

## STEPS FOR BUILDING YOUR ELECTRONIC BUDGET BOOKS

1. Organize your files by following your table of contents.
  - Name each section (tab) with 01, 02, 03, etc. as a folder.
  - Combine supporting files into each folder by following naming convention. (i.e., 01\_1\_Department Information, 01\_2\_Core, etc.)
  - Make sure you have an even number of pages in each document to signify double-sided printing. Add blank pages where needed.
2. Once all files are organized, you are ready to start building in Acrobat. You can build one of two ways:
  - You can build your files by sections first, then combine all sections to make one complete book.
  - You can build your entire budget at one time.
3. Determine how you will divide your document into separate books. Book size/page limits are important to allow for your books to properly open and close without issues and will depend on the type of binding:
  - 3-hole drilled books (800 pages/400 double-sided sheets)
  - GBC books (400 pages/200 double-sided sheets)

**Note:** Tabs are thicker than a normal sheet of paper and should count as two sheets when figuring your sheet count.
4. Acrobat can convert Excel and Word documents to PDF for you; however, we have had issues with this in the past, so it may be easier to export from Word or Excel as a PDF first, then place the files into your budget.
5. Once your entire budget is compiled, add your page numbers.
6. After numbering your pages, remember to update your table of contents.
7. Next, it's time to insert your tabs. **You do not need to place a blank page after each tab.**
8. Once your budget book is together, you can set the Initial View properties. From the Menu dropdown, click Document Properties (shortcut: **Ctrl+D**). Click on the Initial View tab and set the Navigation tab to "Bookmarks Panel and Page", set the Page Layout to "Single Page", set the Magnification to "Fit Height", and click Ok.
9. Next, check your bookmarks. Make sure all are labeled correctly, delete anything unnecessary, indent and nest as needed.
10. Save your PDF and submit to OA Document Solutions. You may submit via email, direct message via Teams or Webex, USB drive, or the MO FTP site.

OA Document Solutions will print budgets in order of the presentation schedule and approvals of proofs. At minimum, please allow **three business days** to print and bind your budget. Please remember that it must go back and forth for proofs as well, so the earlier you can submit your budget, the better!

*Questions?*

Your CSR is more than happy to help!  
[Contact Us!](#)