

HJT PDF Bundle-Compiler Help Guide

Screenshots in this guide are from the Word 2007 version of the Bundle-Maker with a custom ribbon so will differ from other Word versions

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Introduction

The HJT Bundle-Maker enables you to add PDF files to a bundle, and then compile a single, fully paginated PDF file bundle. The final bundle you create will be in PDF format and not a Microsoft Word document. However, you create your bundle in the familiar environment of Microsoft Word, and compiling your bundle as a single PDF file is merely a simple, fully automated, final step to perform after you create your bundle.

Overview

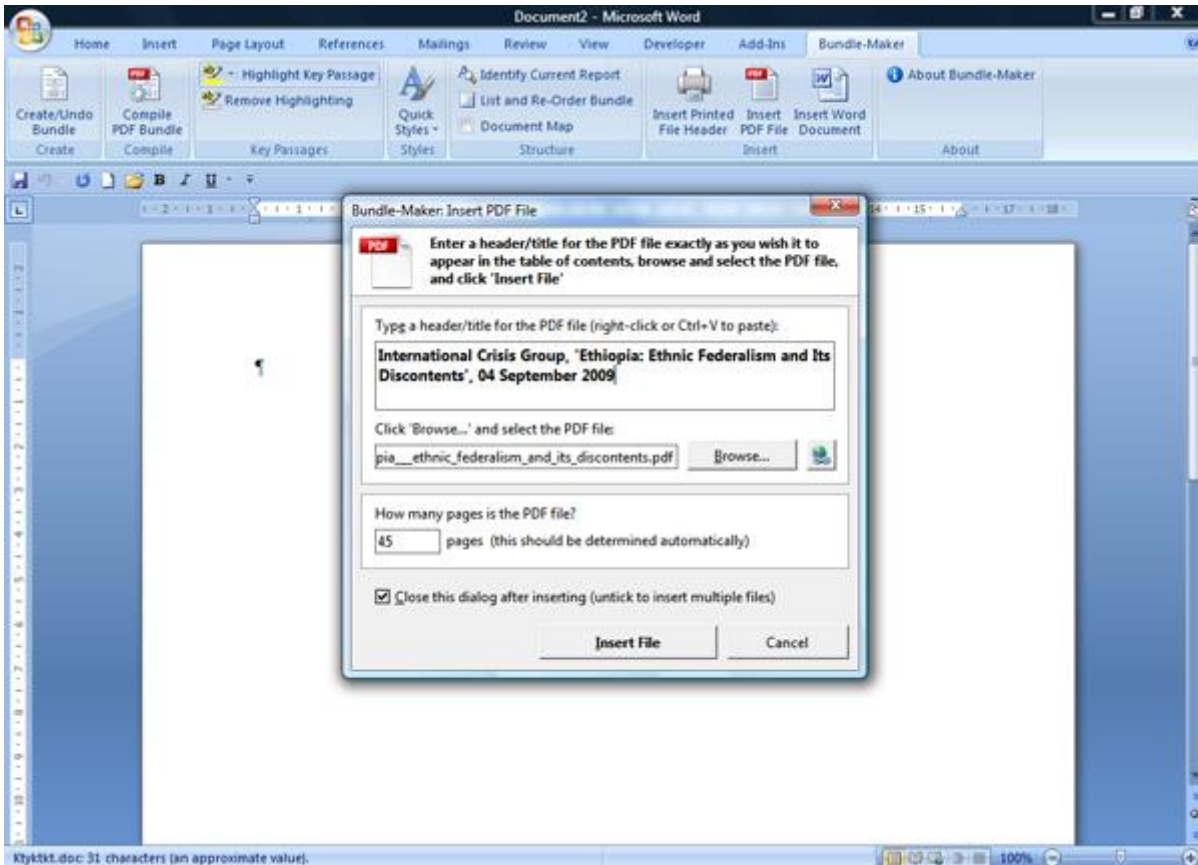
Use the Bundle-Maker to insert a reference to a PDF file (or files) within your Word document bundle. Create your bundle as normal in Word. Then run the **PDF Bundle-Compiler** to compile your bundle into a single PDF bundle. The compiler will (a) convert your Word bundle document to a PDF file; (b) find and insert the PDF files in the correct place within your bundle; (c) paginate the inserted PDF files and (d) output your bundle as a single, fully paginated PDF file. The compile process is fully automated, literally taking a single click to accomplish. The following step-by-step guide provides full details.

Step 1: Insert (a reference to) a PDF file in your Word bundle

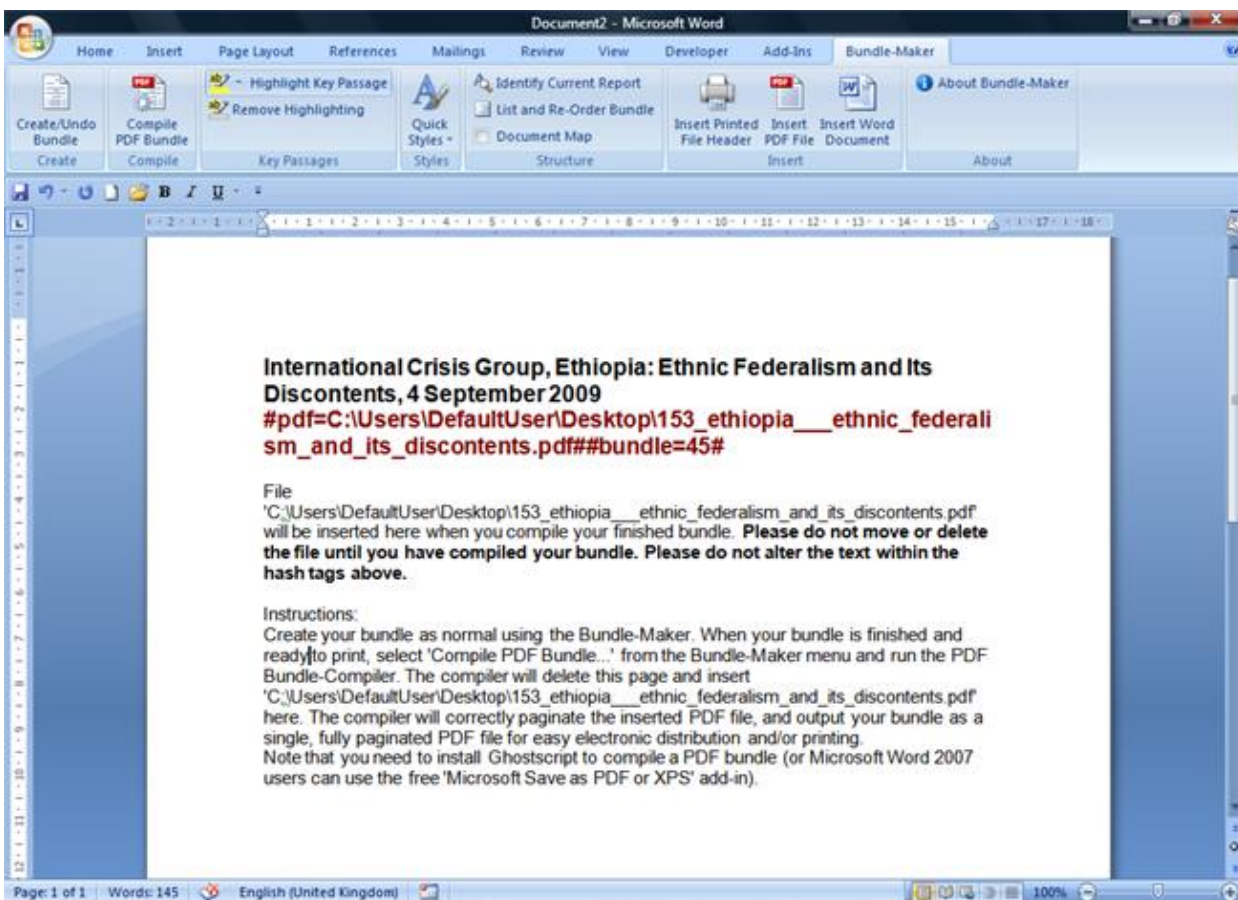
PDF files can be inserted anywhere within your bundle.

First, position your cursor in your Microsoft Word bundle at the point you wish to insert the PDF file (i.e., make sure that you are at the beginning or end of another item/report within your bundle – not in the middle of another item/report). *[Tip: Microsoft Word's 'Outline' view and/or 'Document Map'/'Navigation Pane' features make it very quick and easy to navigate through and/or find your place within a large document]*

Click **'Insert PDF File'** on the Bundle-Maker ribbon (Word 2007) or menu (Word 2003 and below) to show the 'Insert PDF File' dialog box (see the screenshot below). On the 'Insert PDF File' dialog box, enter a header/title for the PDF file, click **'Browse...'** and select the required PDF file (double-click the file or select and click 'Open'). The number of pages of the PDF file is also required but this will be determined automatically (you will be told if the number of pages cannot be determined).



When all the details of your PDF file are correct (as in the above screenshot), click the 'Insert File' button. The following text will be added to your Word document bundle:



Please make sure that you do not alter the (red) text within the hash tags. The text within the hash tags consists of the PDF file location and the number of pages.

The red text in the hash tags will be hidden when you create your bundle so it does not appear in the bundle's table of contents. The page with this text will be removed when you compile your PDF bundle and the PDF file will be inserted.

You can repeat the process to add as many PDF files as your require to your bundle. Unticking the 'Close the dialog after inserting' checkbox on the 'Insert PDF File' dialog box allows you to insert multiple PDF files, one after the other.

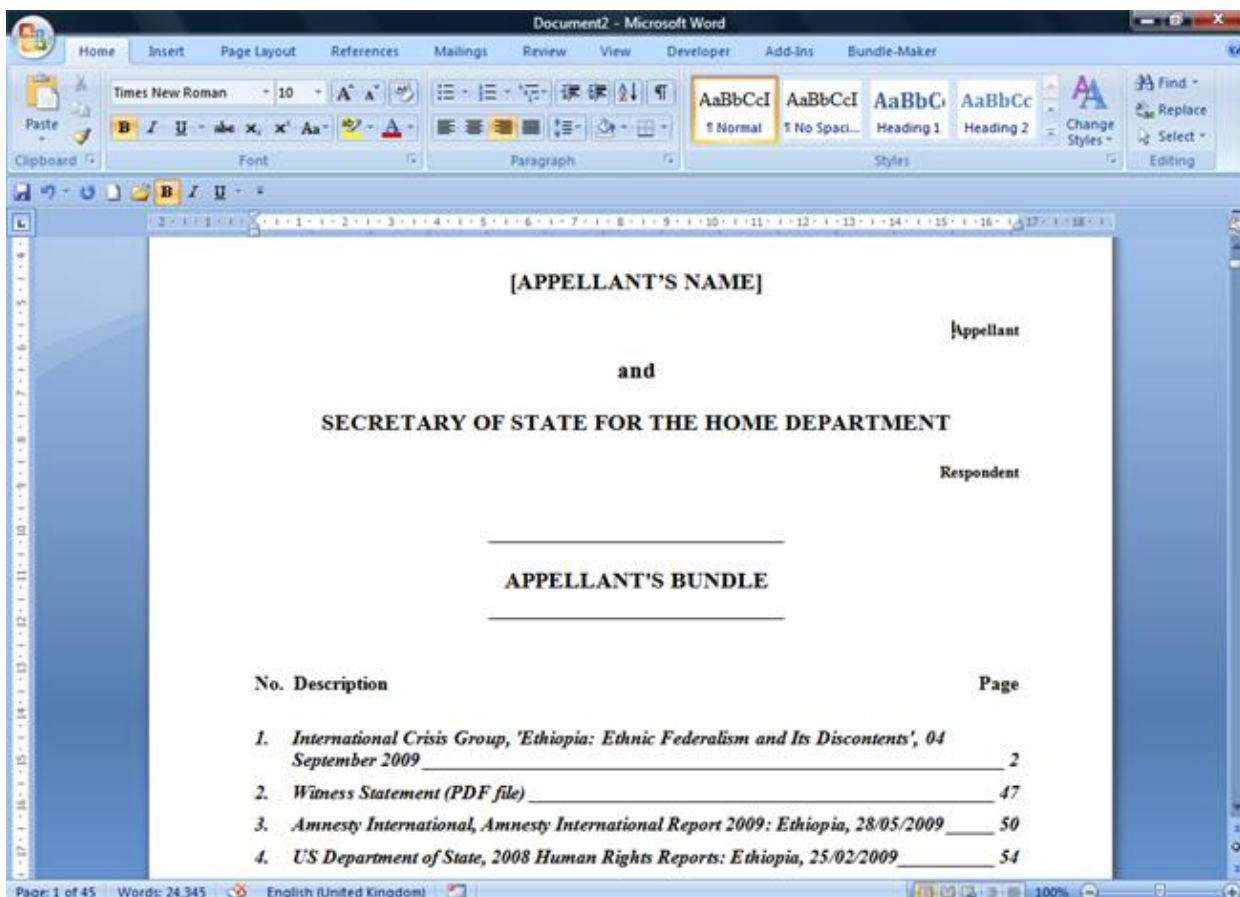
You can 'insert' the PDF files(s) at any place within your bundle.

Step 2: Create your bundle as normal using the Bundle-Maker

When you have finished adding all the required materials to your bundle, you create it as normal using the Bundle-Maker.

Click 'Create/Undo Bundle' on the Bundle-Maker ribbon (Word 2007) or menu (Word 2003 and below) to launch the Bundle-Maker, set the required options and click the 'Create My Bundle!' button to create your bundle.

The Bundle-Maker will add the necessary gap(s) in pagination to enable the PDF files to be inserted.



For example, in the screenshot above, the Bundle-Maker has inserted a 45 page gap for the first PDF report, and a 3 page gap for a PDF witness statement.

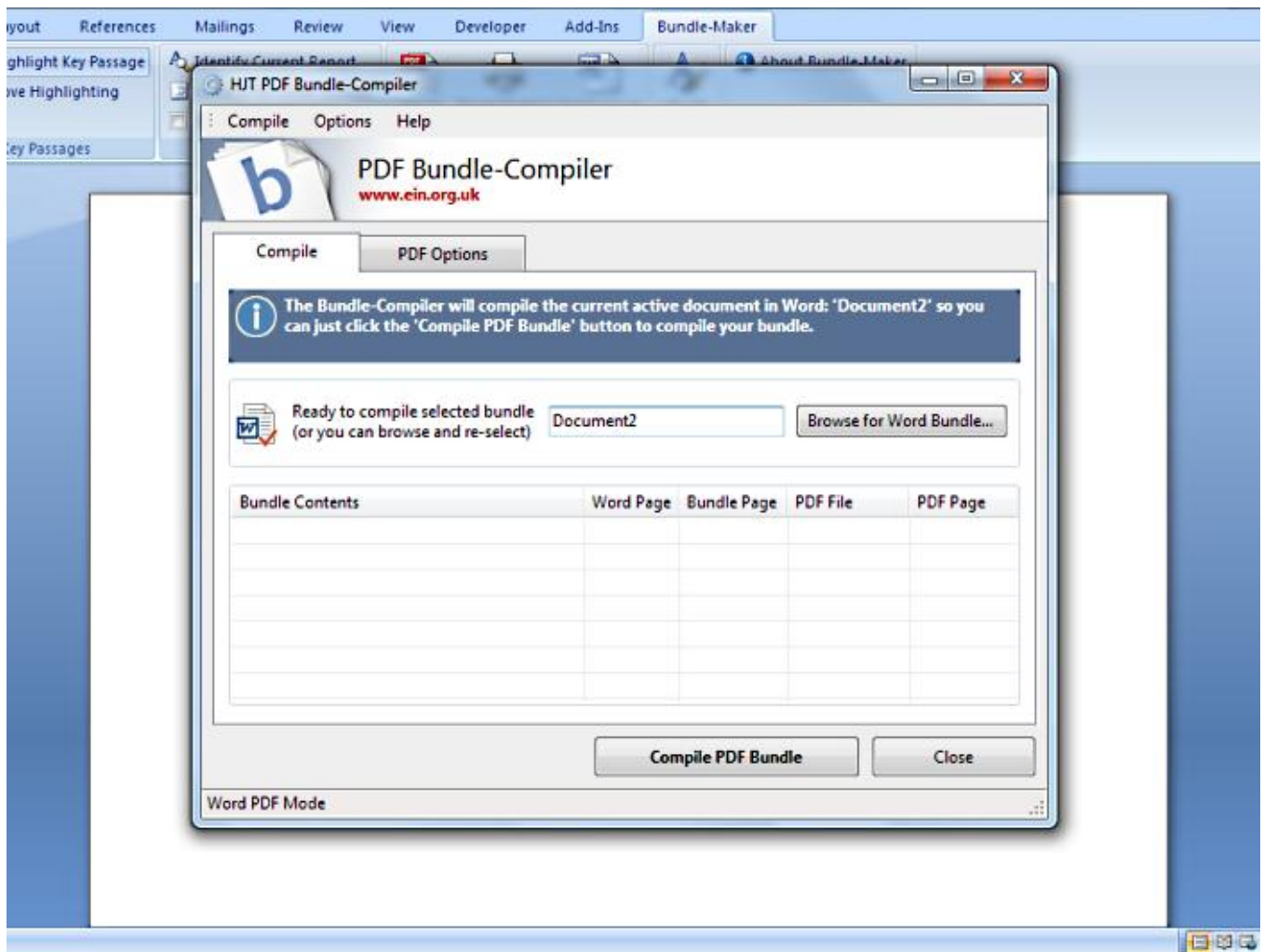
When you have fully finished working with your bundle in Microsoft Word (i.e., when you have typed the appeal number and appellant name, etc., and your bundle is ready to print) you can proceed to step 3 and compile your bundle.

Remember that in the next step, your bundle will become a PDF file. As you will not be able to edit a PDF file like you can a Word document, check to make sure that you are happy with your bundle within Microsoft Word before compiling. Make any required changes within Word before compiling.

Step 3: Compile your bundle using the PDF Bundle-Compiler

Click '**Compile PDF Bundle**' on the Bundle-Maker ribbon (Word 2007) or menu (Word 2003 and below) to launch the PDF Bundle-Compiler (see the screenshot below).

While the PDF Bundle-Compiler may look like it is a dialog within Word, please note that it is actually an entirely separate application. It will appear in your Windows Taskbar and is not a 'child' (or 'modal') window of Word (unlike the Bundle-Maker where the dialog is within Microsoft Word).



When launched, the PDF Bundle-Compiler will automatically detect the current active document in Word and will assume that this is the document you wish to compile. If, for some reason, the active document isn't the document you wish to compile, you can click 'Browse for Word Bundle...' and select the correct document. But, for the vast majority of cases, all you need to do is click the '**Compile PDF Bundle**' button.

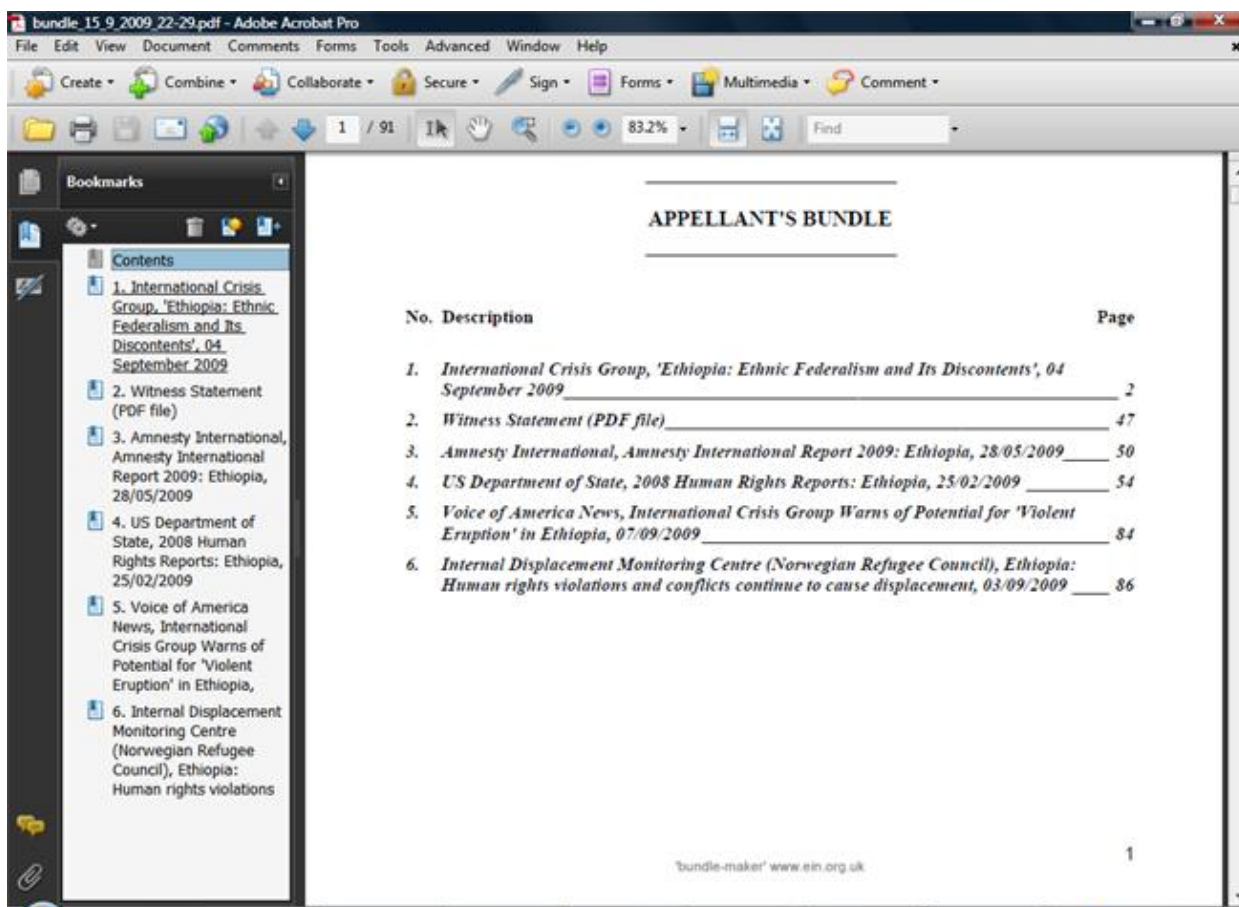
The PDF Bundle-Compiler does not edit your Word document bundle – it merely reads its contents (via Word), converts it to a PDF file (via Word) and then operates without using Word to compile the bundle.

The PDF Bundle-Compiler finds the PDF files 'hidden' as references within your Word document bundle, inserts them in the correct place, paginates the inserted PDF files (**note that the original PDF file is never paginated – a copy is made so as not to change the original file**), and produces a single, fully paginated PDF format bundle.

Depending on the speed of your computer, the size of your Word bundle and the size and number of PDF files that have to be inserted, the process should not take long. A small bundle with a few small PDF files on a fast computer may take literally seconds, increasing to a few minutes for a large bundle with a number of PDF files on a less capable computer. Do note that Word can take some time to actually convert a file to PDF.

When the compiler has finished, the next screen you will see is a '**Save As**' dialog – this means that your bundle has been successfully compiled and you must now select where to save it (you can also change the name before saving). **You must save your compiled PDF bundle to be able to access it.**

The saved PDF bundle will be automatically opened (in your default PDF application, such as Adobe Acrobat or Adobe Reader) and you will end up with a PDF file like the one in the screenshot below:



This file will be a combination of your Word bundle and the PDF files that you added to your Word bundle. All the PDF files that were merely inserted as references in your Word document bundle have now been physically inserted in your bundle. In other words, **your bundle is now a single, fully paginated PDF file.**

Note that each item in your bundle is bookmarked for easy navigation. The left-hand bookmarks panel in, for example, Adobe Acrobat or Adobe Reader acts like a table of contents. You simply click on a bookmark to jump straight to the item within your bundle. The actual table of contents in your bundle is also hyperlinked if you use Word 2007 or later to create your bundle.

Obviously, you won't be able to edit/undo/change the PDF file as you can with a Word document. This is a limitation of the PDF file format. Even advanced PDF applications such as Adobe Acrobat are not word processors and will have limited editing functionality. So, if you do need to edit a PDF bundle you have compiled, you will need to make any changes to your Word bundle and re-create your Word bundle, and then re-compile your bundle using the PDF Bundle-Compiler.

Additional Information

1. Changing the position of the PDF page numbers

Paginating a PDF file is not as straightforward as, for example, in Word – content cannot be moved to accommodate page numbers. The PDF Bundle-Compiler will merely add the page numbers in a certain, pre-determined location.

Click the '**PDF Bundle Options**' tab on the 'PDF Bundle-Compiler' and you can select where PDF files are paginated. The default position is the bottom right corner, with the exact location determined by measuring the PDF page size and placing the page numbers in a typical position (option '**Relative Offset**'). You can change the position, and you can change option '**Relative Offset**' to '**Absolute Points**' and then specify an absolute position for the page numbers via the points box that appears. Points can be set as low as '0' which is the very edge of the page, or as high as '100'. The default point value is 18 - this value is quite near the page edge, ensuring that page numbers are unlikely to appear over content.

If you encounter any problems with pagination or a particular PDF file, please contact hjt@ein.org.uk – it would be helpful if you could send the PDF file so we can have a look to see what is causing the problems. Please also e-mail if you would like/require any other pagination options.

Please note that none of your original PDF files will be altered in any way. While the PDF Bundle-Compiler paginates the PDF files that it inserts, it does not paginate the original file – it makes temporary copies of the original PDF files and only paginates the copies.

2. Inserting and Accessing PDF files on the Internet

While the guide above has assumed you are inserting local PDF files, you can also insert hyperlinks to PDF files on the Internet. Click the button with the hyperlink icon on the '**Insert PDF File**' dialog rather than the 'Browse...' button to insert a hyperlink. Enter the hyperlink in the text box that is shown. Note that the PDF file will be downloaded to determine its page numbers. The PDF Bundle-Compiler will also need to download the file. However, both will use your Internet cache so downloading may not be needed if the file is in your cache.

Please note that you will have to grant Internet access to the PDF Bundle-Compiler if you use a firewall. Your firewall should pop-up when the PDF Bundle-Compiler attempts to access the Internet.

The PDF Bundle-Compiler should be able to handle proxy servers (e.g., if you access the Internet via your office network) but please contact hjt@ein.org.uk if you have any problems accessing the Internet with the PDF Bundle-Compiler.

3. Limitations and Errors

You cannot insert locked PDF files unless you know the password.

Some PDF files may be locked by their original creator to prevent content extraction or copying. Should the PDF Bundle-Compiler encounter a locked PDF file, you will be prompted for the password. Unless you know the password, the file cannot and will not be added to your bundle. This is the behaviour of

the PDF library (iTextSharp) used by the PDF Bundle-Compiler and is a legal requirement of Adobe (the creators of the PDF file format).

You cannot highlight key passages in a PDF file.

Obviously, you won't be able to highlight key passages in a PDF file. You would have to import the PDF text into Word if you need to highlight a key passage in a PDF file and you want it to appear in your key passage index.

The PDF Bundle-Compiler will generate a full error report if problems are encountered.

If the PDF Bundle-Compiler encounters a problem, it will warn you and generate a full error report. This will list the problems it has encountered, identifying the file and the page within your bundle where the error occurred. Errors can be PDF files that could not be opened or found, or inconsistent pagination (for example, if your Word bundle has a gap of 5 pages for a PDF file, and a file with more or less than 5 pages is inserted by the PDF Bundle-Compiler, it will note the discrepancy and warn you).

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