

## Quick Reference Guide: Adding and Viewing Bookmarks in Adobe Acrobat

### When would I use a bookmark?

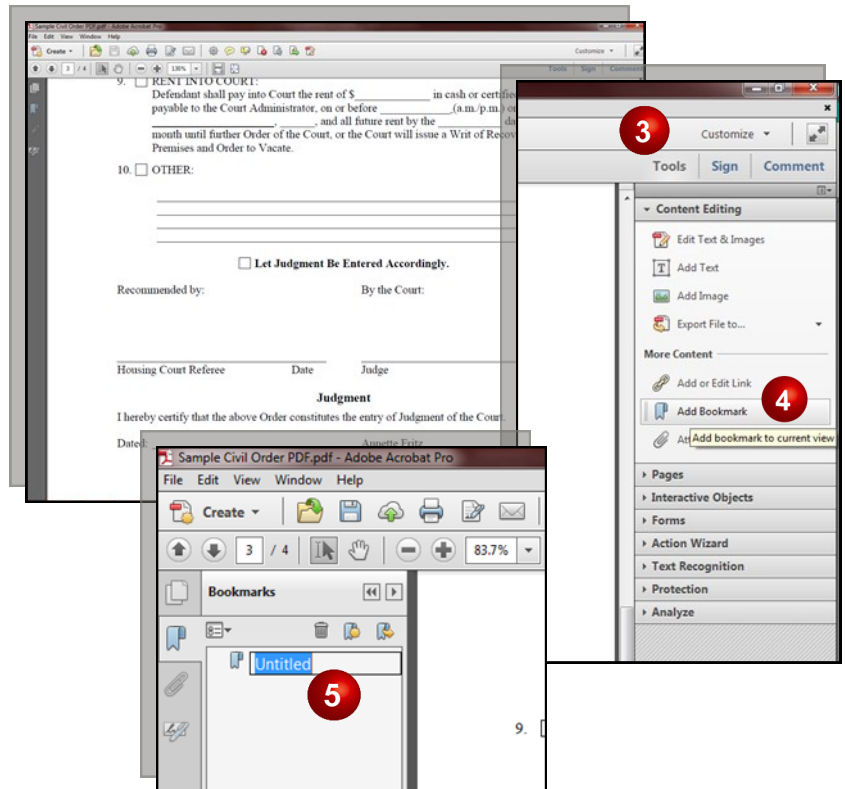
Bookmarks are useful when you'd like to draw a reader's attention to a specific page (or pages) within a lengthy document. They also allow a reader to quickly access that material with just two clicks.

### How do I apply a bookmark to a document?

1. Open the PDF in Acrobat.
2. Navigate to the page where you'd like to add the bookmark.
3. Click on "Tools" in the tool bar.
4. Click on "Add Bookmark." Bookmark options will appear on the left side of the page.
5. Enter a name for your bookmark by clicking on "Untitled" and replacing that text with your title.
6. Repeat steps 2-5 for each bookmark you'd like to add.



You can also access bookmark options by clicking on the bookmark icon in the vertical toolbar down the left side of the document.



### How do I view bookmarked items?

1. Open the PDF in Acrobat.
2. Click on the bookmark icon in the vertical left-hand toolbar. All of the bookmarks that have been added to the document will be listed here.
3. Click on the bookmark icon next to the name of the page you wish to be directed to.



The process for different versions of Acrobat may vary. Contact your internal technical support team or software vendor for additional assistance or questions.

