

Adding Bookmarks to a PDF Using Adobe Pro DC



Bookmarking a Page

Using the Bookmark Panel

1. Open the **PDF** document.
2. On the left side of the workspace, there is an arrow in the middle of the left margin (▶). Click the arrow to expand a navigation panel. There are three icons in this panel: **Save**, **Pages** and **Bookmark** (Figure 1.). Be sure the **Bookmark Panel** icon is chosen.
3. **Go to the page** in your PDF you want to bookmark and click on it.
4. Click on the **Add Bookmark** icon. A new Bookmark will appear in the panel (Figure 2). Type in a name for your bookmark.
5. In the upper right corner of the Bookmark Panel, click the **Save icon**.
6. You have created a Bookmark! Repeat the process for additional pages and bookmarks.

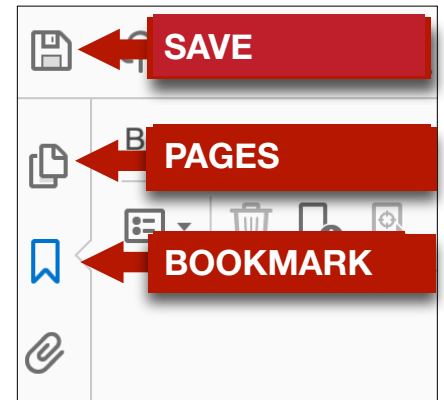


Figure 1. Use the different icons to access functions in the PDF.

Bookmarking Content

Using Right Click and Pages Panel

1. Open the **PDF** document.
2. On the left side of the workspace, there is an arrow in the middle of the left margin (▶). Click the arrow to expand the left margin navigation. Be sure the **Pages Panel** icon is chosen.
3. **Click on the page** (in the panel) you want to bookmark content in and click on it.
4. With the **Select Tool** chosen (), click and hold at the beginning and drag your mouse over the content to select it. Your selection will appear



Figure 2. Use the Add Bookmark icon to place and name a bookmark..

highlighted (Figure 3.).

5. **Right Click** your mouse and choose **Add Bookmark**. A bookmark will be created in the Bookmark Panel with an excerpt of the content used for the name.
6. Click the **Save** icon to save your work.

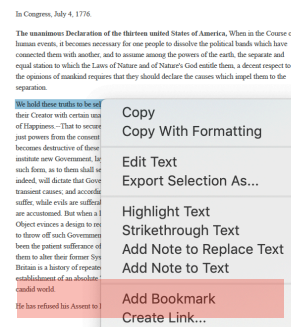


Figure 3. Click and drag across the text you wish to bookmark. The highlight will show what you have selected..

Editing Bookmarks

Renaming a bookmark

1. In the **Bookmark Panel**, click two times on the bookmark you wish to edit to open the editing window. Edit the bookmark text and then click the **Save** () icon.

Reorder Bookmarks

1. Bookmarks are listed in the Bookmark panel in the order you create them. **To reorder** them, **click** on the bookmark you wish to location you would like to have it. You will see a thin, dark line move the bookmark (Figure 4.). When the line is in the place you want the bookmark, **release** the bookmark.

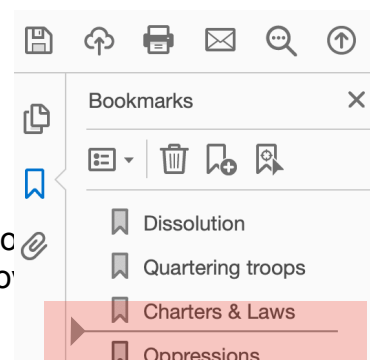


Figure 4. A thin, dark line indicates where the bookmark will drop when released.

2. Click the **Save** icon to save your work.

Indent Bookmarks

1. To indent a bookmark, **click** on the **bookmark icon** just before the name. **Drag** the bookmark on a 45 degree angle under the bookmark you wish to place it under. The dark gray line, the same as when you are relocating a bookmark, will indicate your **position**. When the line is in the position you want, **release** the bookmark.

2. Click the **Save** icon to save your work.

Delete Bookmarks

1. To **delete a bookmark**, **click** on it in the Bookmark Panel and then click the **Trash Can** icon at the top of the Bookmark Panel (Figure 5.).
2. Click the **Save** icon to save you

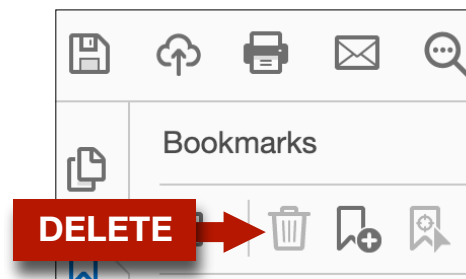


Figure 5. Click on the bookmark and then the trash can to delete.