

Creating Bookmarks in PDF

Creating Bookmarks:

1. Open Your PDF Document:

- Launch Adobe Acrobat or Adobe Reader.
- Open the PDF document you want to work with.

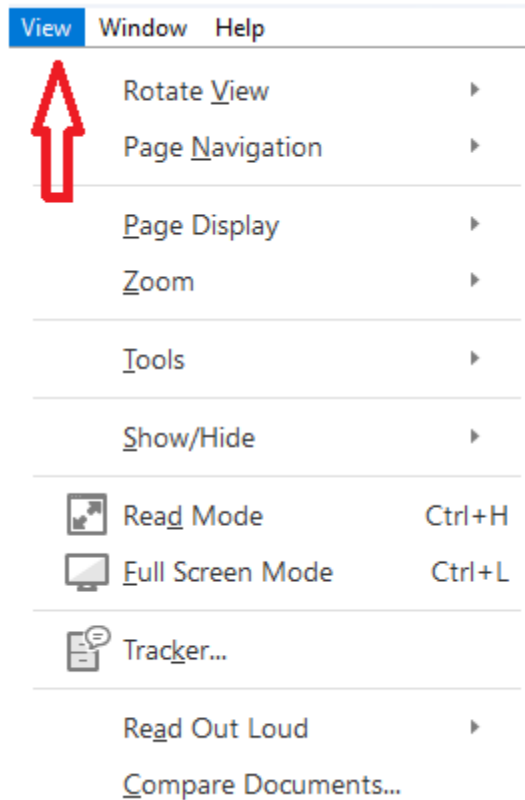
2. Navigate to the Page:

- Scroll to the page or section you want to bookmark.

3. Creating a Bookmark:

For Adobe Acrobat (Desktop):

- Click "View" in the top menu.

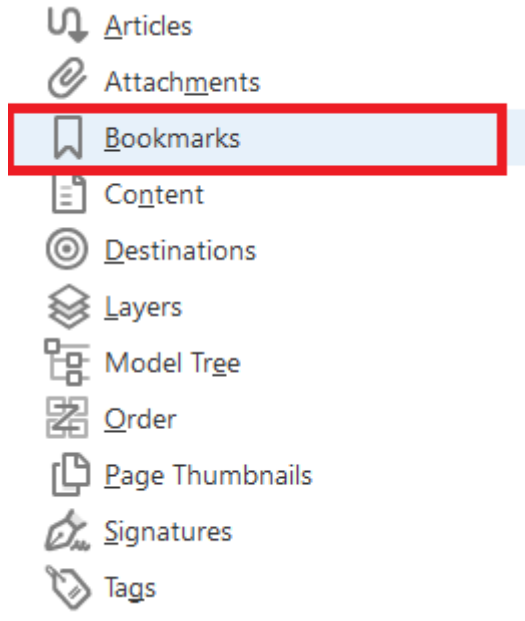


- Select "Show/Hide," then choose "Navigation Panes."

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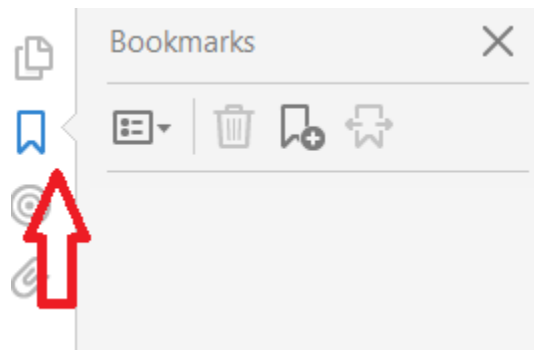


- Select "Bookmarks"

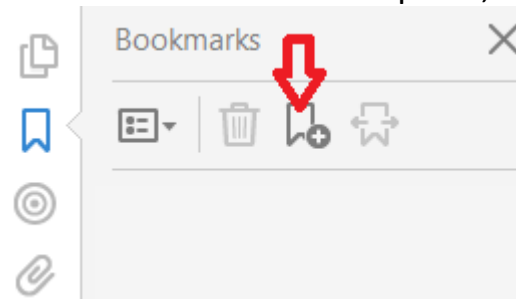


- Click on the "Bookmarks" tab on the left side of the screen.

Creating Bookmarks in PDF



- Right-click or Select Bookmarks panel, and select "New Bookmark."



- A new bookmark entry will appear in the Bookmarks panel.
- Right-click on the new bookmark and select "Rename" to give it a descriptive name.

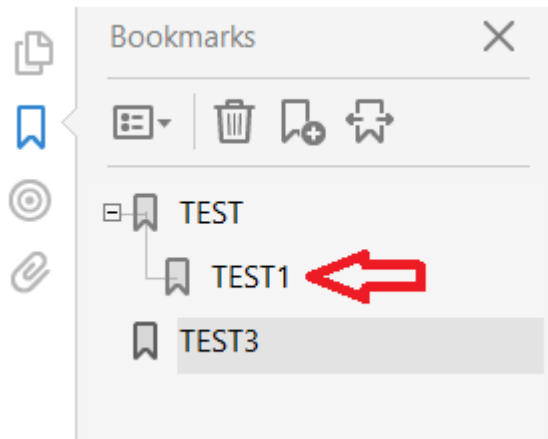
For Adobe Reader (Desktop):

- Click on "Menu" and Select "View" Menu
- Select "Navigation Panels" and then choose "Bookmarks."
- A new bookmark entry will appear.
- Right-click on the new bookmark, then select "Rename" to give it a descriptive name.

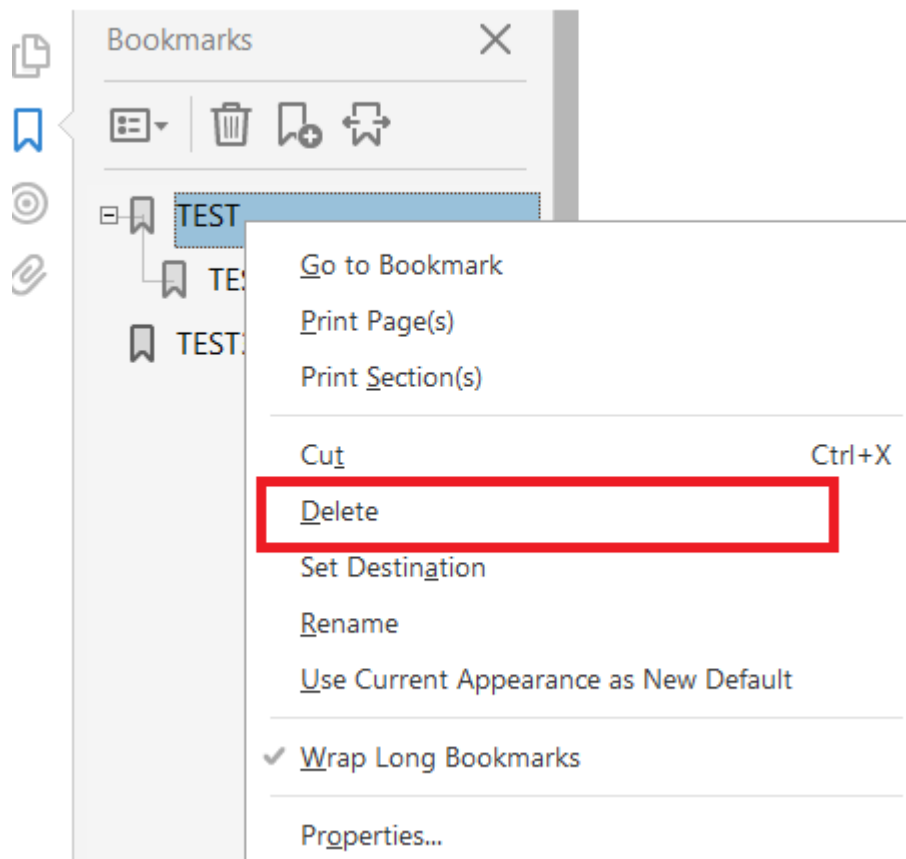
Organizing Bookmarks:

1. After creating a bookmark, you can rearrange them within the list by dragging and dropping.
2. Create sub-level bookmarks to organize your document further by right-clicking on a bookmark, selecting "New Bookmark," and then dragging it under another bookmark. It will become a sub-level bookmark.

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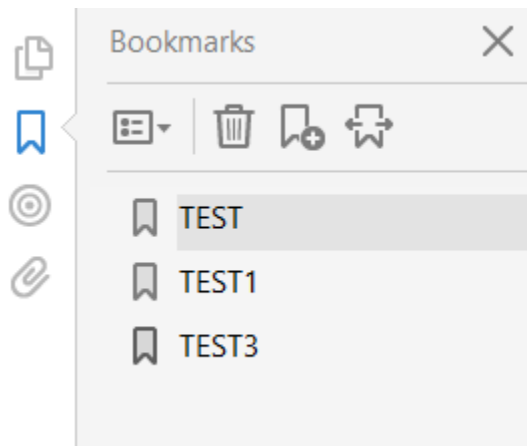
3. To delete a bookmark, right-click on it, and choose "Delete."



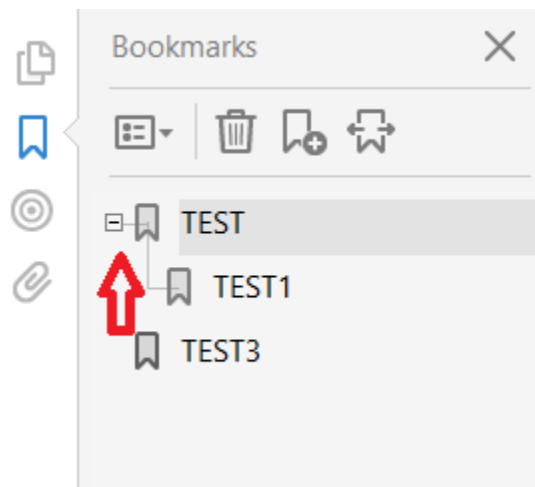
Navigating Using Bookmarks:

1. To navigate to a specific section or page using bookmarks, simply click on the bookmark entry in the Bookmarks panel on the left. This will take you to the corresponding page or location in the document.

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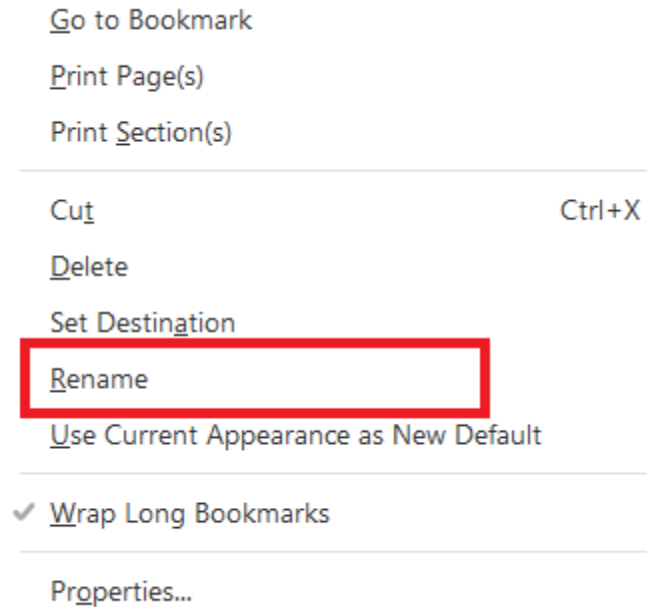
2. You can expand or collapse bookmark sections by clicking the icon next to the bookmark.



Editing Bookmarks:

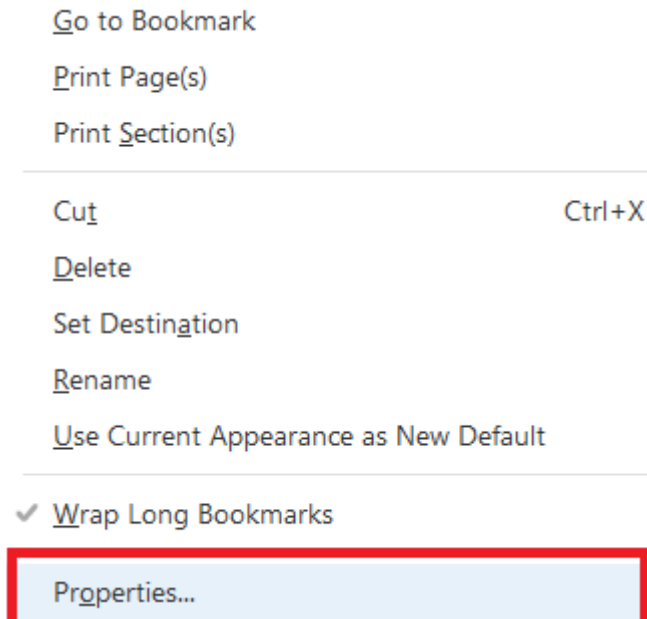
1. To edit a bookmark's name, right-click on it and select "Rename." Type the new name and press Enter.

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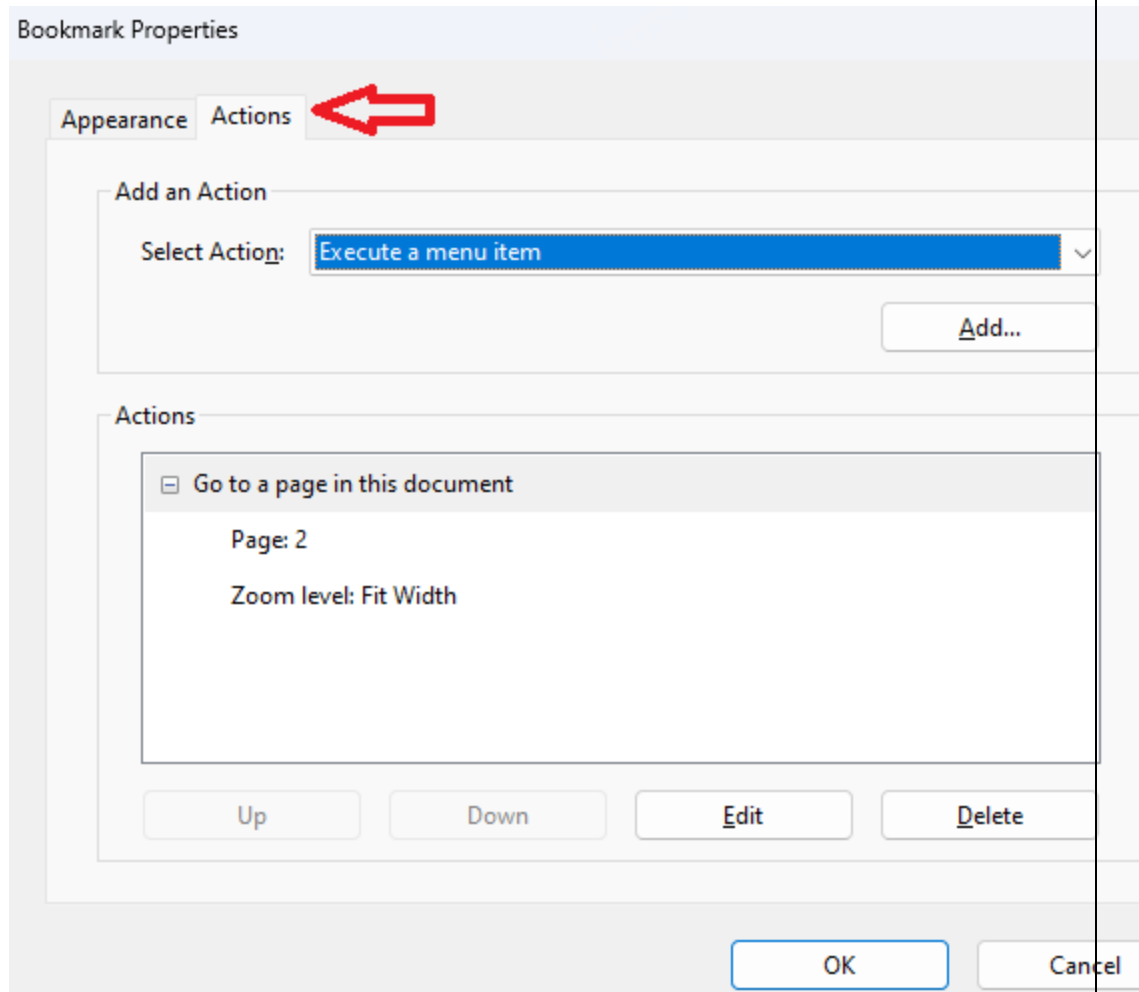
2. To change the destination of a bookmark:

- Right-click on the bookmark.
- Choose "Properties."



- Select the "Actions" tab.

Creating Bookmarks in PDF



- You can change the page or destination where the bookmark points.

Saving and Sharing Bookmarks:

1. Bookmarks are saved within the PDF document. When you save your PDF, the bookmarks will be preserved for future use.
2. To share a PDF with bookmarks intact:
 - Simply share the PDF file itself.
 - Ensure the recipient has access to Adobe Acrobat or Adobe Reader to view the bookmarks.