

Adobe Acrobat 7

BOOKMARKS

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Click on the blue, underlined text to go to its linked reference.¹



1. CREATE BOOKMARK IN ADOBE ACROBAT

1-1. Open Adobe Acrobat.

1-2. Open the PDF in which you want to add Bookmarks.

1-3. Click the “Select Text Tool” from the Basic ToolBar (Figure 1).

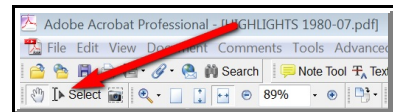


Figure 1

1-4. Draw a box around the area to be bookmarked (Figure 2).



Figure 2

1-5. Select Edit ► Bookmark from the MenuBar or use the Ctrl+B keys (Figure 3).

NOTE: Make sure that the hierarchy of the bookmarks that you add is correct. You can change the hierarchy by clicking and dragging the bookmark.

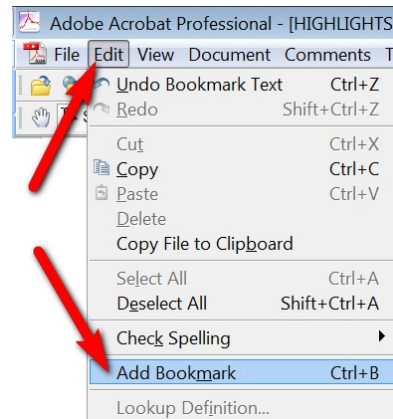


Figure 3

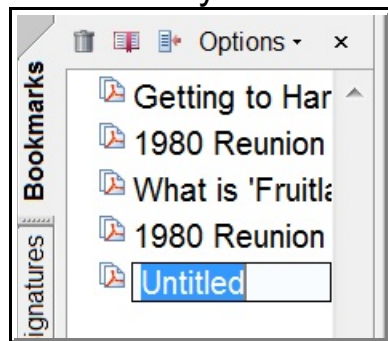


Figure 4

1-6. An “Untitled” bookmark appears (Figure 4).

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1-7. Type the bookmark entry and touch the Enter key to end the entry (**Figure 5**).

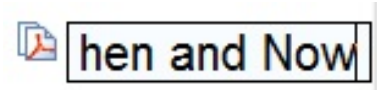


Figure 5

1-8. When you click on the icon for a bookmark, you'll view the full entry (**Figure 6**).

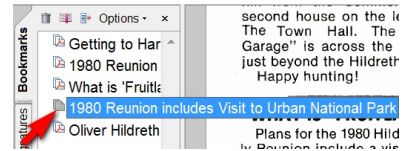


Figure 6

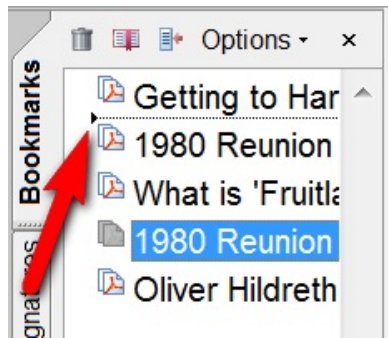


Figure 7

1-9. If you want to change the order of the bookmarks, left-click, hold, and drag the entry to where you want it (**Figure 7**). The bookmark appears where you dropped it (**Figure 8**).

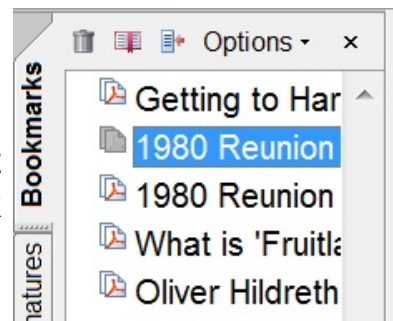


Figure 8

1-10. When you click on a bookmark, your view in the document will move to its location (**Figure 9**).

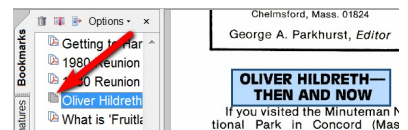


Figure 9

1-11. If you draw a box and don't like it, click outside of it, and the entire document will turn blue. To correct it, click on the Hand Tool (**Figure 10**) and click anywhere inside the document. The original background colors appears and you can redraw your bookmark's box.

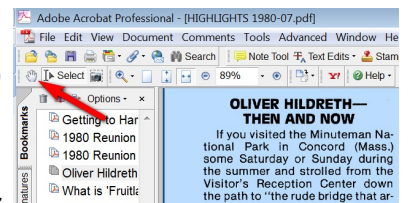


Figure 10

2. BOOKMARKS APPEAR AUTOMATICALLY

2-1. When you create the bookmarks manually, you need to set up the PDF so that when it opens, the bookmarks appear automatically. To do this, select **File** ► **Document Properties (Ctrl+D)** from MenuBar.

2-2. Select “Initial View” tab (**Figure 11**).

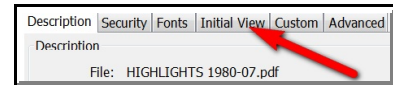


Figure 11

2-3. Set these (**Figure 12**):

- a. Show: Bookmarks Panel and Page
- b. Page layout: Default
- c. Magnification: Fit Page
- d. Open to: Page number: 1

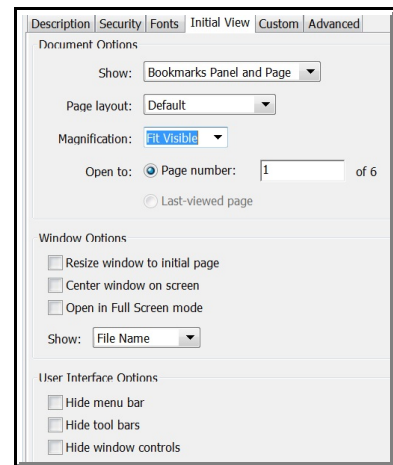


Figure 12

2-4. When you open the PDF next time, the bookmarks will show (**Figure 13**), but not in alphabetic order).

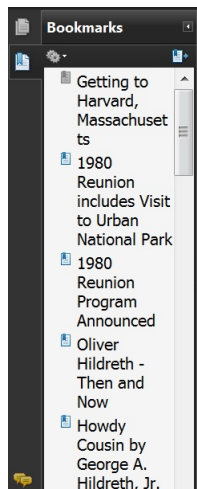


Figure 13

14. You will be able to see the Bookmarks list (**Figure 13**) only if you have turned on “Show Navigation Pane” under the View option from the MenuBar (**Figure 14**).

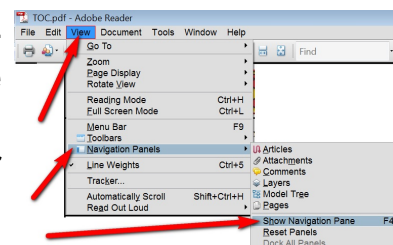


Figure 14