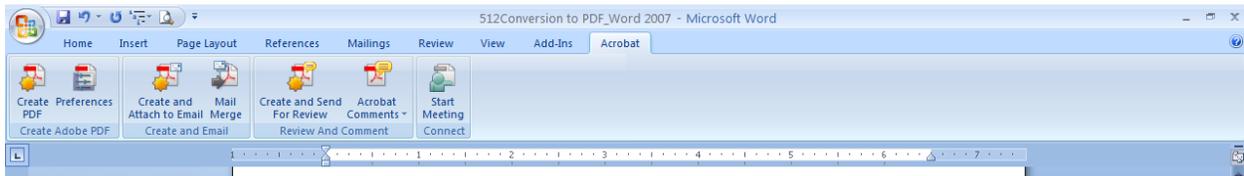
A context menu is open over the "First-level Subheading" entry, showing options: Cut, Copy, Paste, Update Field (highlighted), Edit Field..., Toggle Field Codes, Font..., Paragraph..., and Bullets and Numbering...

- Choose “Update Entire Table.” If any of the TABLE OF CONTENTS entries says “**Error! Bookmark not defined!**” go back and review the help files for “TABLE OF CONTENTS” and “Headings and Subheadings”

- Ensure that the links are clickable by holding down the CTRL key and clicking on any of the pages. It should take you directly to that page.
- Follow these same three steps for the LIST OF FIGURES and the LIST OF TABLES.

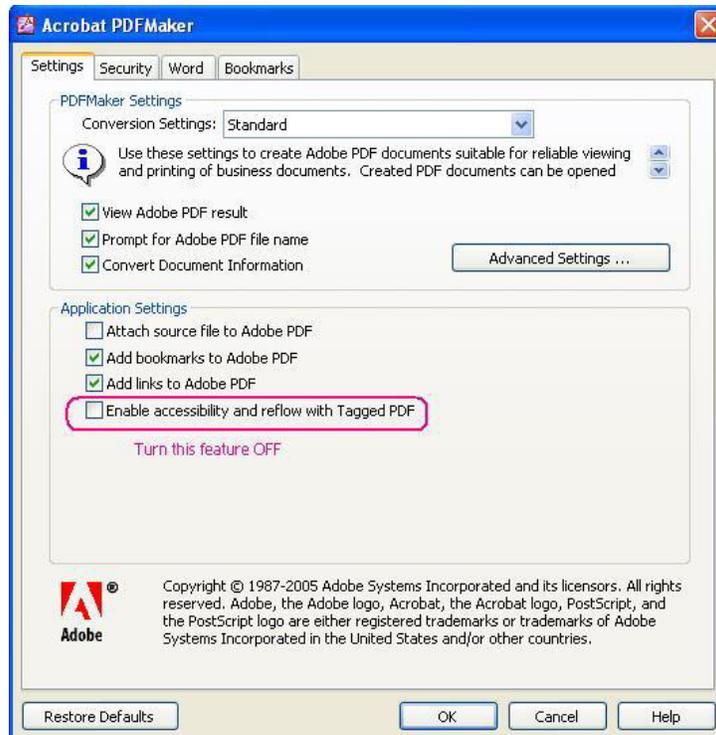
After you've ensured that the links work correctly in the Word document, it's time to convert. If your computer has Adobe Acrobat Professional installed, you should see the Acrobat menu along the top toolbar.

- Go to **Acrobat** tab and select **Preferences**. If you choose "Create PDF" now, some of your bookmarks will be missing from the final PDF.

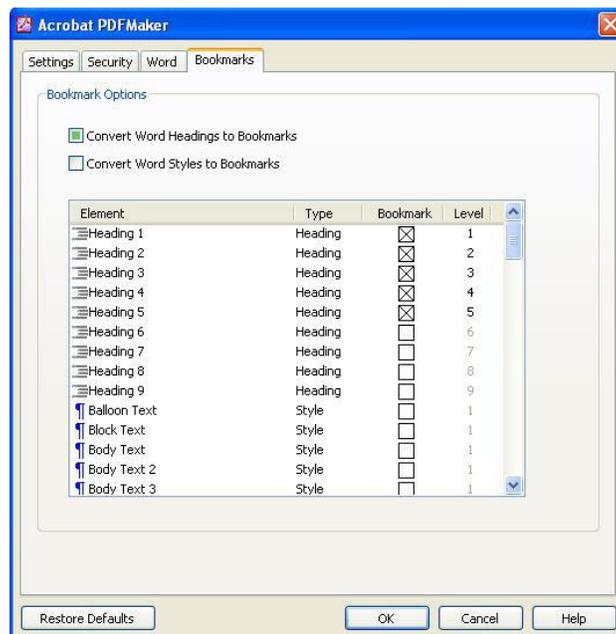


A menu will appear, with several options checked and some unchecked. Your popup menu should look the same as the one below.

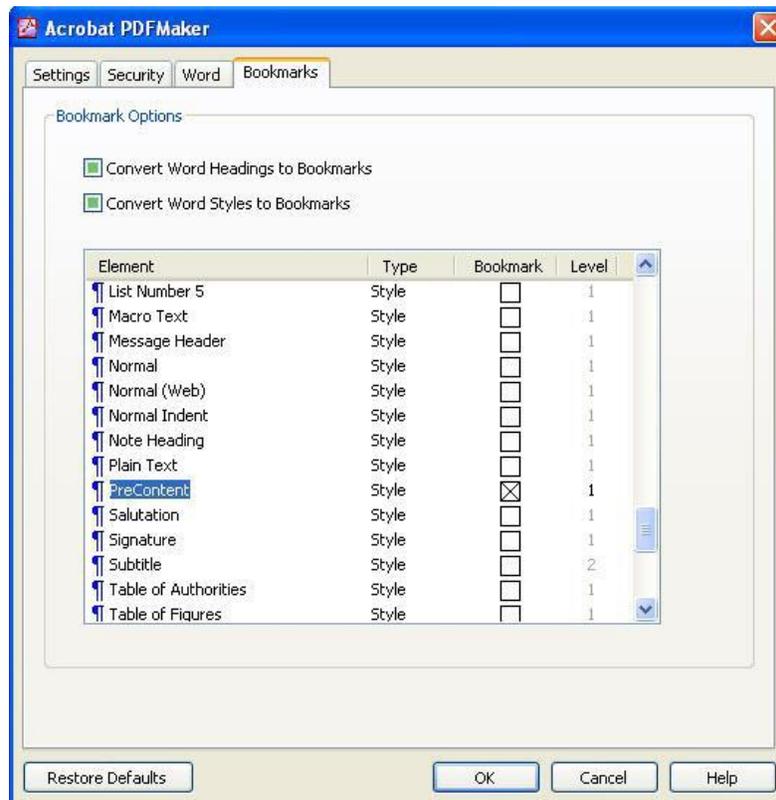
Be sure that the last box on this page IS NOT CHECKED. If you leave it checked, it can make your conversion last several hours (without it checked, it usually takes less than five minutes, but if you forget to uncheck it, Word will prompt you to turn it off if the estimated conversion time is long).



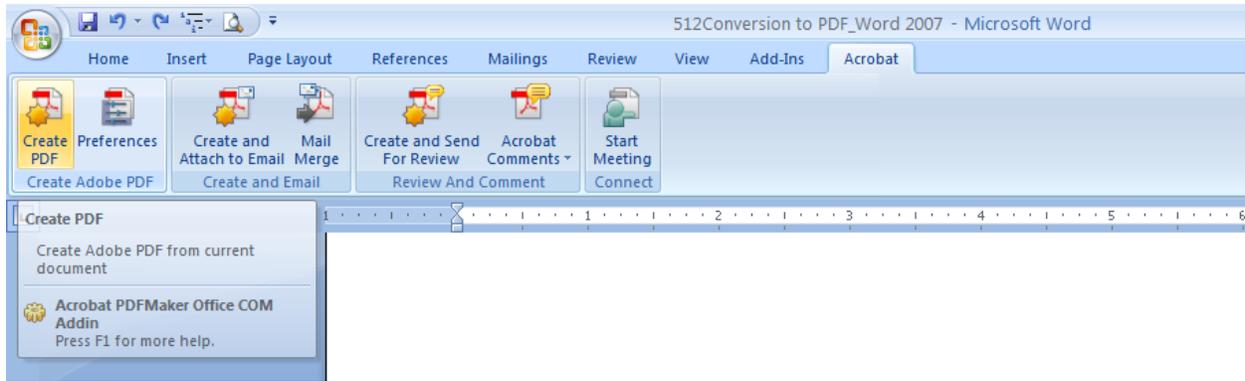
Along the top pane, you should see four tabs. After ensuring that the “Enable accessibility” option is off, click on the **Bookmarks** tab. It should look like this:



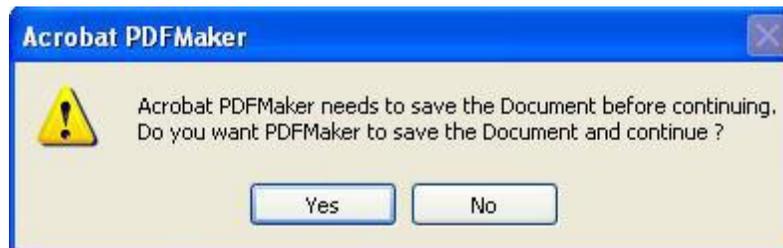
Review this page to be sure that all of your headings and subheadings that have been used in the document have an associated “X.” If not, click the box(es) you need so that they will be included during conversion. You will then have to scroll down to find the heading created for the ABSTRACT, ACKNOWLEDGMENTS and TABLE OF CONTENTS - “PreContent”, “Frontmatter” “First”, etc - in the list (it is in alphabetical order).



- Check this option as well. When you are done, hit **OK**.
- Go back to the **Acrobat** tab and select **Create PDF**.

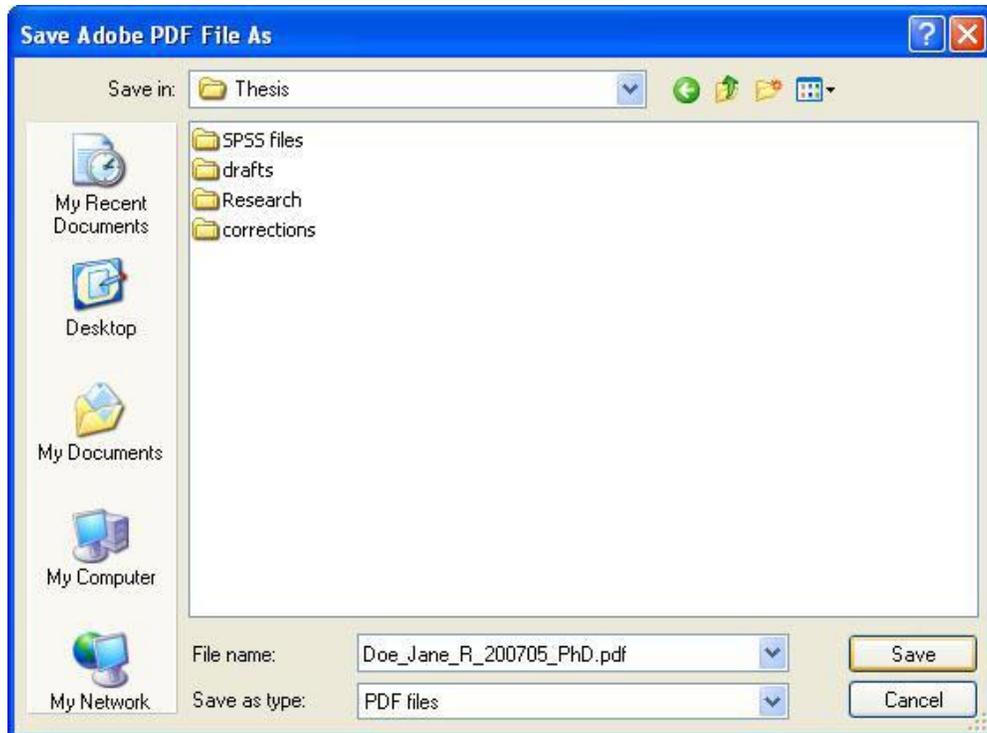


Another menu will appear, asking if you wish to save your document before you convert. Click **Yes**.



A **Save As...** dialog box will appear for the Word file.

- Simply save over your last copy of the document. If you have not made any changes to the document, nothing in the document will change except the Adobe PDF's conversion settings.
- Another **Save As...** dialog box will open and ask you where to save the PDF file. Save to whatever file you wish, but you should at some point name the file according to UCF's file naming convention – it makes for easier sorting and retrieval at UCF. (See the Thesis and Dissertation Manual for more about the file naming convention.)
- Hit **Save**.



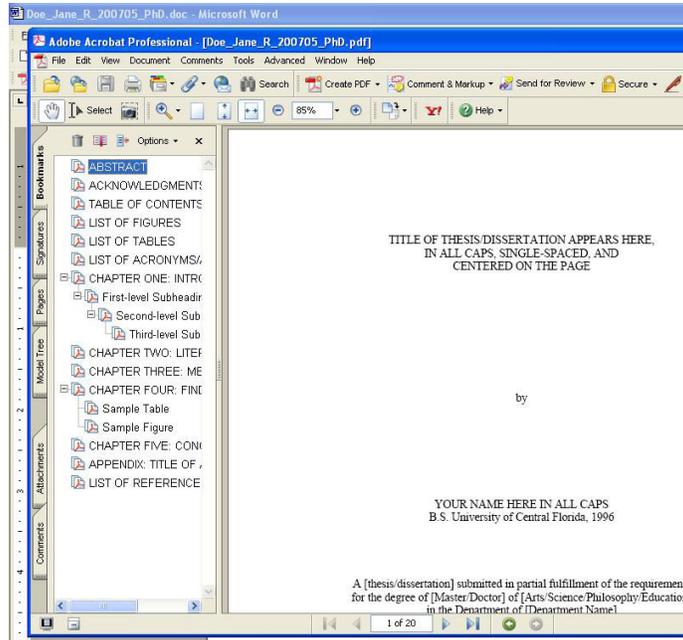
Once you have done this, you will see the pages of your dissertation move by very quickly, and two little dialog boxes appear in the middle of the page. It may say that it is printing (but to PDF form), so DO NOT hit Cancel. It is not printing to a printer.

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Chapter and major headings are typically created using the Heading 1 style. They are red and in all caps. Note that Chapter titles should be formatted and positioned exactly as frontmatter and other major headings. However, chapters with subtitles may be styled differently.

When the document is done converting, both dialog boxes will disappear and Adobe Acrobat will open a new window with your PDF:



Open the **Bookmarks** tab along the left side to be sure that your bookmarks are in the correct order and take you to that page when you click on them.

- Test the bookmarks in the Bookmarks pane.
- Then find the TABLE OF CONTENTS page and try clicking on a page of the content. The link should take you there. IF IT DOES NOT and you have followed all of the steps in the help files correctly, please call the Editor at (407) 823-2739.
- If your TABLE OF CONTENTS is linked, move on to your LIST OF FIGURES and LIST OF TABLES. These pages should also link to the correct figures and tables within the document. Again, if these do not work and you have followed all of the steps in the help files, call the Editor.

## Deleting Blank Bookmarks

When you have the PDF file open and see a blank bookmarked line that does not lead to any specific title, you have one line at some point in the Word file that is marked as a Heading but does not contain any words. To get rid of this in the PDF:

- Click on the little square next to the blank line in the Bookmarks pane (it looks like this:  or  ) It will turn gray once you click on it.
- Hit the **Delete** key on your keyboard. The blank bookmark will disappear from the side pane.
- Do this with any other blank bookmarks that are listed.

If everything has linked perfectly and all of the bookmarks are listed, you can close the PDF and send it to the editor for review.

You have now completed  
the 10 Steps for  
formatting your ETD.