Instructions for Adding Bookmarks

A *bookmark* is a type of link with representative text that makes it easier to navigate documents. The Bookmarks you create will appear on the left side of the PDF Reader window. Each bookmark jumps to a text anchor or a page.

Your finished product will look similar to this:

As you can see below, the Bookmarks mirror the Table of Contents

If you have a very lengthy brief it can be helpful to print out your Table of Contents to refer to for bookmarking. You can also add your Table of Contents as the first item in your bookmarks. That way, you can use the bookmark for the Table of Contents, rather than scrolling back to the beginning of the brief, just as the bookmarks are meant to work.

There are multiple ways to create Bookmarks. Here is just one way:

1. Open your brief using your pdf software.
2. Navigate to the first item listed in the Table of Contents within your brief, in this case Table of Authorities. Be sure to set the view to the top of the page. Place your cursor in front of the "T" in "Table of Authorities" > Right click and select Bookmark Or in the case of a Mac produce go to the Bookmark Panel to the left and add bookmark. Type out the phrase or paste the highlighted text "Table of Authorities." It will populate on the left side panel as pictured here:
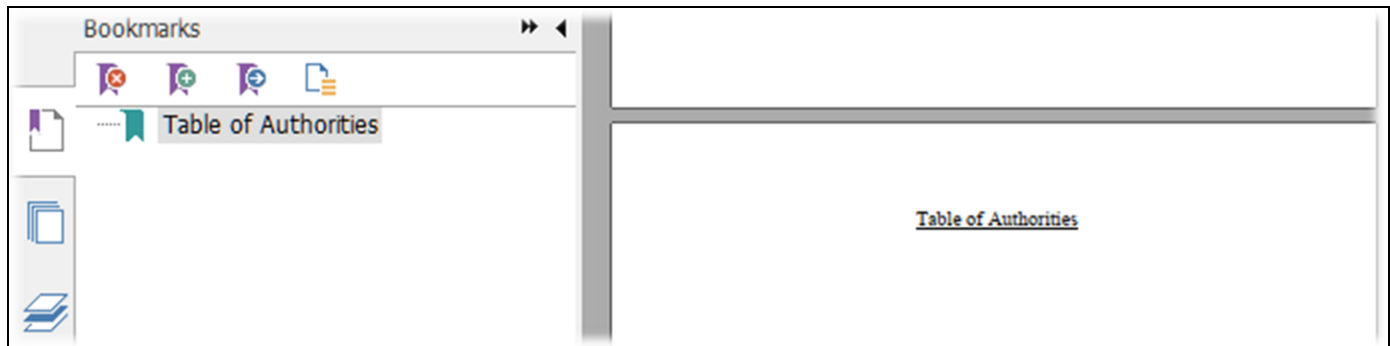
Refer to your table of contents to navigate to the next item and scroll to that page within your document creating the next bookmark. Again, being sure to set the view to the top of the page. Continue doing this for all the items in your Table of Contents. Clicking on your bookmarks in the left panel, will bring you to them within the document. Please test this before uploading the final product.

3. Save the document when you are finished. Be sure that your bookmarks panel is open when saving your document.

Editing Bookmarks

To **rename** a bookmark > Right-click or double click the bookmark you want to rename in the Bookmarks panel > Rename> type the new bookmark name.

To **delete** a bookmark> Select the bookmark you want to delete, and right-click choose Delete.   Note: Deleting a bookmark deletes all the bookmarks that are subordinate to it.

To **Move** a bookmark > Select the bookmark you want to move, and then do one of the following: Hold the mouse button down and then drag the Bookmark directly to the desired place. The Line icon shows the place where the icon will be relocated.

Note: The bookmark links to its original destination in the document although it is moved. To expand or collapse a bookmark Click the plus sign (+) next to the bookmark icon to show any children. Click the minus sign (-) to collapse the list. To collapse all bookmarks, right-click any bookmark in the Bookmarks panel and choose Expand/ Collapse All Bookmarks in the context menu. When no bookmarks are expanded in the Bookmarks panel, you can right-click any bookmark and choose Expand/ Collapse All Bookmarks to expand all bookmarks.