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# PDF Toolkit V2.1

## User Manual

June 2017

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## Contents

|  |           |
|--|-----------|
| <b>1. Introduction .....</b>                   | <b>4</b>  |
| Notes for IT Administrators .....              | 4         |
| <b>2. PDF Toolkit Installation Guide .....</b> | <b>5</b>  |
| Obtaining the software .....                   | 5         |
| Licensing .....                                | 5         |
| Operating System .....                         | 5         |
| Hardware Requirements .....                    | 5         |
| Installation Requirements .....                | 5         |
| Software Requirements .....                    | 5         |
| Installing .....                               | 6         |
| <b>3. Getting Started .....</b>                | <b>8</b>  |
| Preparation of PDF files for processing: ..... | 8         |
| Final Version .....                            | 8         |
| Registration on HAGDMS .....                   | 8         |
| File format .....                              | 8         |
| Security Settings .....                        | 8         |
| Links .....                                    | 9         |
| Page Orientation .....                         | 9         |
| Scale Notation .....                           | 9         |
| File Size .....                                | 9         |
| OCR .....                                      | 9         |
| Resolution of images .....                     | 10        |
| Bookmarks .....                                | 10        |
| <b>4. HA PDF Toolkit .....</b>                 | <b>11</b> |
| User Interface .....                           | 11        |
| Title Bar .....                                | 12        |
| Main Menu .....                                | 12        |
| PDF File Tree .....                            | 12        |
| File Tabs .....                                | 12        |
| Scroll Bars .....                              | 12        |
| PDF Viewing Area .....                         | 12        |
| Bookmark Tree .....                            | 12        |
| Log .....                                      | 12        |
| Status Bar .....                               | 12        |
| Main Menu Commands .....                       | 13        |
| File .....                                     | 13        |

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|  |           |
|--|-----------|
| PDF Files .....                            | 16        |
| Bookmarks .....                            | 16        |
| Help .....                                 | 18        |
| <b>5. PDF Package Viewer .....</b>         | <b>19</b> |
| Main Menu Commands .....                   | 20        |
| File .....                                 | 20        |
| Tools .....                                | 21        |
| Help .....                                 | 21        |
| <b>6. Tutorials .....</b>                  | <b>22</b> |
| Tutorial 1 – Collection of PDF files ..... | 23        |
| Tutorial 2 – Single PDF File.....          | 30        |
| Tutorial 3 - PDF Package Viewer .....      | 33        |

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## 1. Introduction

Highways England (HE) requires that geotechnical, drainage and environmental reports submitted by its Agents be produced in an electronic format that satisfies government requirements for long-term records management.

The reports will be held on HAGDMS and HADDMS asset information systems. The reports held on these systems are required for legal purposes (CDM 2007) and to ensure that the Government maximises the use of the information it holds.

This document provides help and guidance in the use of software for the preparation of electronic reports in the correct format, so that they can be uploaded by the Asset System Administrator. Note that reports cannot be directly uploaded onto the system by users.

The document contains bookmarks and cross reference links to help navigation.

This help & guidance and the software it relates to supersedes “*Advisory Information for HAGDMS Users SPECIFICATION AND NOTES FOR GUIDANCE FOR THE PRODUCTION OF RECORDS IN ELECTRONIC FORMAT (Version 3)*”, which is now withdrawn

All electronic copies of reports for Drainage, Geotechnical and Environmental aspects of HA schemes must be created using this method, unless otherwise agreed with an HA representative. Contractors must be made aware of these requirements as early as possible in the procurement or instruction stage. Agents will be expected to download and issue the software to suppliers as required.

The software has been developed by Mott MacDonald and Keynetix and replaces version 1 of the PDF Toolkit, which required the user to have Adobe Acrobat Standard or Professional. Version 2 is independent of a PDF editor.

**NOTE: Reports created using Version 1 of the HA PDF Toolkit will not be accepted for upload onto the system from a date stated on the HAGDMS News Page.**

Requests for help should be sent to [support@hagdms.com](mailto:support@hagdms.com)

### ***Notes for IT Administrators***

The software is free for business use on an unlimited number of PCs. It must only be used for work where the HA is the ultimate client.

The PDF Toolkit Installation Guide for the software is at the end of this help manual.

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## 2. PDF Toolkit Installation Guide

### ***Obtaining the software***

The software and tutorial documents can be downloaded from the HAGDMS/HADDMS web site <http://www.hagdms.co.uk/> (help - downloads).

If you do not have user access rights it can also be obtained from the downloads section here: <http://www.hagdms.co.uk/publicdownloads/Register.aspx>.

### ***Licensing***

The software is free for business use on an unlimited number of PCs. It must only be used for work where HE is the ultimate client.

### ***Operating System***

Windows 7, 8.1 or 10, 32 or 64bit

PDF Toolkit may work on earlier versions of Windows (e.g. XP and Vista), but this is not tested, and will not be supported in the event of any problems that occur.

### ***Hardware Requirements***

Minimum disk space for installation 30 MB. Additional disk space will be required for input and output of documents. A minimum of 1GB is recommended.

Recommended Memory (RAM): 4GB minimum

### ***Installation Requirements***

Administration rights are required to install the software. The software uses a windows installer package. The location for the program can be specified on install.

Locations of temporary and working folders can be set in PDF Toolkit's Options Menu after installation. This may be useful if areas of the C drive are locked down to normal users.

### ***Software Requirements***

Pre-requisites: .NET Framework 3.5 – this will be checked when installing PDF Toolkit.

**Windows 7:** .NET Framework v3.5 is normally installed as standard. If not, follow the instructions below for Windows 8.1 and 10.

**Windows 8.1 / 10:** .NET Framework v4 or later is normally installed as standard, which does not include the required components from v3.5. When installing PDF Toolkit, .NET Framework v3.5 may be automatically installed. If this does not complete successfully, then it can be installed by going to Control Panel > Programs and Features > Turn Windows features on or off, and ticking the box next to "Microsoft .NET Framework v3.5" (or 3.5.x). You will require administrator access to your PC to complete this, and should refer to your organisation's IT support for assistance if necessary. **Do not** remove any later versions of .NET Framework that are already installed.

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## ***Installing***

The installation procedure is a standard install process from a setup.exe file. Download the file, save to a local drive, double click and follow the instructions. Screenshots of the install process are shown on the next page.

Two programs will be installed: “PDF Toolkit” and “PDF Package Viewer”, which will both appear on the programs menu under “PDF Toolkit”.



1



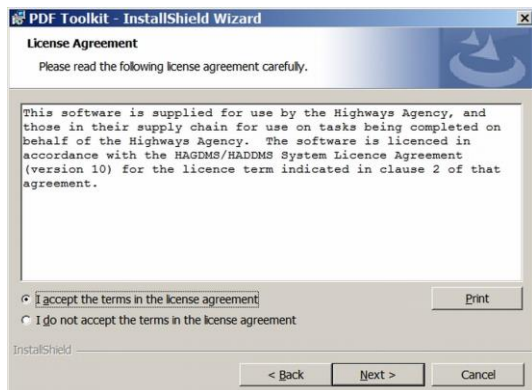
5



2



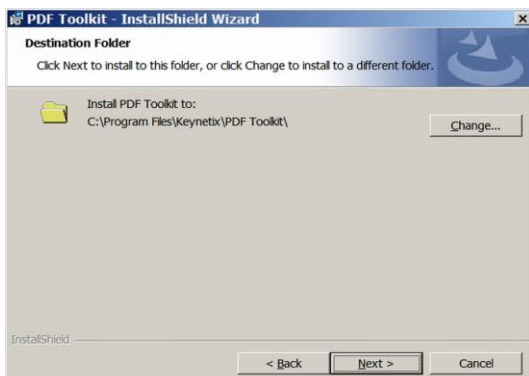
6



3



7



4

### 3. Getting Started

PDF Toolkit, version 2, replaces version 1, which required Adobe Acrobat Standard or Professional. It comprises two separate programs:

- (1) PDF Toolkit and
- (2) PDF Package Viewer.

The PDF Toolkit is used to compile, bookmark and package files ready for issue to the HA, whilst the PDF Package Viewer is a read-only program that is used to view the files created by the PDF Toolkit.

Both programs can be launched from the Windows Main Menu, under the PDF Toolkit group.



This user guide gives information on the functionality of the software as well as providing tutorials and tips to help get started. It is strongly recommended that the new user familiarises themselves with the user interface and works through all three tutorials before commencing with live projects.

#### ***Preparation of PDF files for processing:***

The following provides requirements and guidance on the format of the PDF files required when using the PDF Toolkit:

#### ***Final Version***

Before compiling the report using the PDF Toolkit ensure that the report is the final version. The report will be uploaded onto a records management system and only final, issued reports are required. In the case of geotechnical reports, there will be an accompanying geotechnical certificate or note of acceptance (HD22/08).

#### ***Registration on HAGDMS***

Before compiling the PDF report it is strongly recommended that the report details be registered on HAGDMS/HADDMS. This will allow the Toolkit xml file to be automatically generated, reducing the possibility of errors. The report details should be registered by the HE's Agents. The Toolkit file can be downloaded from the Report Details Page, by an HAGDMS/HADDMS user.

#### ***File format***

All files shall be in PDF format. Note that the HE PDF Toolkit does not create PDF files. PDF creation software is widely available for various platforms.

#### ***Security Settings***

The files shall have no security settings.



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## **Links**

Links and attached files are not to be included in PDF files.

## **Page Orientation**

Pages should be rotated to the intended orientation for screen.

## **Scale Notation**

Drawings shall contain scale information in the following format :

“scale@paper size”, e.g. “1:2500@A1”. This is to enable the user to determine the original paper size if printed out of context.

## **File Size**

Files may be any size, but single pages shall be less than 5MB. e.g. 20MB file is allowed as long as single pages, normally drawings or figures are less than 5MB. It is recommended to include drawings as individual files where possible. Large file sizes for single pages are normally due to very high resolution scanning/images or dense hatch patterns on drawings. Advice can be obtained either from the producer of the software you have used to generate the files, or by searching for “reduce PDF file sizes” on the Internet.

If multipage files are greater than 5MB the software will automatically break it up into 5MB “chunks” and assign continuation bookmarks.

## **OCR**

All PDF files should be indexed, i.e. have searchable text. Files created directly from applications via a PDF printer or export facility normally have searchable text embedded in the document. If a PDF has been created by scanning a paper record it should be processed using Optical Character Recognition (OCR) software. If OCR is carried out the final image MUST be a copy of the original PDF (exact image). Several software solutions are available to carry out OCR whilst preserving the original image. The following is a list of examples:

### Desktop Applications

- ABBYY FineReader
- Adobe Acrobat
- Nitro PDF (with OCR module)
- Omnipage
- Readiris
- Tracker Software PDF-XChange

### Online OCR services

- <http://free-online-ocr.com>

Please note the above software and services are not necessarily endorsed by HE, Mott MacDonald or Keynetix and it is the sole responsibility of the user to confirm that the software or service has correctly processed the files.

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## ***Resolution of images***

High resolution images will create large file sizes. Scanners will enable resolutions of 1200dpi or more. It is recommended that a maximum of 300dpi and a minimum of 200dpi be used.

## ***Bookmarks***

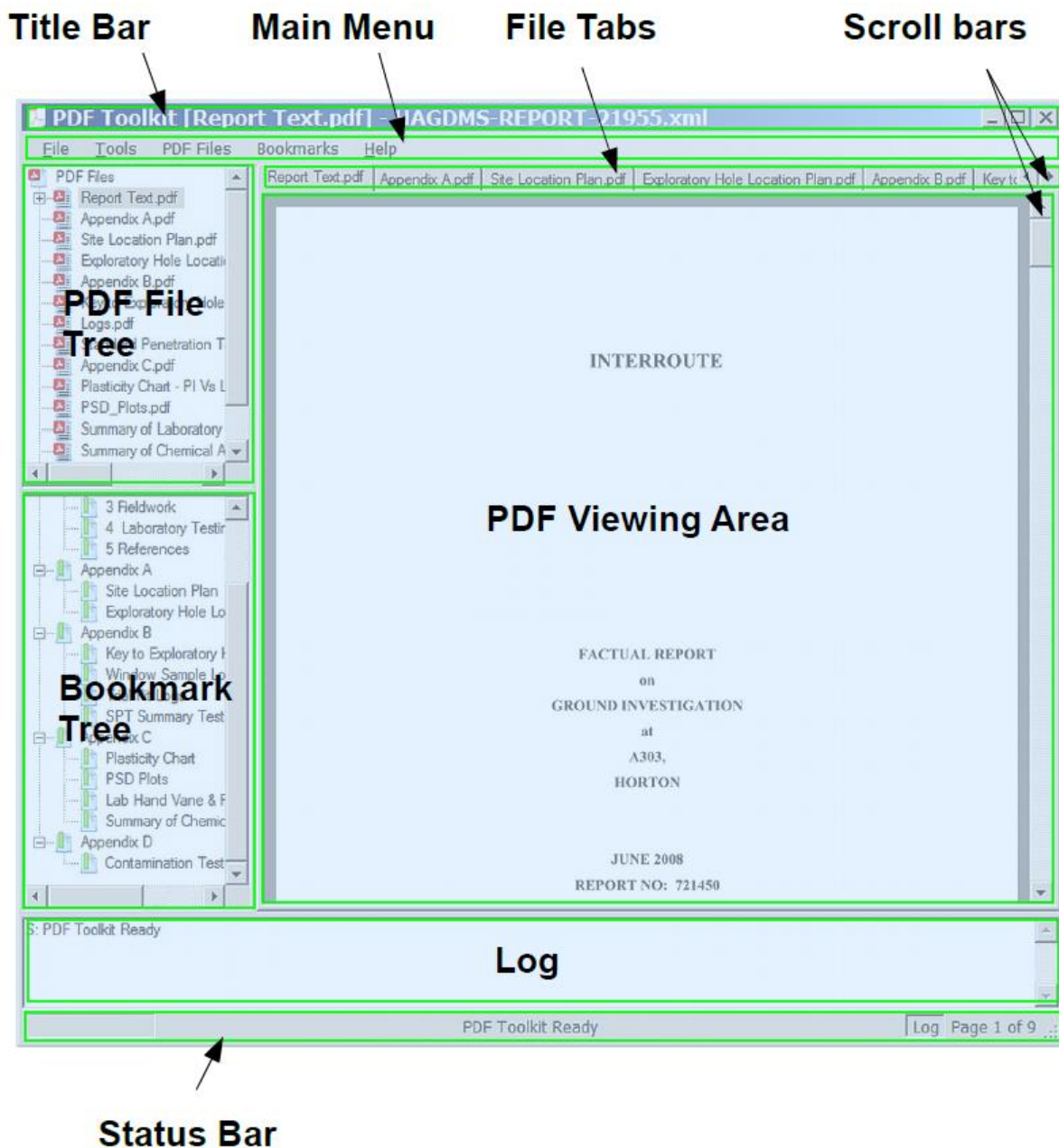
Bookmarks may be created prior to using the PDF Toolkit. Note that the level of Bookmarking should reflect the complexity of the report and enable easy navigation by the reader. Normally the level of bookmarks should reflect the contents page of the report.

## 4. HA PDF Toolkit

### User Interface

The following diagram shows the elements of the PDF Toolkit and PDF Package Viewer User Interface. Note that the Log is hidden by default and there is an option to display the PDF Viewing Area below the PDF File and Bookmark Trees. See Main Menu – Options

The window can be resized using normal Windows techniques.



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## **Title Bar**

Displays the current PDF file being viewed and the name of the Toolkit File

## **Main Menu**

The Main Menu comprises the following:

- File
- Tools
- PDF Files
- Bookmarks
- Help

## **PDF File Tree**

Shows the loaded PDF files in a tree view.

## **File Tabs**

Displays the loaded PDF files. If a + sign is shown to the left of the file name the PDF has associated bookmark, which can be dragged into the Bookmark Tree.

## **Scroll Bars**

Scroll bars are displayed if numerous PDF files are loaded and/or all pages cannot be displayed in the PDF Viewing area.

## **PDF Viewing Area**

Displays the selected PDF file.

Zooming in and out of the document is possible by using Ctrl+mouse wheel. This is useful when checking page order, orientation etc.

**Top Tip**

## **Bookmark Tree**

Displays bookmarks. Bookmarks can be created, dragged from the PDF Tree, assigned to a page in a PDF file, and nested. For more information see Bookmarks Menu.

## **Log**

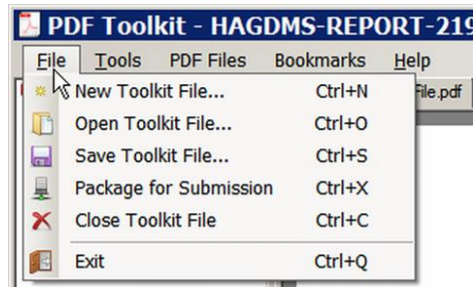
Shows a report of the processes executed by the program. This can be useful to diagnose problems with the packaging process.

## **Status Bar**

Displays the progress whilst creating the package file, the number of pages in the active PDF and has a button to open or close the Log.

## Main Menu Commands

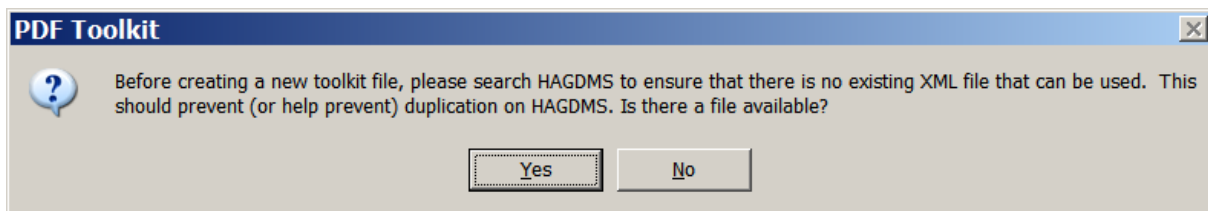
### File



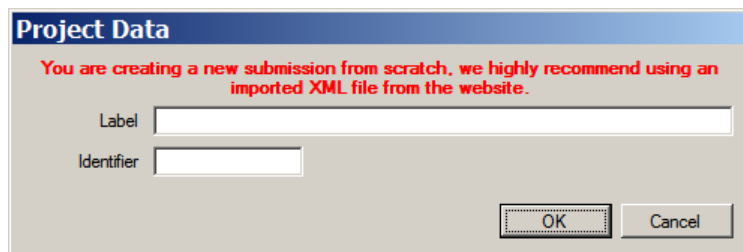
### New Toolkit File

Allows the user to create a new toolkit file without using an XML Toolkit file downloaded from HAGDMS/HADDMS. **This must only be used in extreme cases** where the XML file cannot be obtained. If the metadata on HAGDMS/HADDMS doesn't match the information typed in here the upload will fail.

The following warning will be seen



If no XML file is available and the User clicks "No" the following dialog will be seen:



#### Label

The exact report title.

#### Identifier

The unique HAGDMS Report ID.

The Label and Identifier can be modified during subsequent opening of Toolkit File. They can also be viewed & modified by double-clicking on the root (top-most) bookmark icon.

Top Tip

### Open Toolkit File

This allows the user to import the XML file downloaded from HAGDMS/HAGDMS. This is the preferred method of using the Toolkit as it guarantees that the file will upload to the correct

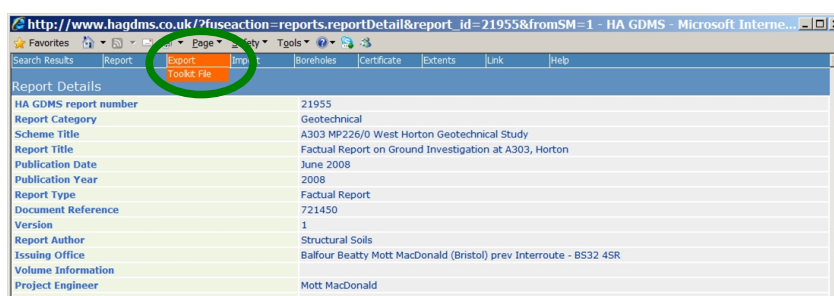
report entry in HAGDMS/HAGDMS.

Note that when the Toolkit xml file is imported all PDF files in the same folder and sub-folders will automatically be loaded into the Toolkit. It is worth checking before opening the file to ensure that the correct files are stored in the folder/sub-folders.

Top Tip

### Toolkit xml file

The Toolkit xml file is downloaded from the Report Details page (**Export – Toolkit File**) in HAGDMS/HADDMS, as long as the report details have been registered. A screenshot of the Report Details page in HAGDMS/HADDMS is shown below:



### Save Toolkit File

This allows the user to save the work at any point. You can overwrite the XML file, but it may be best to either keep a copy of the original file or save to a new filename.

The program does not automatically save your work if you haven't created any bookmarks it will not remind you to save on exit. There is no undo feature, so save your work frequently.

Top Tip

### Package for Submission

Once you are happy with the bookmarks, have checked that the file size for an individual file is less than 5MB and have checked that the pages are all present and oriented correctly use this command to create the package of files to be sent to Highways England.

The package file is saved in the location specified under the Output Folder in the Tools Menu.

Top Tip

### Close Toolkit File

Use this to close the current file without exiting from the Toolkit

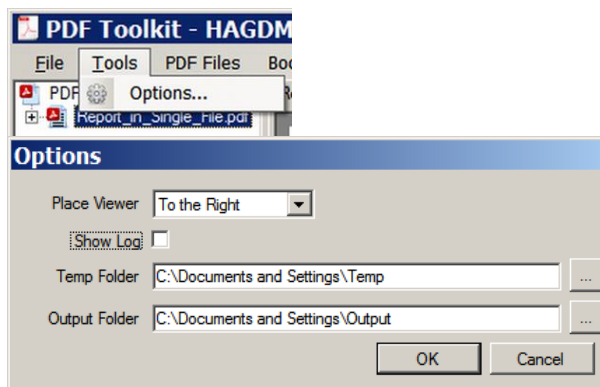
### Exit

Self explanatory. Remember to save before you exit.

## Tools

### Options

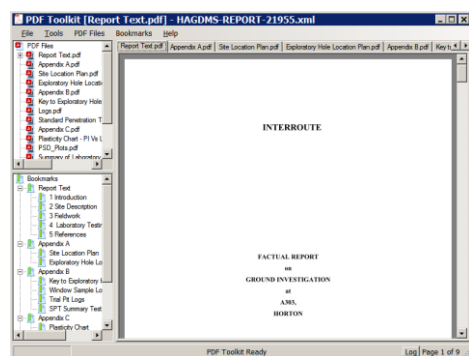
The Options dialog box allows the user to configure the look of the PDF Toolkit and to assign where the Toolkit saves files on the computer.



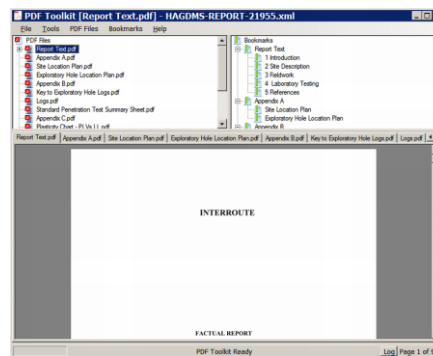
### Place Viewer

Options are to place the PDF Viewing Area: (a) To the Right or (b) Underneath the PDF File and Bookmark Trees.

The layouts are as shown below:



*To the Right*



*Underneath*

### Show Log

A log of processes is recorded during use of the program. It can be used to view messages if errors or warnings are reported. Normally the Log area of the interface will not be required. The Log can also be accessed using the "Log" button in the bottom right hand corner of the Status Bar.

### Temp Folder & Output Folder

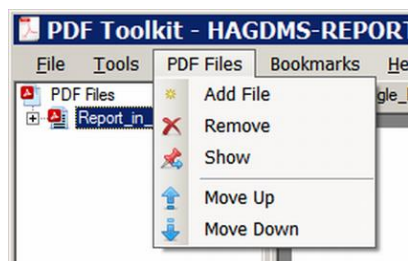
Used for assigning locations for folders can be especially useful if Administrator rights prevent an area of the PC from access by software.

The Temp Folder is used only by the program to read and write files, the User does not need to access this folder.

The Output Folder will be accessed by the user at the end of the process. It will contain the packaged file (*filename.pkg*), which needs to be sent to Highways England or its Agents.



## PDF Files



The PDF Files menu is also available by right clicking in the PDF File Tree area once a Toolkit file has been opened/created.

**Top Tip**

### Add File

Add a PDF file. Try to avoid using this method of adding files. It is better to add the file to the working folder using Windows Explorer before the Toolkit is opened. Note that the PDF file is not added to the working folder when using this command.

### Remove

Remove a PDF file. This removes a PDF file from the PDF File Tree, but it doesn't delete the file from the working folder. If a file does need to be deleted it is advised to delete it in the working folder using Windows Explorer then re-open the Toolkit.

### Show

This shows the selected PDF file in the PDF Viewing Area. The PDF can also be shown by double-clicking on the PDF file in the PDF File Tree.

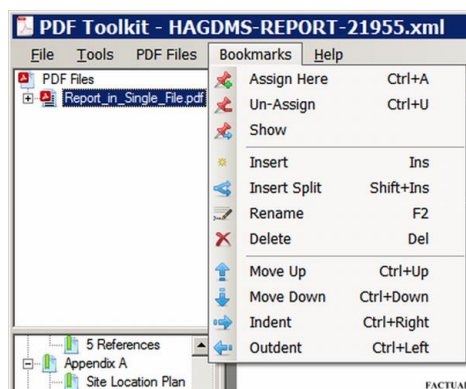
### Move Up

Moves the PDF file up one place (there are no shortcut keys available for this command)

### Move Down

Moves the PDF file down one place (there are no shortcut keys available for this command)

## Bookmarks





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## ***Assign Here***

(Ctrl+A) Assigns a bookmark to the page visible in the PDF Viewing Area. The bookmark icon will change from red to green to indicate that a link has been made.

## ***Un-Assign***

(Ctrl+U) Removes the link from the selected bookmark. The icon will change from green to red to indicate that the bookmark has no linked page.

## ***Show***

Opens the page assigned to the bookmark in the PDF Viewing Area. The PDF can also be shown by double-clicking on the bookmark.

## ***Insert***

(Ins) Inserts a new bookmark below the selected bookmark. The user is prompted for text for the bookmark.

## ***Insert Split***

(Shift+Ins) Inserts a “hard” split which is honoured when the files are packaged. This would be used where there is a single PDF containing different types of information e.g. trial pit and borehole logs and the user wants to split the file so that trial pit logs only appear in one file and borehole logs in another. The use of “Split” is only recommended for advanced users, the program will split files automatically.

## ***Rename***

(F2) To rename a bookmark

## ***Delete***

(Del) To delete a bookmark

## ***Move Up***

(Ctrl+Up) Moves the bookmark up one place. Use the shortcut key to quickly move bookmarks.

**Top Tip**

## ***Move Down***

(Ctrl+Down) Moves the bookmark down one place. Use the shortcut key to quickly move bookmarks.

## ***Indent***

(Ctrl+Right) Moves the bookmark to become a child of the bookmark above it

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## ***Outdent***

(Ctrl+Left) Moves the bookmark to become a sibling of the bookmark above it

## ***Help***

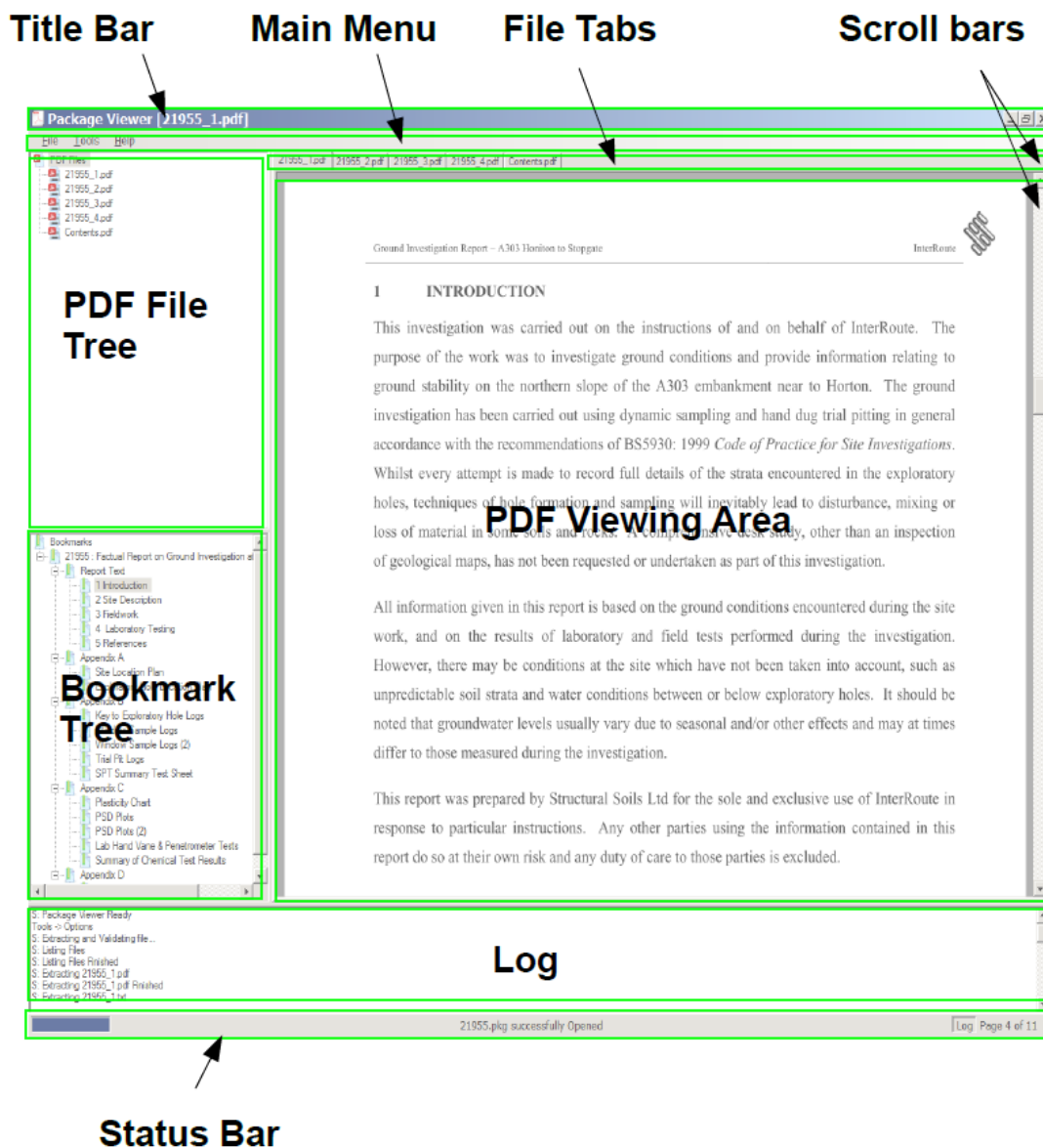
Provides access to the version of the PDF Toolkit and licence details.

## 5. PDF Package Viewer

The PDF Package Viewer allows the User to view reports that have been created using the PDF Toolkit. It is recommended that following successful packaging of the report, the final version is checked using the PDF Package viewer. The following items should be checked:

- All pages are present (in particular, appendices, drawings etc.)
- All pages are correctly rotated
- All bookmarks are correctly assigned

The PDF Package Viewer user interface is almost identical to the Toolkit, except that the ability to edit the files has been removed.

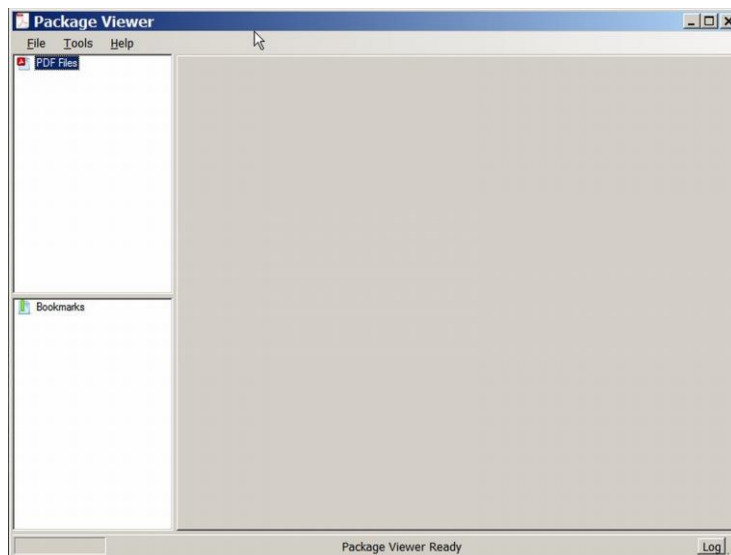


The program is opened from the Windows Menu List



The program has three main menu items

- **File**
- **Tools**
- **Help**

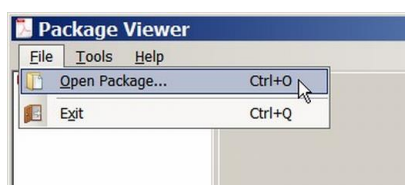


## Main Menu Commands

### File

#### Open Package

Opens a Package File. The filename will have a “.pkg” file extension. It will not open .PDF files directly.



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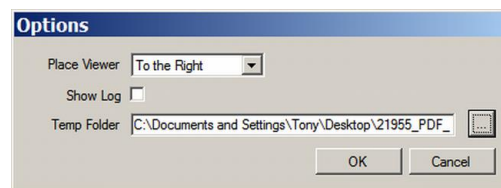
## **Exit**

Self explanatory.

## **Tools**

### **Options**

The Options dialog box allows the user to configure the look of the PDF Toolkit and to assign where the Toolkit saves files on the computer.



#### **Place Viewer**

Options are to place the PDF Viewing Area: (a) To the Right or (b) Underneath the PDF File and Bookmark Trees.

#### **Show Log**

A log of processes is recorded during use of the program. It can be used to view messages if errors or warnings are reported. Normally the Log area of the interface will not be required. The Log can also be accessed using the “Log” button in the bottom right hand corner of the Status Bar.

#### **Temp Folder**

Used for assigning locations for folders can be especially useful if Administrator rights prevent an area of the PC from access by software.

The Temp Folder is used only by the program to read and write files, the User does not need to access this folder.

## **Help**

Provides access to the version of the PDF Toolkit and licence details.

## 6. Tutorials

The following tutorials show how to create package files in a format that Highways England require for storage on their HAGDMS/HADDMS Asset Management Systems.

For those who have used version 1 of the Toolkit, the significant differences between that version and this program are:

- The “.hap” file is no longer used. The project is saved to the Toolkit.xml file.
- There is no longer any need for a “contents.PDF” file
- Only single page files need be less than 5MB, the software will automatically split multipage files.
- There is no need to manually split any files, although this can be done.
- The program packages the files into a single file, which can only be read with the PDF Package Viewer.

The HE PDF Toolkit allows the User to compile the PDF version of the report according to their preferences, software ability/limitations. The tutorials have therefore been developed to show how to create the package file start with: (1) collection of PDF files and (2) a single PDF file.

The pros and cons of each method are shown below:

|                             | Pro  | Con  |
|-----------------------------|--|--|
| (1) collection of PDF files | Allows greater control over assembly and splitting of files  | Must use the HE PDF Toolkit to manage the files and bookmarks.   |
| (2) Single file             | Can be assembled & bookmarked using familiar software.<br>Simplifies the use of the HE PDF Toolkit | Files will be split automatically, not at discrete breaks, unless splits are inserted using the HE PDF Toolkit |

Either method is equally valid and as you will see, the end result will be exactly the same.

The PDF files for the tutorials are contained in the Tutorial folder, which is located on the HAGDMS/HADDMS downloads page. Please see the PDF Toolkit Installation Guide section of this document for more information.

To follow the tutorials it is recommended to set the layout options the same as the screenshots in this document as follows:

***Tools - Options – Place Viewer = “To the Right”***

A tutorial showing how to use the PDF Package Viewer is also included See Tutorial 3 - PDF Package Viewer

## Tutorial 1 – Collection of PDF files

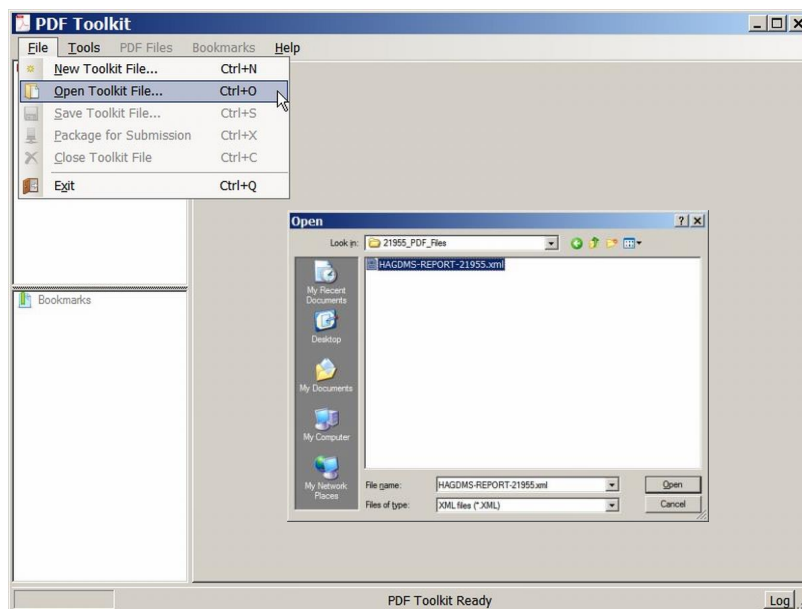
This tutorial considers the situation where the User has a number of PDF files in a folder, or sub folders which comprise a report. It assumes that the user has placed the Toolkit xml file in that folder. The example used by the tutorial is in the “Tutorials\HE-PDF-Toolkit-Tutorial-1” folder . It is recommended to copy this folder to keep the original as a backup in case you need to restart the tutorial.

Preparation of PDF files – note that when the Toolkit XML file is loaded all PDF files in the same folder and sub-folders will automatically be loaded into the Toolkit, this saves time manually adding files. It is therefore recommended to check that all files are included in the folder/subfolder prior to starting.

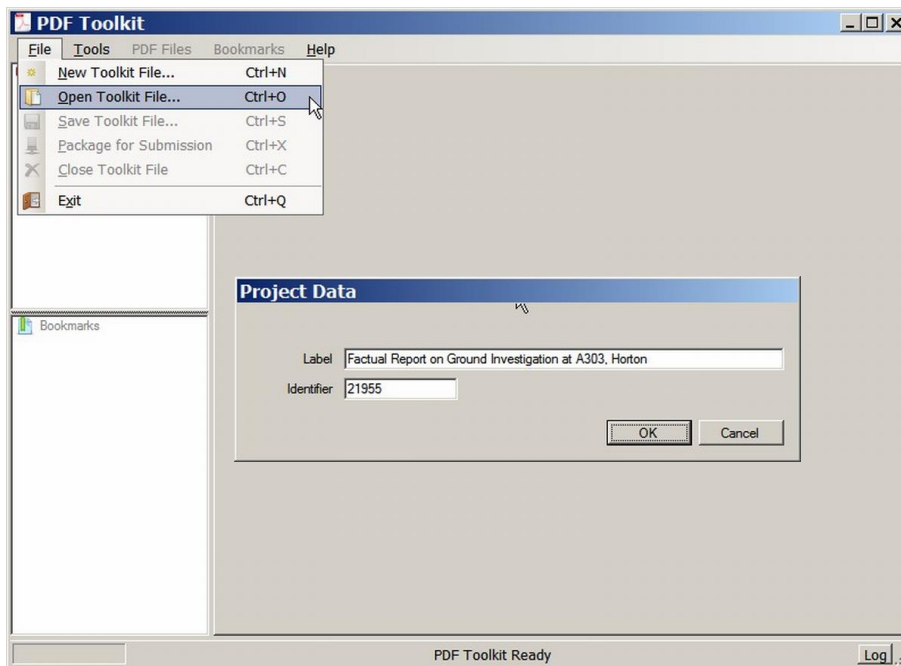
Top Tip

### Open a Toolkit file

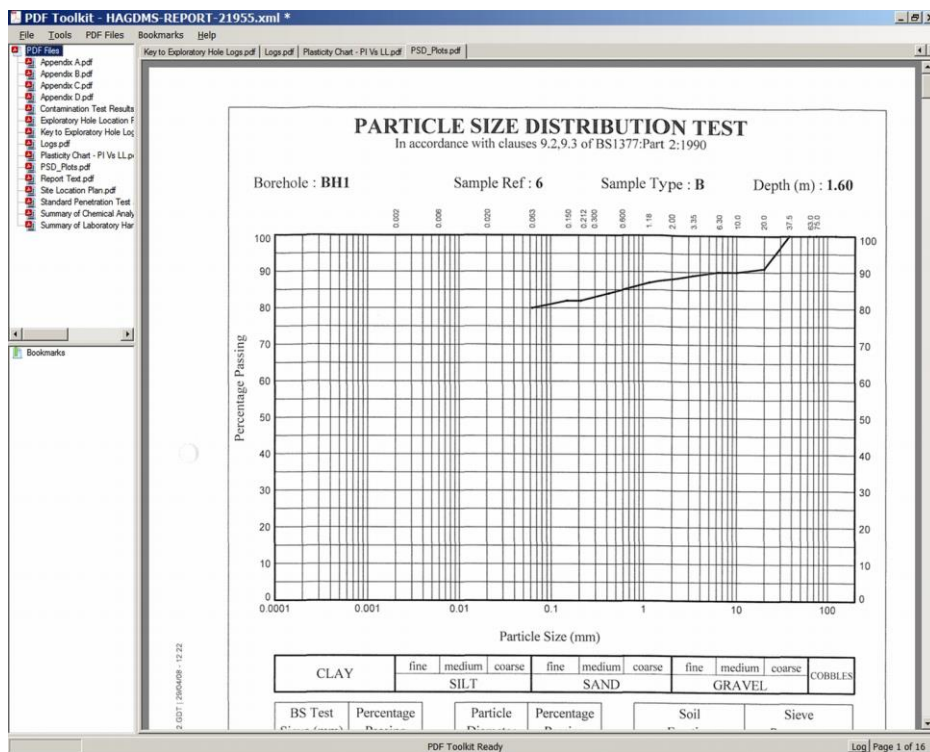
Click on **File - Open a Toolkit File**. Browse to the location where you saved the Tutorials folder and select the file “HAGDMS-REPORT-21955.xml” from the folder “HE-PDF-Toolkit-Tutorial-1”



View the Project Data and click **OK**

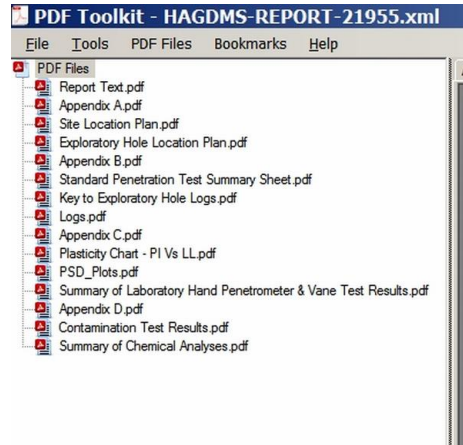


The PDF files in the same folder as the XML file will be automatically loaded into the Toolkit and you will see the following, when they are all loaded:

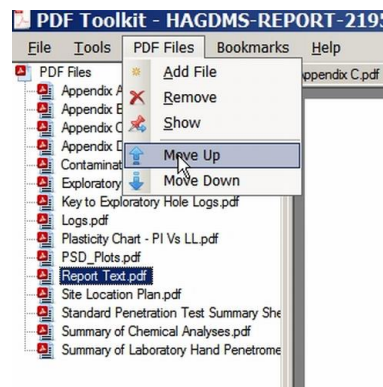




You can see the files in the PDF File Tree. At this stage the files are in alphabetical order. To help organise our work we can move them up or down to be in the order of the report. In this case the order is:



To move the files, use the **PDF Files - Move Up**, or **Move Down**. You can also right click in the PDF File Tree to get the menu items as a context-sensitive list.



Move the files until you get the order shown in the screenshot at the top of this page.

Note that this process is not necessary for the Toolkit to work, but it helps the User to ensure that nothing is missed.

**IMPORTANT – Save your work now. File – Save Toolkit File .** Note that until you create a bookmark the work will not be saved automatically.

## Create Bookmarks

We will create bookmarks that match the contents of the report

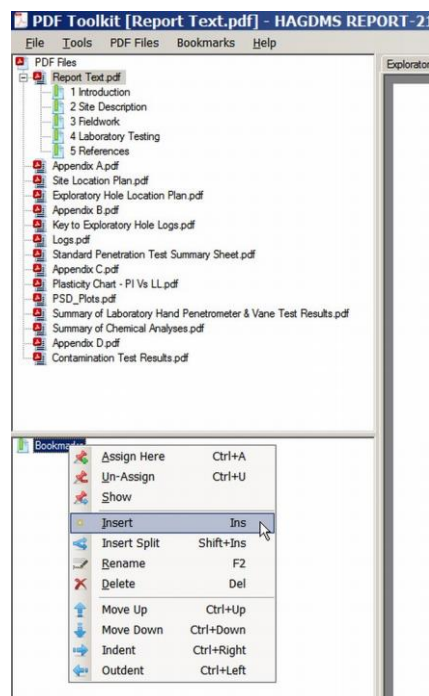
The contents are shown in the report to be:

| Table of Contents |                               |     |
|-------------------|-------------------------------|-----|
| 1                 | INTRODUCTION                  | 4   |
| 2                 | SITE DESCRIPTION              | 5   |
| 2.1               | Location and Topography       |     |
| 2.2               | Geology                       |     |
| 3                 | FIELDWORK                     | 6   |
| 4                 | LABORATORY TESTING            | 7   |
| 5                 | REFERENCES                    | 9   |
|                   | APPENDIX A                    | i   |
| (i)               | Site Location Map             |     |
| (ii)              | Exploratory Hole Location Map |     |
|                   | APPENDIX B                    | ii  |
| (i)               | SPT Summary Sheet             |     |
| (ii)              | Borehole Logs and Photos      |     |
| (iii)             | Trial Pit Logs                |     |
|                   | APPENDIX C                    | iii |
| (i)               | Geotechnical Testing Results  |     |
|                   | APPENDIX D                    | iv  |
| (i)               | Contamination Testing Results |     |

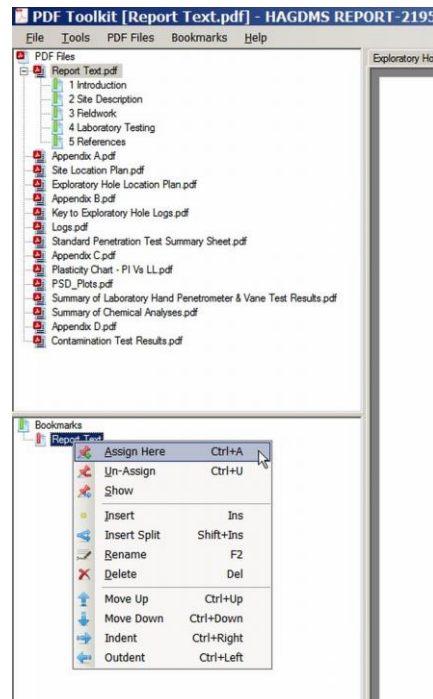
Note that in the example the “Report Text” PDF file already contains some bookmarks because it was produced from an application that automatically created them (e.g. MS Word and proprietary PDF creation software). Click on the + to the left of the Report Text PDF file (you may need to double click on the file name) and you will see the bookmarks.

The first Bookmark to create is “Report Text”, this will be used as a “parent” for items 1 to 4.

Either click **Bookmarks – Insert**, or press the **Ins** key to create a new bookmark.

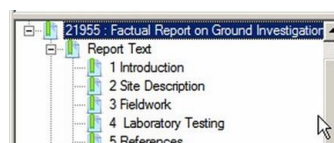


Once the bookmark is created, and whilst it is still highlighted name it “Report Text”.

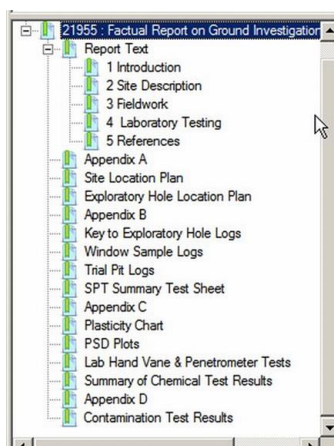


You will see that the icon has a red mark showing that the bookmark is unassigned. To assign the bookmark double click on the Report Text PDF file to show it in the PDF Viewer, then select the Report Text bookmark, right click and choose **Assign Here** (or press Ctrl A). The bookmark icon will now be green, showing that the bookmark is assigned.

As mentioned above the Report Text PDF file already has bookmarks. To use these rather than retype click and hold on the Report Text PDF file, drag it to the Report Text bookmark and when you see a + sign release the mouse button. Five bookmarks have now be created and assigned as shown below:



To create the remaining bookmarks use **Insert**, name the bookmarks and assign to the correct file to match the following:

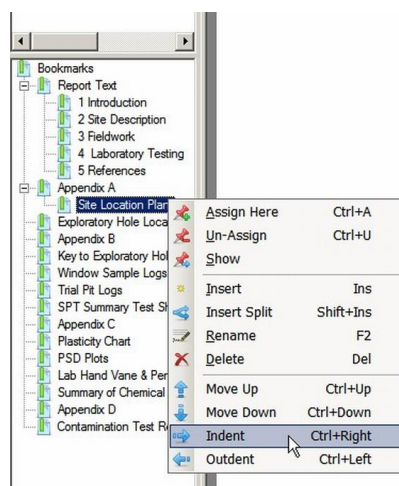


Note that the filenames match the bookmark names except for the “Window Sample Logs” and “Trial Pit Logs”. These are assigned at pages 1 and 11 of the file “Logs.PDF” respectively. To assign a bookmark at a particular page in a file just move to the required page in the PDF viewer and assign it. You can zoom out to view more than a single page by clicking in the PDF Viewer and use the Ctrl+mouse wheel.

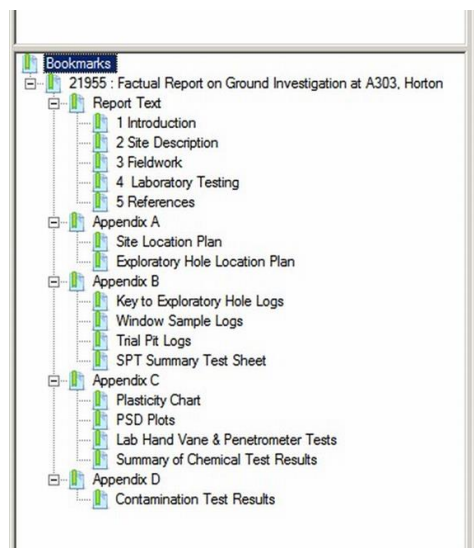
### Structure the Bookmarks

Now that all the bookmarks have been created and some of them have been structured (assigned a parent) it is useful to group other bookmarks. This is achieved by indenting and/or outdenting.

Start by grouping the bookmarks under “Appendix A”. Select the “Site Location Plan” bookmark and press Ctrl + →, or right click and select “**Indent**”. The bookmark should move to the right and become a child of “Appendix A”.



Apply this to the other bookmarks so that the following structure is shown:



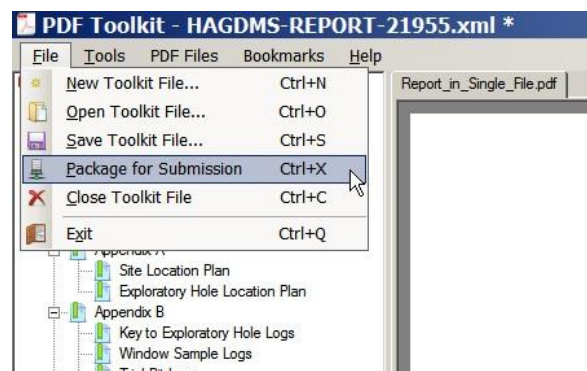
After you have done that save your Toolkit File **File – Save Toolkit File**.

## Packaging

The report is now ready to be packaged. That is the PDF Toolkit will carry out some checks and then create a single file, which is in the correct format for it to be used on HAGDMS/HADDMS.

To determine where the package file will be saved click on **Tools – Options** and choose a folder for the Output Folder.

Select **File – Package for Submission**.



The progress is shown on the status bar.

At the end of the process the program will report whether it has been successful or if errors were encountered. If there are any errors, open the Log window and find the error report. Correct the error if possible and re-try.

If the program reports that the packaging process has been successful you have completed Tutorial 1.

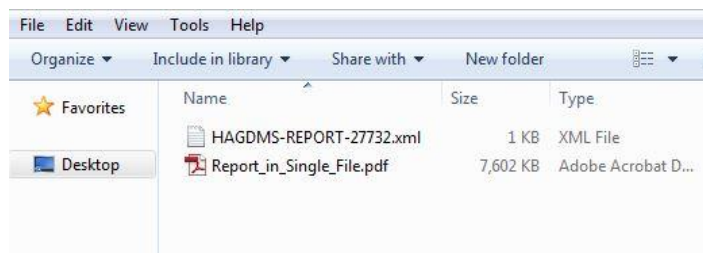
The package file “21955.pkg” located in your Output folder is the file that would be sent to HE or its Agent.

In order to view the packaged report use the PDF Package Viewer. See Tutorial 3.

## Tutorial 2 – Single PDF File

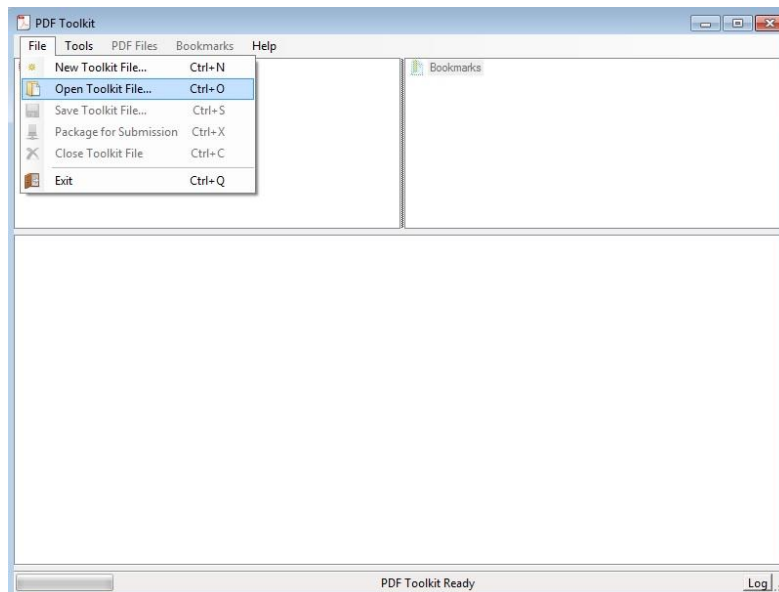
This tutorial is to show how to create a packaged report from a single PDF file. The tutorial assumes that the User has already created bookmarks within the PDF file using their available PDF editing software. If that isn't the case then bookmarks could be created using the PDF Toolkit (see Create Bookmarks in Tutorial 1 – Collection of PDF files)

The files are in the folder “Tutorials\HE-PDF-Toolkit-Tutorial-2” folder. It is recommended to copy this folder to keep the original as a backup in case you need to restart the tutorial. Only 2 files are present: The report “Report\_in\_single\_file.PDF” and the Toolkit xml file “HAGDMS-REPORT-27732.xml”.

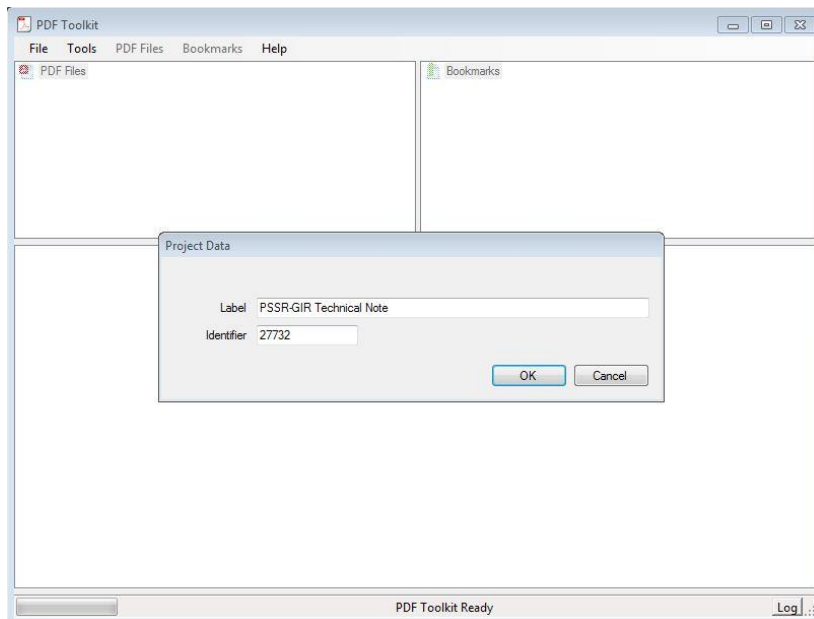


### Open a Toolkit File

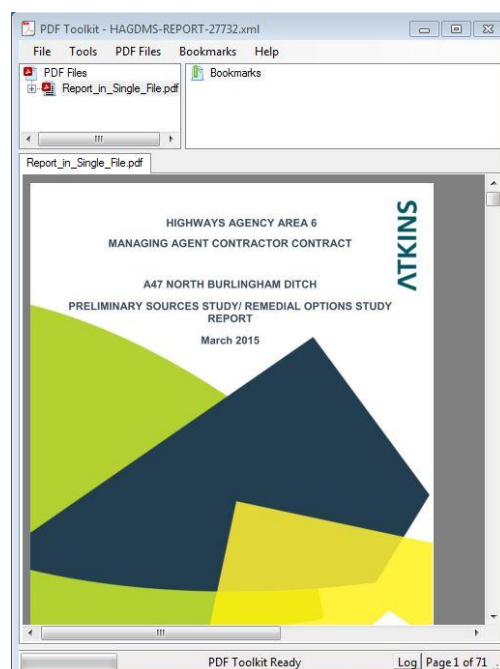
Click on **File – Open Toolkit File**. Select the file “HAGDMS-REPORT-27732.xml” from the “Tutorials\HA-PDF-Toolkit-Tutorial-2” folder.



View the Project Data and click OK



When the file has loaded you will see the following:

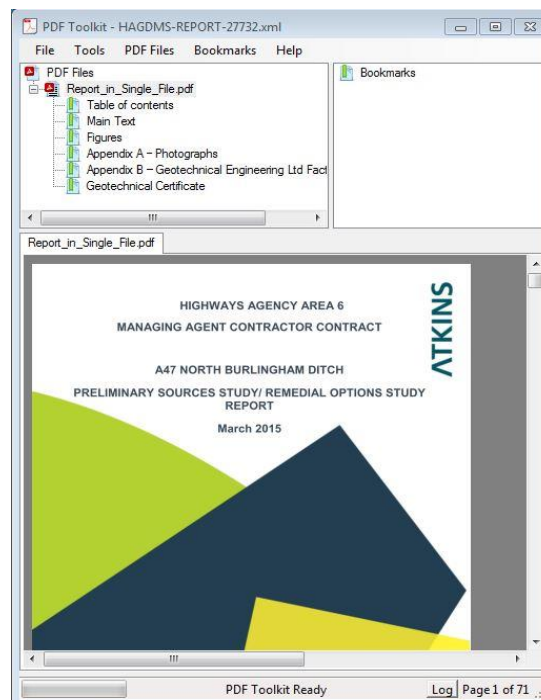


## Create Bookmarks

We know that the “Report\_in\_single\_file.PDF” contains all the bookmarks we need. In order to see them click on the + sign to the left of the filename in the PDF File Tree.

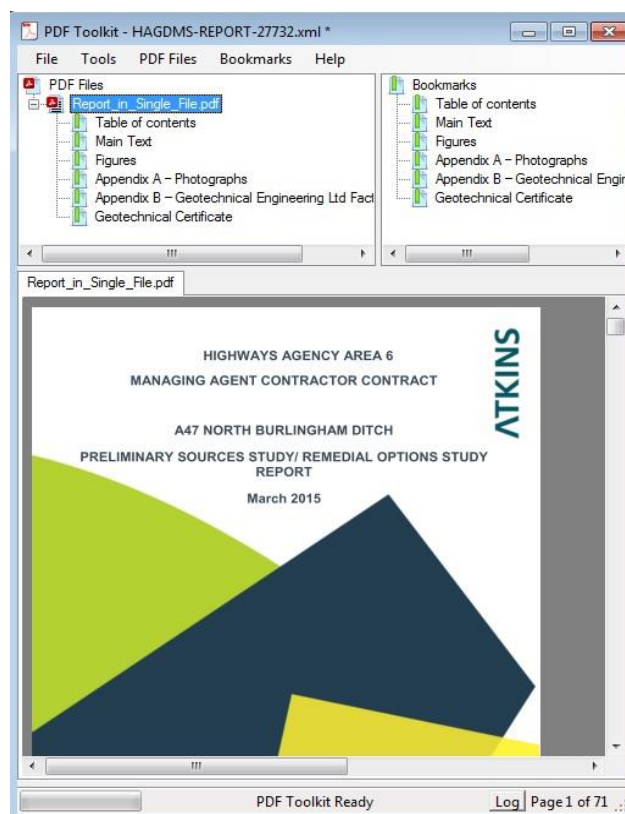


This will reveal a bookmark tree:



To create the bookmarks click and hold on the text "Report\_in\_Single\_File.pdf" and drag it to "Bookmarks" in the Bookmark Tree.

This will generate and assign all the bookmarks.



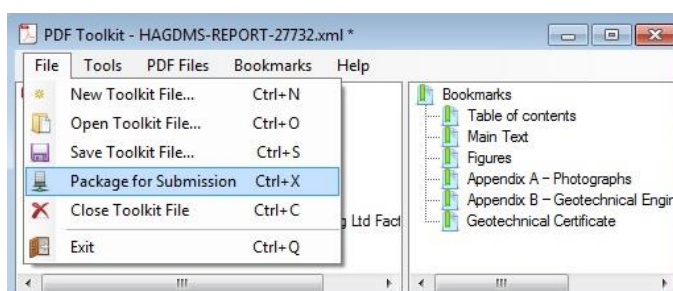


## Packaging

The report is now ready to be packaged. That is the PDF Toolkit will carry out some checks and then create a single file, which is in the correct format for it to be used on HAGDMS.

To determine where the package file will be saved click on **Tools – Options** and choose a folder for the Output Folder.

Select **File – Package for Submission**.



The progress is shown on the status bar.

At the end of the process the program will report whether it has been successful or if there are errors. If there are any errors, open the Log window and find the error report. Correct the error if possible and re-try.

If the program reports that the packaging process has been successful you have completed Tutorial 2.

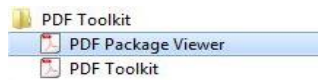
The package file "27732.pkg" located in your Output folder is the file that would be sent to Highways England or its Agent.

In order to view the packaged report you must use the PDF Package Viewer. See Tutorial 3.

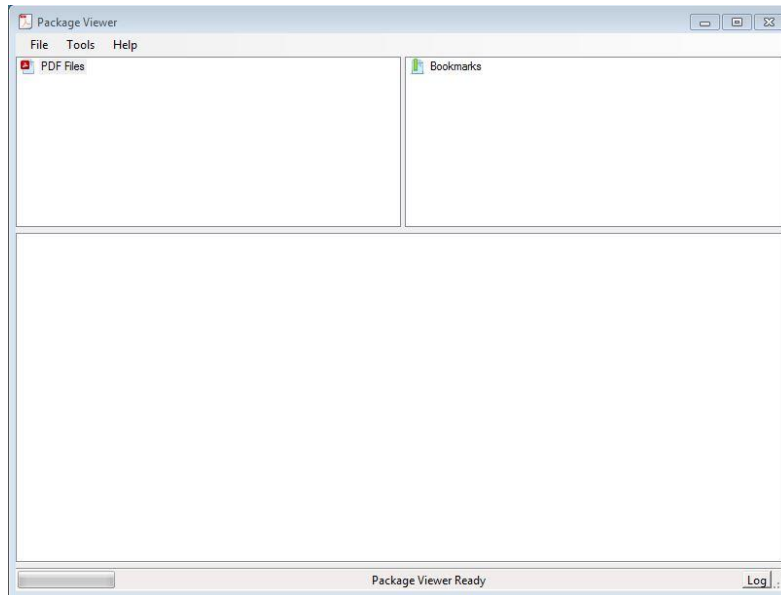
## Tutorial 3 - PDF Package Viewer

This tutorial shows you how to open a package (Report) to view the submission for final checking before issue. There is an example package in the Tutorials\HE-PDF-Toolkit-Tutorial-3 folder, or if you've followed tutorials 1 and 2 you can browse to the location of the packages you've just created.

## Open the PDF Package Viewer



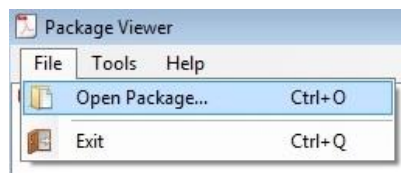
The Package Viewer will open as shown below:



For details regarding the User Interface see the PDF Package Viewer section. Next we need to open a package.

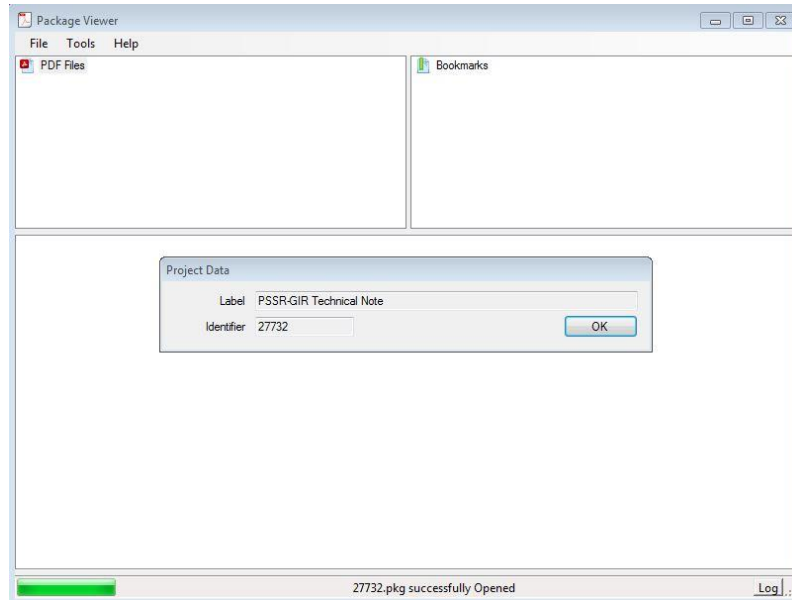
### Open a Package

Click on **File – Open Package**.



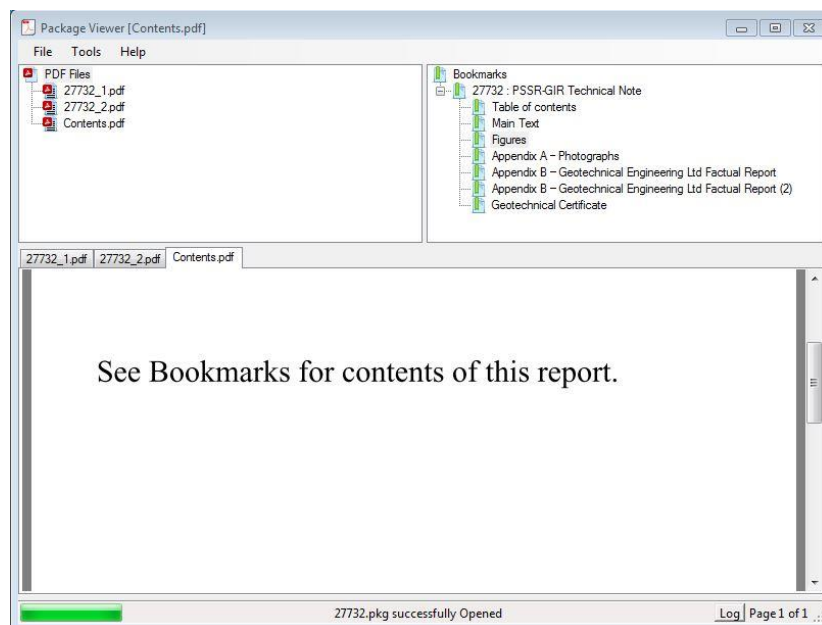
Browse to the Tutorials\HA-PDF-Toolkit-Tutorial-3 folder. Open the package “27732.pkg”. Click on **OK** on the Project Data Dialog

The Report will be loaded into the viewer. Notice that the names of the PDF files have

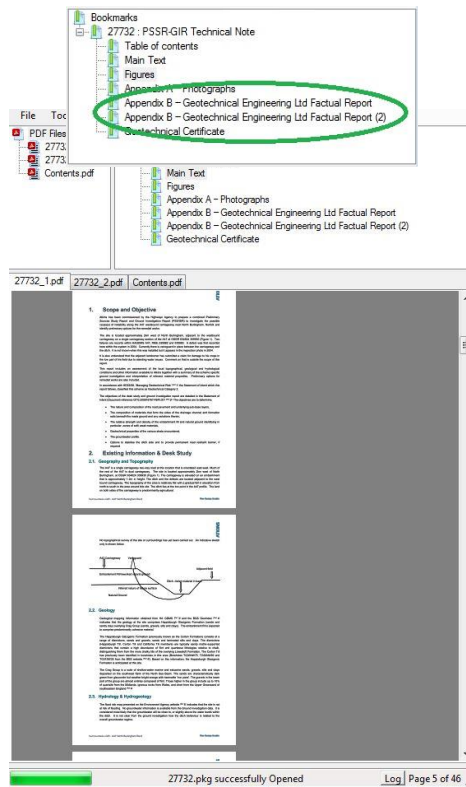


changed. Don't panic! These new files were generated by the program during packaging and replace your original files. The HAGDMS/HADDMS user interface only uses bookmarks to navigate the report.

Double click on a bookmark to open the report at the required page.



Note that the bookmark for Appendix B has been duplicated (see below). This is because the file exceeded the 5MB limit and the program has automatically split it across two files. This is acceptable. If the User didn't want these automated splits, they would need to either ensure that individual files did not exceed 5MB, or insert manual splits. See (Insert Split).



Zooming in and out of the report is possible by clicking in the and using the Ctrl + Mouse scroll wheel.