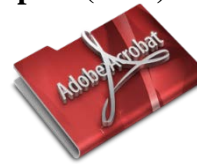




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7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043
Tel. 703/917.9503 Fax 703/917.4109 E-Mail: info@abhес.org

Creating Your ABHES Self Evaluation Report (SER) Packet



Part 1: One Seamless PDF using Adobe® Acrobat Pro®

Description

You can quickly merge multiple documents into a single PDF file, with the documents appearing in the order you choose.

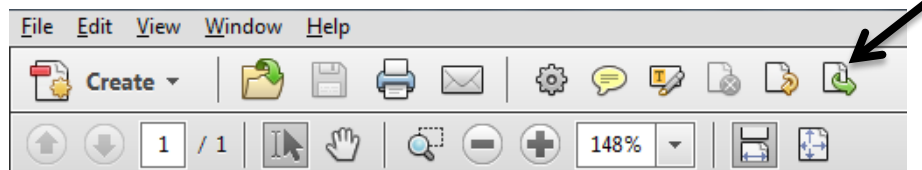
Method

Combining multiple documents into one PDF file (Shown using Adobe® Acrobat Pro XI®)

Step 1. Prepare the documents - Make sure you've made final edits and saved the files you want to combine as a pdf.

Step 2. Select your SER pdf **under Recent Files** (if you do not see your saved SER here, click on My Computer to locate the document where it was saved).

Step 3. Combine Files into a Single PDF – Once your SER pdf is open, click the Insert Page from Another File icon.



Step 4. Select the file you want to combine, and then click Open.

Step 5. Choose the order you want the files to be inserted into the SER pdf.

Step 6. Repeat Steps 3-6 until all exhibits have been added to the SER pdf.

Step 7. Save the SER – the SER name should include: the (1) institution name (2) city/state/zip, (3) ABHES ID number (Renewal Applicants ONLY), (4) title “INSTITUTIONAL SER,” and (5) the date of submission

Result

Test

Step 1. Send the pdf document through email.

Step 2. Reopen the pdf from the email and make sure all pages are visible and are in the order desired.



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Part 2: Bookmarking within Adobe® Acrobat Pro®

Description

The intent of this technique is to make it possible for users to locate content using bookmarks in long documents.

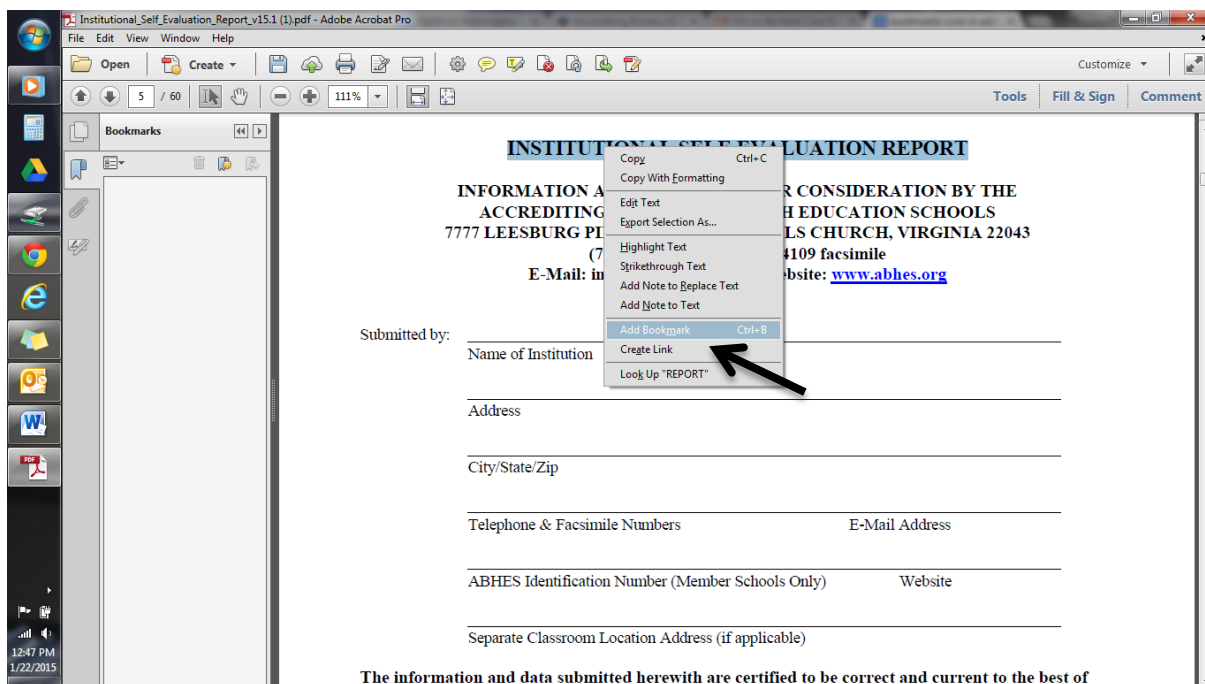
Bookmarks provides an overview of the document rather than reading and traversing through many pages. This is also a conventional means of navigating a document that benefits all users.

Method

Creating bookmarks within Adobe® Acrobat Pro® (Shown using Adobe® Acrobat Pro XI®)

Step 1. Open the SER packet created in Part 1.

Step 2. Highlight the title on the page you want to make into a bookmark, right-click, and choose Add Bookmark.

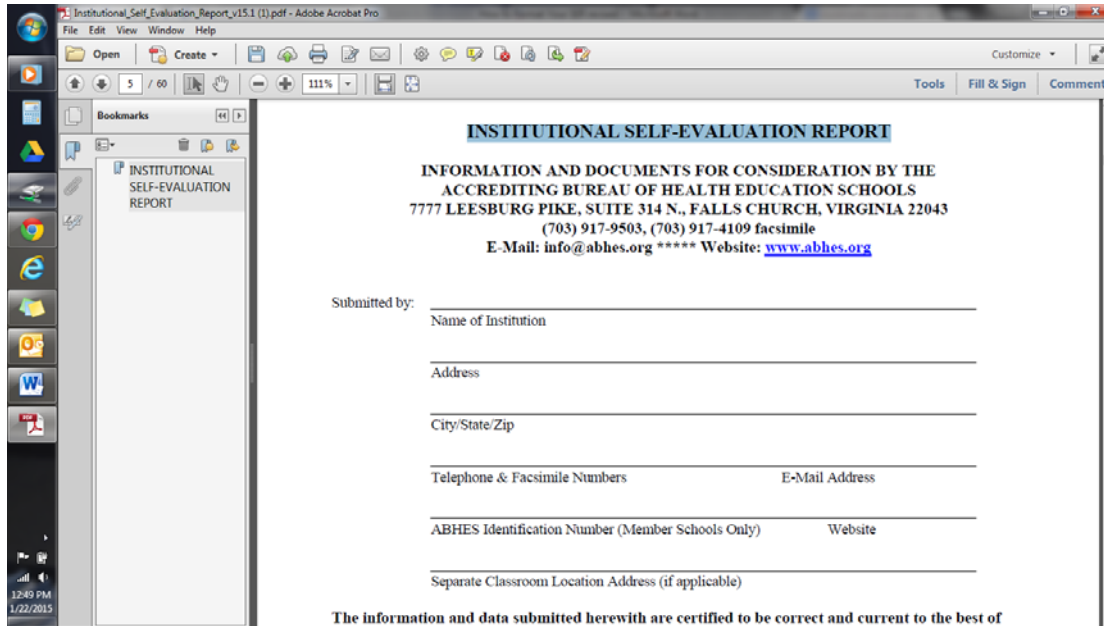


Referenced from www.Adobe.com - ABHES does not have nor provide instruction on how to create bookmarks or work within a PDF beyond what is provided on our website, as there are various methods available to accomplish this tasks. Any further questions beyond this instructional document should be directed to your schools IT person or further researched online.

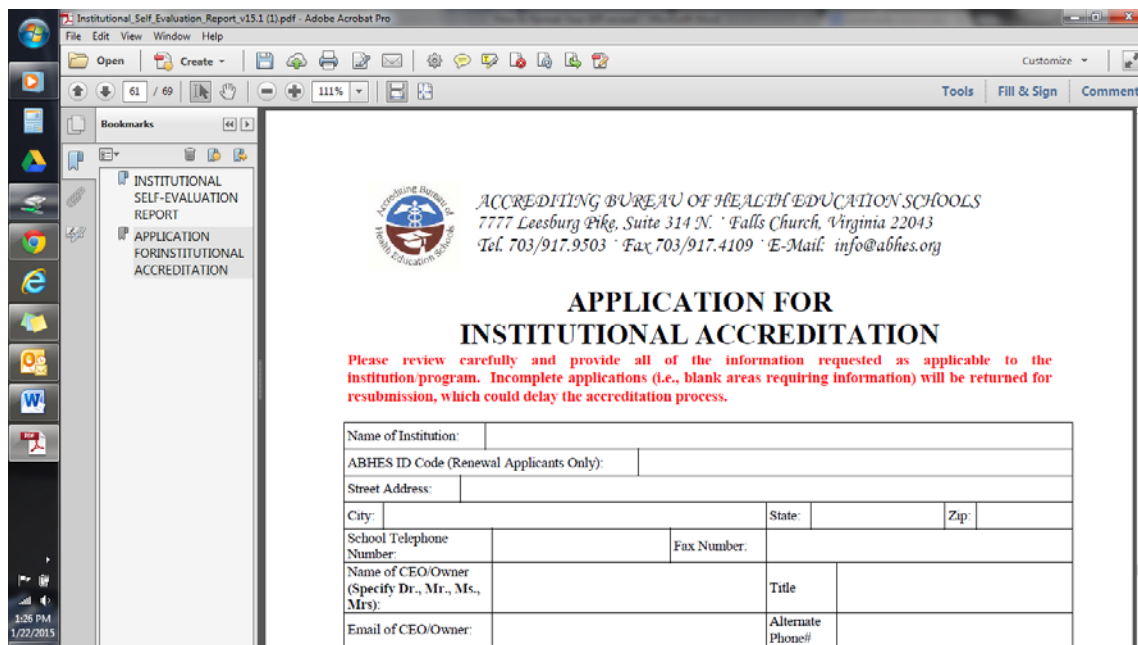


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The page name will automatically be copied into the Bookmark tab as seen in the image below. (Right-click on the name of the bookmark and click Rename if you want to change the name (i.e. Cover Page: Institutional Evaluation Report).



The bookmarks should be in the same order as the Required Exhibits list on Page 32 (Programmatic) and Page 55 (Institutional) of the SER starting with the SER itself as seen below. (Note: You can click and drag bookmarks to reorder)



Referenced from www.Adobe.com - ABHES does not have nor provide instruction on how to create bookmarks or work within a PDF beyond what is provided on our website, as there are various methods available to accomplish this tasks. Any further questions beyond this instructional document should be directed to your schools IT person or further researched online.



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Result

Test

- Step 1.** Save your SER Packet pdf.
- Step 2.** Check that the Bookmarks panel displays all required exhibits as bookmarks.
- Step 3.** Check that the bookmarks link to the correct sections in the pdf.

Referenced from www.Adobe.com - ABHES does not have nor provide instruction on how to create bookmarks or work within a PDF beyond what is provided on our website, as there are various methods available to accomplish this tasks. Any further questions beyond this instructional document should be directed to your schools IT person or further researched online.