CREATING BOOKMARKS
with
ADOBE ACROBAT

To create bookmarks using Adobe software, you will need a version of the software that provides this function. The free version, Adobe Acrobat Reader, does not create bookmarks. Adobe Acrobat, both the Standard version and the Professional version, will create bookmarks.

To add bookmarks, you must first create a single pdf file containing all of the needed documents.

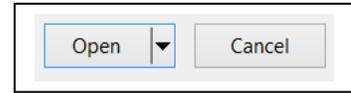   A. <u>Combine your documents into one file.</u>

Combine the documents that will be included in your appendix by clicking on "Tools" and selecting "Combine Files."
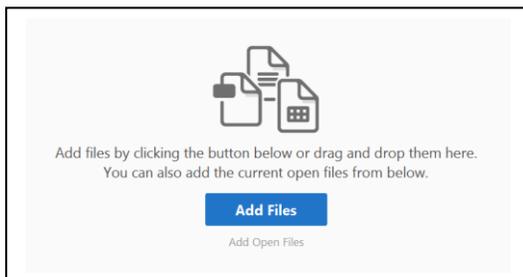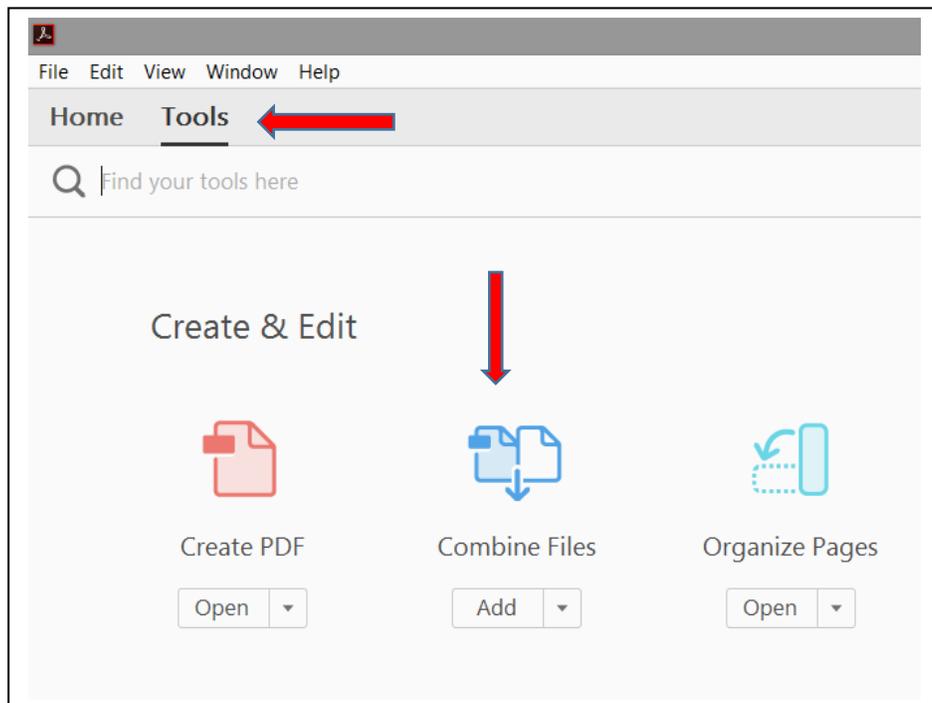
Click "Add Files" and select the documents for your appendix.

The documents must be saved in your computer, either as documents that were created on your computer or as documents that you have saved or scanned in your computer.

After selecting the files, click "Open." The documents will appear on the screen.

Add files as needed. Once all your documents appear in the window, place the documents in order by clicking and dragging the document to the correct spot.

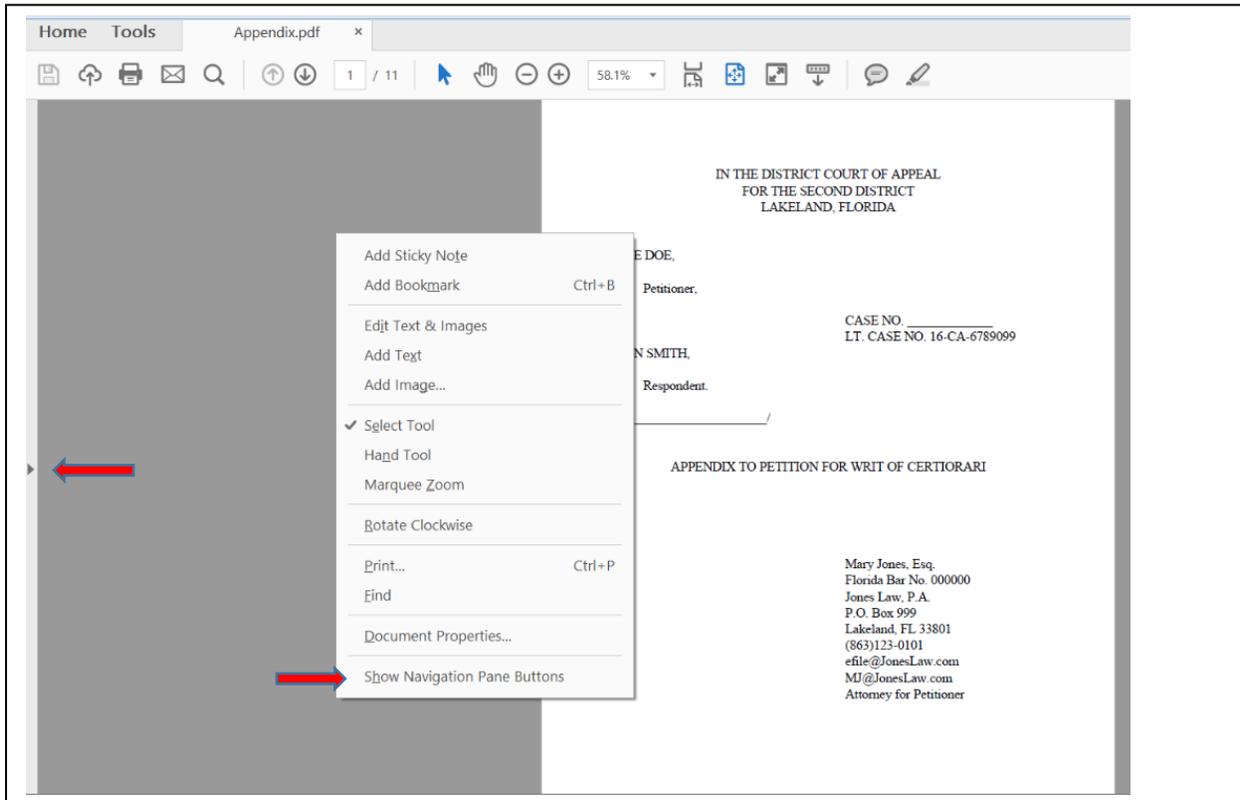When you have all your documents and they are in the correct order, click "Combine."
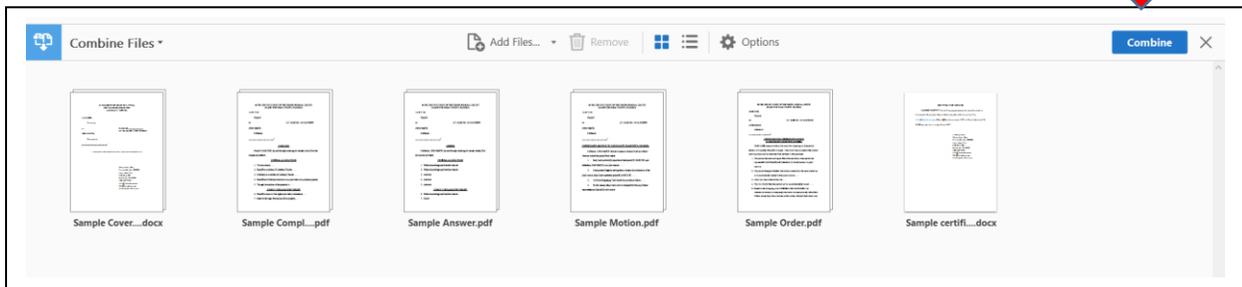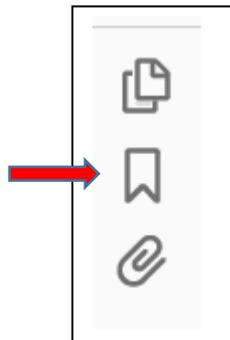

Save your newly combined document.

B. Add the bookmarks.
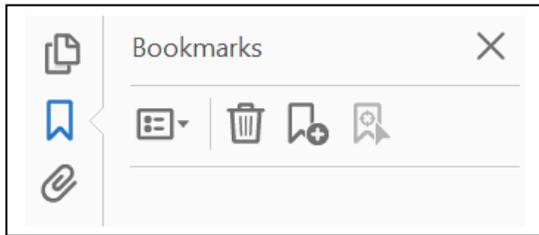
For each document, add a bookmark.

If the navigation pane is not showing, right click and select "Show Navigation Pane Buttons" or click on the triangle on the left side of the screen.

From the icons that appear, click on the Bookmark symbol.
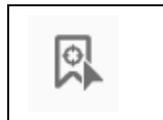
The Bookmarks tool bar will appear.

 The first icon presents a menu with options.

 Clicking on this icon will delete selected bookmarks.

 Clicking on this icon will add a new bookmark.

 Clicking on this icon will find a bookmark.

If the document has a title, you can select the title by clicking and dragging to highlight it. Once the text is highlighted, there are several ways to create a bookmark that contains the selected document title:
1. right click and select "Add Bookmark"
2. click on the tool bar icon to add a new bookmark
3. click on the options icon and select "New Bookmark" or
4. use Ctrl B on a PC or Command B on a Mac.

If the document does not have a title, place your cursor at the top of the document and use one of the methods above to add a bookmark. The bookmark will be untitled, and you can edit the text of the bookmark to identify the document.

The bookmarks will appear in a navigation pane on the left side of the document. Click twice on the bookmark to edit it. Edit the bookmark so it contains the title of the document or a description. Do not use a generic heading like Tab or Appendix.

Repeat this process until every document has a bookmark.
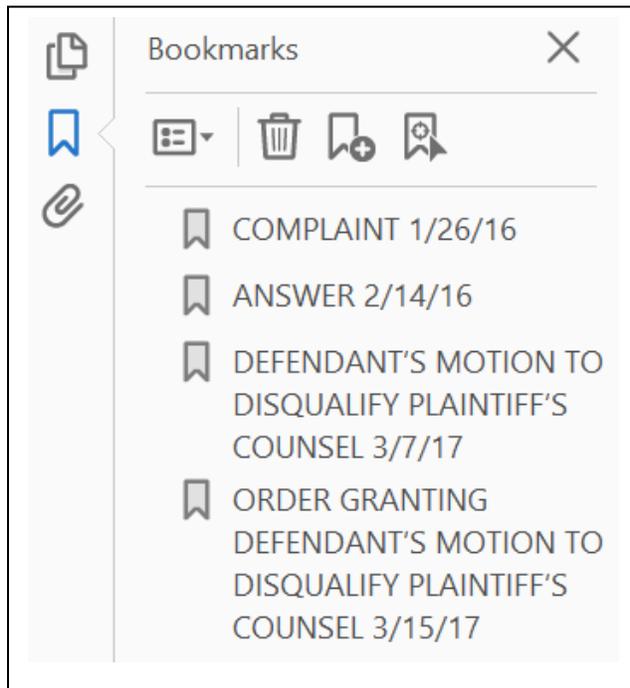
After you have created bookmarks that are appropriately titled, save your document.