

Quick Notes:

1. Create your cover sheet and publish to pdf
2. Fill out the proposal form and save
The proposal form will expand when you tab to the next field
3. Have your supporting documentation and publish to pdf
4. Open the cover sheet
Insert the proposal form after page 1
Insert the supporting documentation after the last page
5. In the Document Menu, select OCR Text Recognition, select Recognize Text Using OCR. Continue until the document is complete.
6. In the properties
Set the language to english on the advanced tab
Set the navigation tab in the initial view to pages panel and page
On the description tab
Fill out the title, author, subject, etc.
7. In the Bookmarks panel, create bookmarks for each major section of the document and link them to the associated page (ie: Cover, proposal, budget, authorization letters, other attachments)
8. Save the pdf, print and mail

Note: Multi-year projects should have a separate proposal for each year if submitted together.