



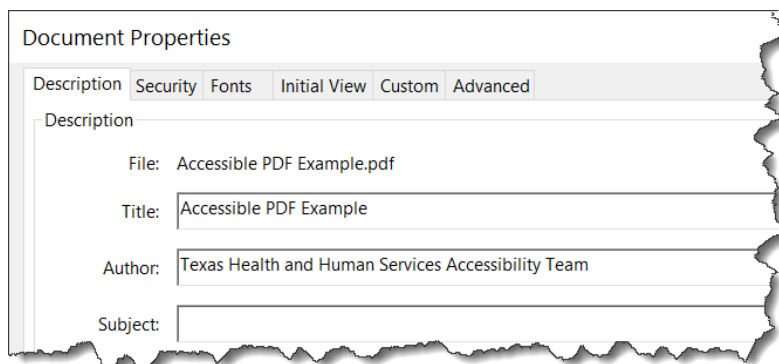
Fill Out Document Properties in Your PDF

Check the Title and Author

The Title must be meaningful, understandable, and specific. This will not look like a file name. With file names it is typical to use shorthand that makes it difficult for everyone to understand what the file is about.

1. Open the **File** menu.
2. Click on the **Properties** button.
3. The **Document Properties** window opens. Click on the **Description** tab.
4. Check the **Title** and **Author** text fields and edit as necessary.

The Author should state either: Texas Health and Human Services or Department of State Health Services



5. Stay in the **Document Properties** window for the next section.

Set Up Bookmarks and Layout

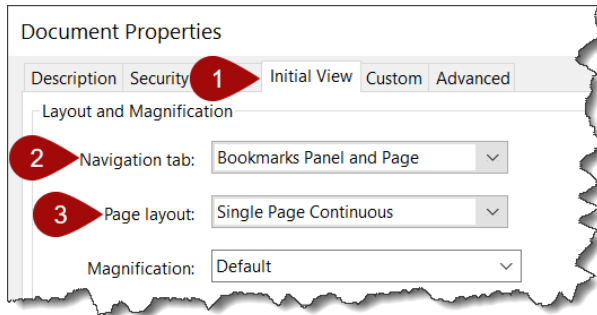
You should set up:

- **Bookmarks** to appear in the left vertical navigation, making it easier for everyone to navigate a PDF.
- **Page layout** so that it allows you to scroll the PDF like word and doesn't force you to view one page at a time.

This guideline must be applied to every document longer than one page.

Follow the steps below to complete the setup:

1. Click on the **Initial View** tab.
2. In the **Layout and Magnification** section **Navigation tab** drop-down select **Bookmarks Panel and Page**.
3. In the next drop-down, **Page layout** select **Single Page Continuous**.



4. Stay in the **Document Properties** window for the next section.

Fill out Custom Properties

Filling this section out confirms that accessibility has been checked and who checked accessibility.

1. Click on the **Custom** tab.
2. In the **Name** text field, type Accessibility.
3. In the **Value** text field, type who checked accessibility and the date.

Example: Verified by CRO on 12/29/2022.

4. Click on the **Add** button.
5. Click on the **Ok** button to save all changes.
6. Save the file.