## Overview

Large or complex PDFs can be tedious to navigate. Bookmarks allow you to easily organize a document and allow the user to quickly locate information. A bookmark is linked to a specific document page, which usually corresponds to the topics in the document's table of contents. By clicking a bookmark, the user will be taken directly to the assigned page.

Create a bookmarked PDF using Adobe Acrobat

1. Open Adobe Acrobat Pro.

2. In the top left corner, select **File** > **Create** > **PDF from File.**
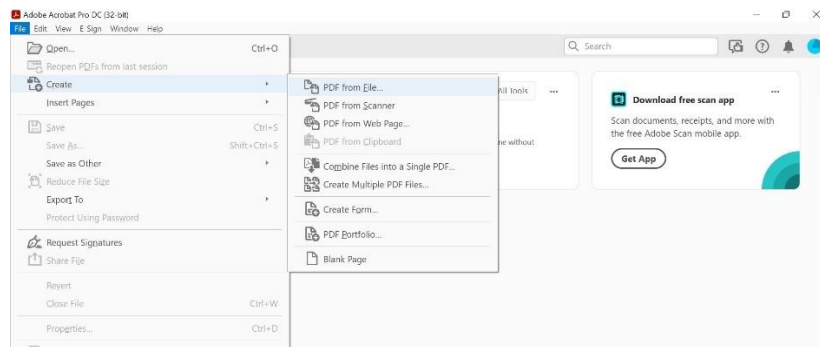
3. In the open dialog box, select the file you would like to open. To view all file types, or to select a specific type, click the **Files of Type** drop-down menu.
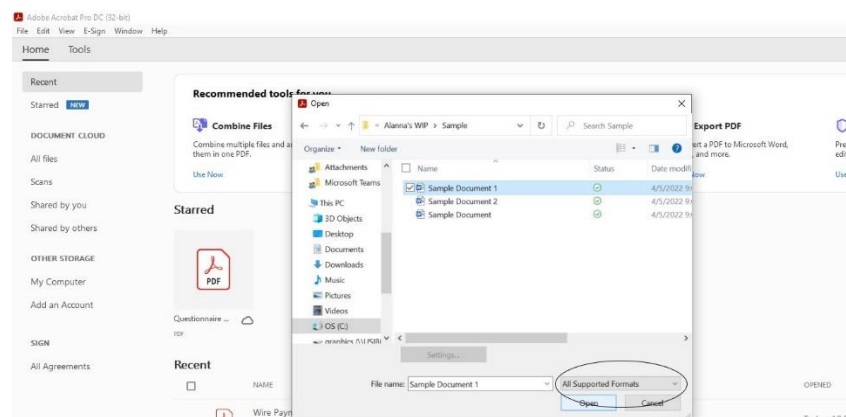

4. Click **Open** to convert the selected file to a PDF.

5. Before you begin editing the new PDF, select **File** > **Save** or **File** > **Save As**, title the document, select a location for the document, and click **Save**.

6. Now you are ready to add the bookmarks to the PDF. On the left-hand side of the screen, click the arrow to expand the toolbar and select the **Bookmarks** icon.
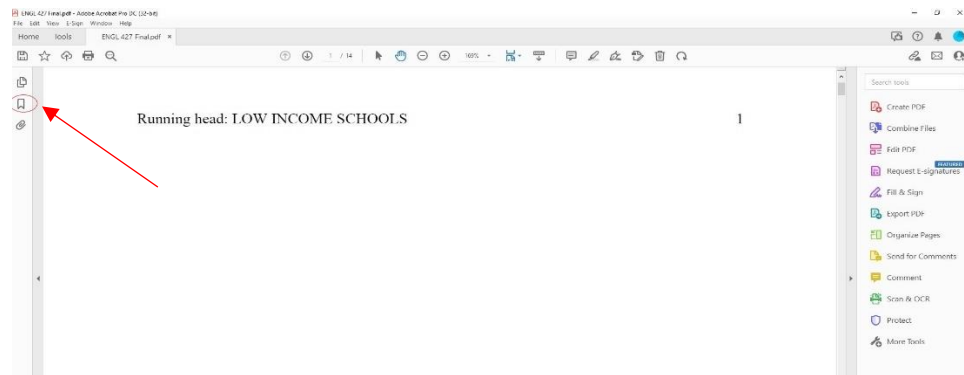
7. Select the icon to create a **New Bookmark.**
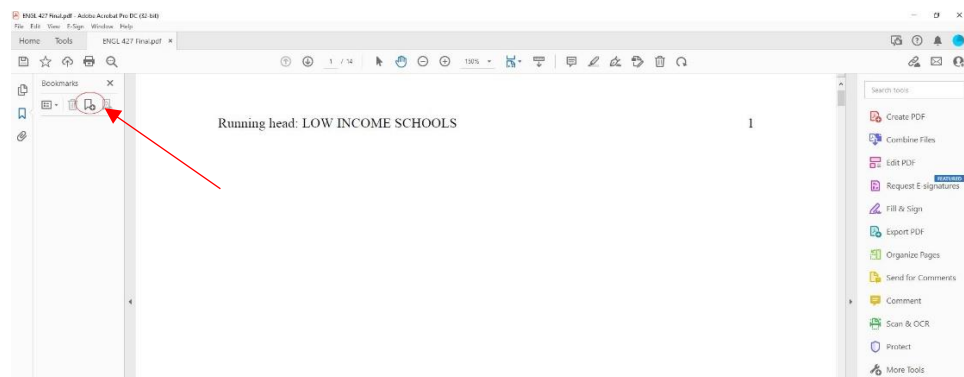
8. Name the bookmark and press Enter.

9. Navigate to the page that corresponds with the new bookmark using the scroll bar or the arrows at the top of the page.
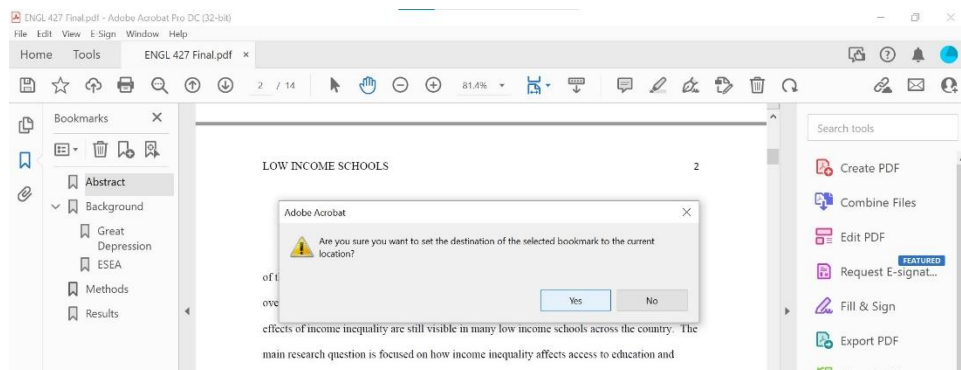
Note: For large documents, it can be easier to navigate the document using the Page Thumbnails located above the Bookmarks icon in the top left.

10. Right-click on the bookmark and select **Set Destination**
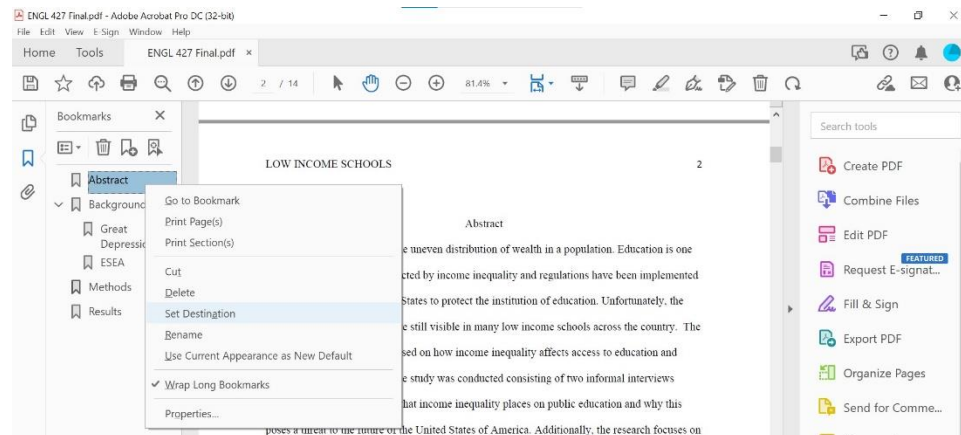
11. A dialog box will open. Select **Yes** to link the bookmark to the selected page.

12. The bookmark is now linked to the selected page. Repeat steps 7–11 to create more bookmarks.

Note: To nest a bookmark, select it and drag it under an existing bookmark. Bookmarks can also be rearranged by dragging and dropping the selected bookmark. The page links will remain unless the bookmarks are manually reassigned to a new page.

13. The bookmarks are now functional when using Adobe Acrobat. If a user opens the document in another program, the bookmarks may not be visible. Follow the steps below to make the bookmarks available to all users.

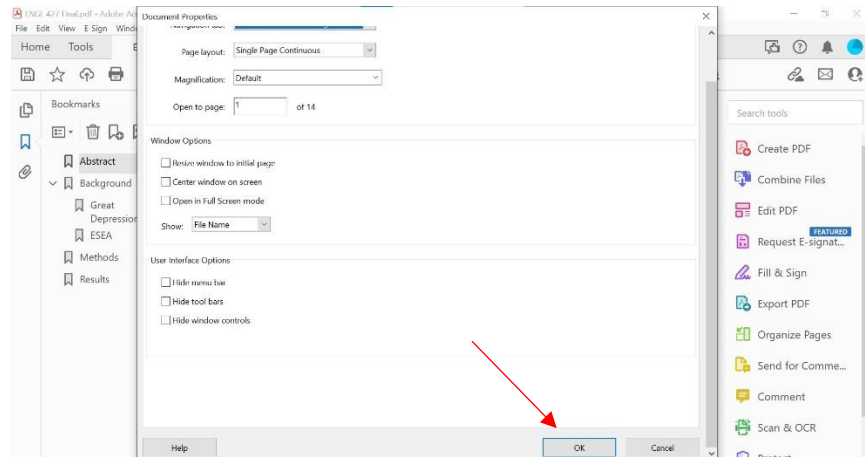14. Select **File > Properties.**
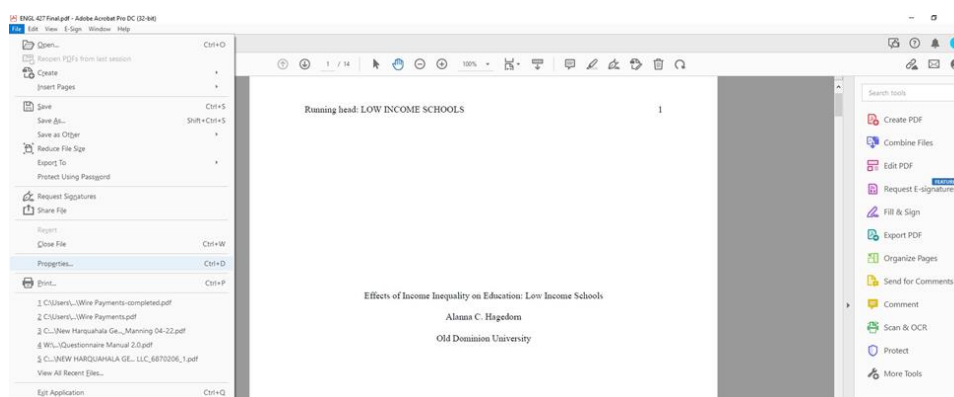
15. In the open dialog box, select **Initial View** from the top tabs.

16. Using the **Navigation tab** drop-down menu, select **Bookmarks Panel and Page.**
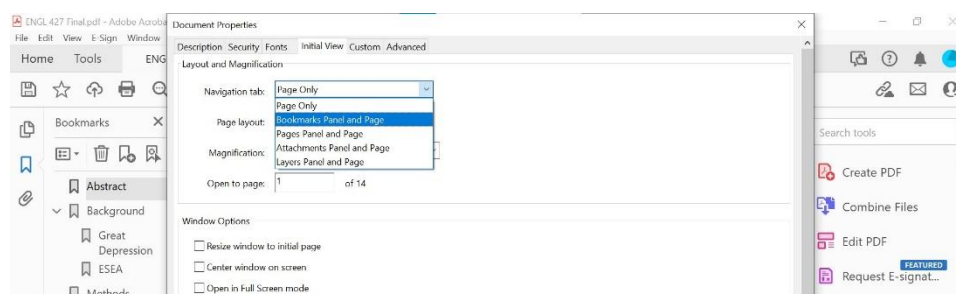
17. Select **OK.**

18. Select **File > Save** to save your changes.

You have successfully created a bookmarked PDF!