

ISS Bookmarks and uploading to NACCAS

Tips and tricks before you begin

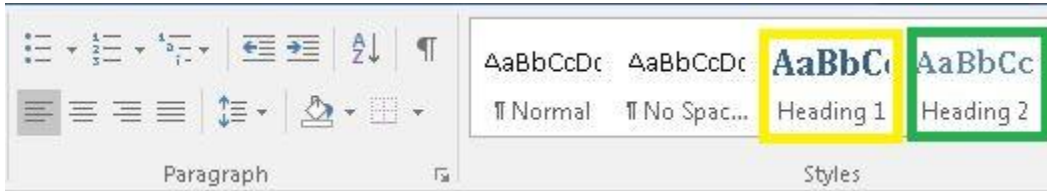
1. Minimize scanning
 - a. When you do have to scan something, scan it at 100 to 150 DPI
 - b. Use Black and White if you can – Grayscale may be too dim to read
 - c. Do not scan as a color image – it will be too large
 - d. Save it as a JPG, PNG, or TIFF image file

2. Maximize Microsoft Word
 - a. Combine the Standards, Criteria, your answers, and the school catalog etc., in a Word document
 - b. Insert documents, e.g., catalogs, as Objects from a file
 - c. Insert the scanned images as pictures from a file (right-click on the image to resize)
 - d. Verify that it is readable
 - e. Save As PDF rather than Print to PDF

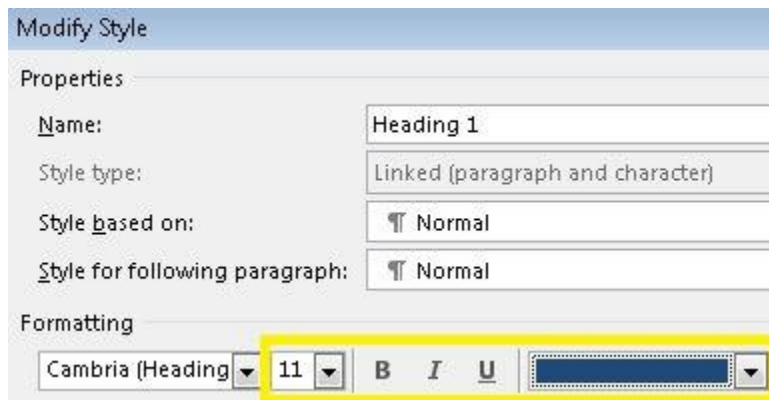
3. Create PDF bookmarks using the Heading Styles in MS Word (PC only – this does work on a Mac)
 - a. Select the Standards as Heading 1 and Exhibits text as Heading 2 to bookmark
 - b. When you Save as PDF, change the Option to Create bookmarks using Headings
 - c. The Heading styles are editable. Right-click on the Heading and Modify. Change the color and font size.
 - d. On a Mac, you will need to use Adobe Acrobat Standard/Pro/DC or Nitro Pro to create the bookmarks
 - e. In Adobe, search for “Optimize” to further reduce the PDF size

Microsoft Word: Use Headings to create PDF Bookmarks

4. Practice these steps before you begin building the ISS:
 - a. Create a new blank Word document
 - b. Modify the Heading styles (Right-click on the Headings and select Modify)



Modify the Styles in yellow (11, no Bold, darker blue) for both Heading styles. You may want to adjust the paragraph spacing as well.



- c. Copy the following lines of text and paste them into the new document.

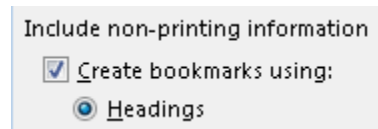
Standard I
Normal Text
Exhibit 1-1
Exhibit 1-2
Standard II
Normal Text
Exhibit 2-1
Exhibit 2-2
Normal Text
Exhibit 2-3

- i. Select the **Standards** as **Heading 1**
- ii. Select the **Exhibits** text as **Heading 2**

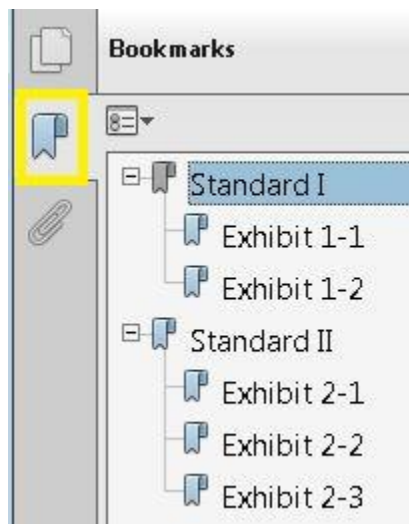
- d. Save as PDF. Select **File > Save As >** beneath the folder and file list, change **Save as type** to **PDF**



- e. An **Options** button will appear. Select the **Options** button
f. On the Options page, make sure that **Create bookmarks using – Headings** are checked.

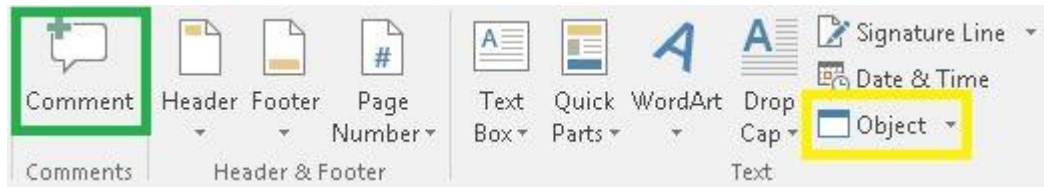


- g. Select **OK** and **Save** the PDF
h. Open the PDF and view the bookmarks. You should see something like this:



Microsoft Word: Insert documents rather than scan printed versions

5. Practice these steps before you begin building the ISS:
 - a. Create a new blank Word document
 - b. Select the Insert tab
 - c. Over on the right, select the **Object** down arrow
 - d. Select the **Text from File** option



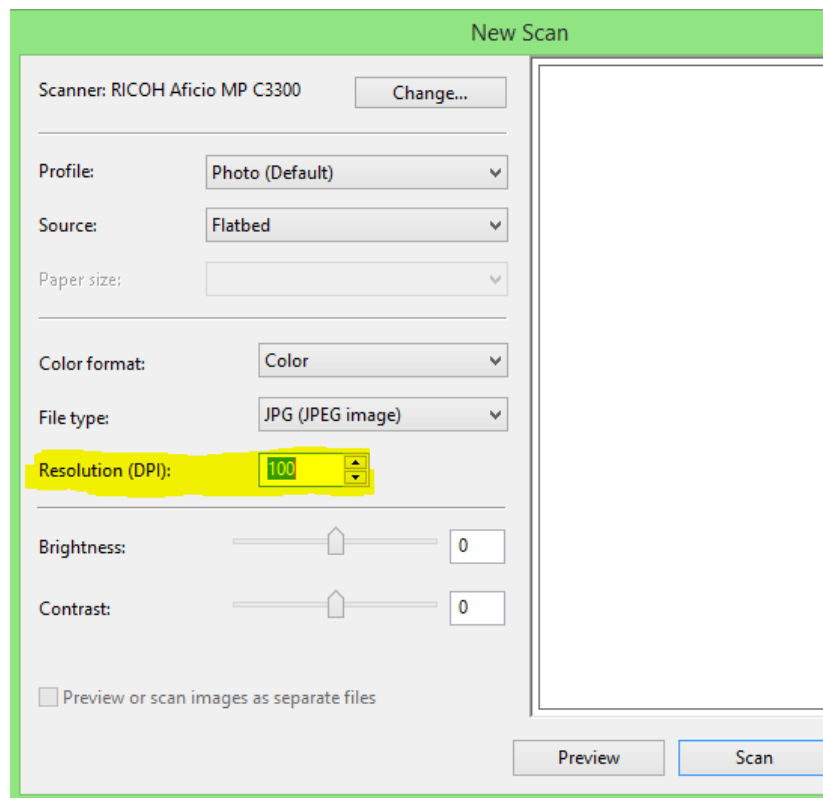
- e. Navigate to your Catalog and select it.
- f. **Index** the Catalog by adding **Comments**, also on the Insert tab.

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- f. **Index** the Catalog by adding **Comments**, also on the Insert tab.



Scanning

Note that the maximum ISS PDF size for the CRM is 50 MB. The best way to minimize the size of an ISS is to scan any attachments at a reduced resolution. **Scanning at 100 to 150 DPI (dots per inch) will go a long way toward meeting the 50 MB size limit.**



1. In Word, select the **Insert** tab and then **Pictures**. Select the scanned image file.
2. Is it readable?
3. To resize and scale the image smaller, right-click on the image and select **Size and Position** at the bottom.
4. Select the **Height** and make it smaller; note the height and width will change together with the **Lock aspect ratio** checked.



5. Is it still readable?
6. Add **Exhibit text** below it and make it **Heading 2**.

Upload the ISS PDF to NACCAS

To upload the PDF to NACCAS: Open a web browser (Internet Explorer, Chrome, or Safari) and login to the NACCAS CRM:
<https://naccasweb.naccas.org/NACCASCRM>



NACCAS Customer Relationship Management System

User Name:

Password:

Login

[Forgot your password?](#)

Select **Institutional Self Study (ISS)** and then select the school location for the ISS.

Manage Users - (use this to assign rights for other individuals to input or upload data)

[Click to Show Content...](#)

Annual Reports

[Click to Show Content...](#)

Financial Reporting

[Click to Show Content...](#)

Institutional Self Study (ISS)

[Click to Hide Content...](#)

Please select one of your schools from the list below to view and upload Institutional Self Study (ISS) Documents.

Main and Additional Locations

Go

Online Applications

[Click to Show Content...](#)

Select the ISS PDF from the **Browse...** file dialog then the **Upload ISS** button.

[Requirements and instructions for submission of PDF documents](#)

Important!

An ISS submission consists of a single PDF document. Assemble all information into a single PDF document and include bookmarks for each section and exhibit.

ISS documents submitted as separate files will be rejected.
All sections, including all exhibits must be combined into a single PDF document.

Please read the requirements and instructions (link above) for detailed information.

PDF file size is limited to 50MB.

Upload ISS Document

Type of ISS Document:

ISS file to upload:

Comments: