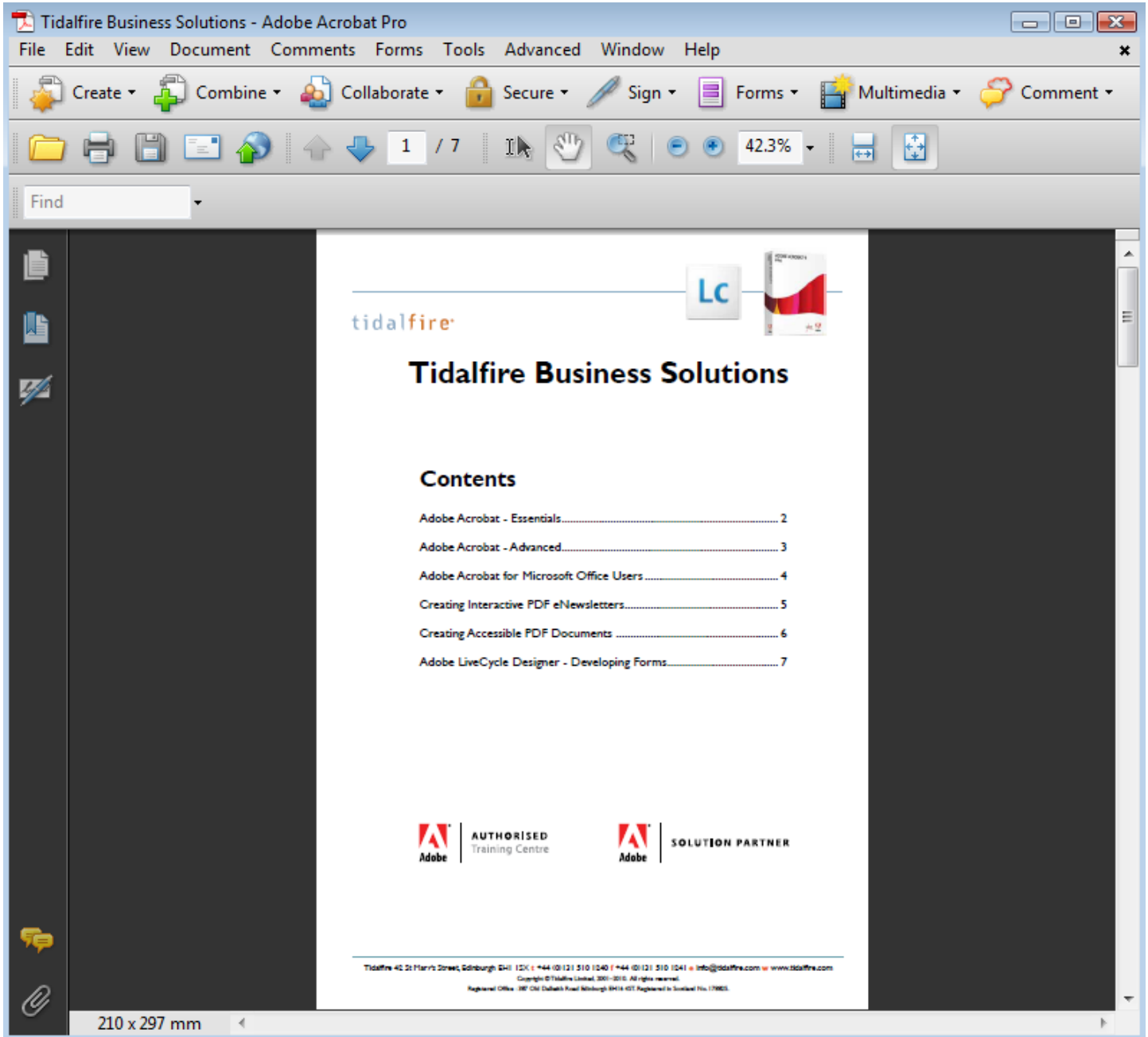


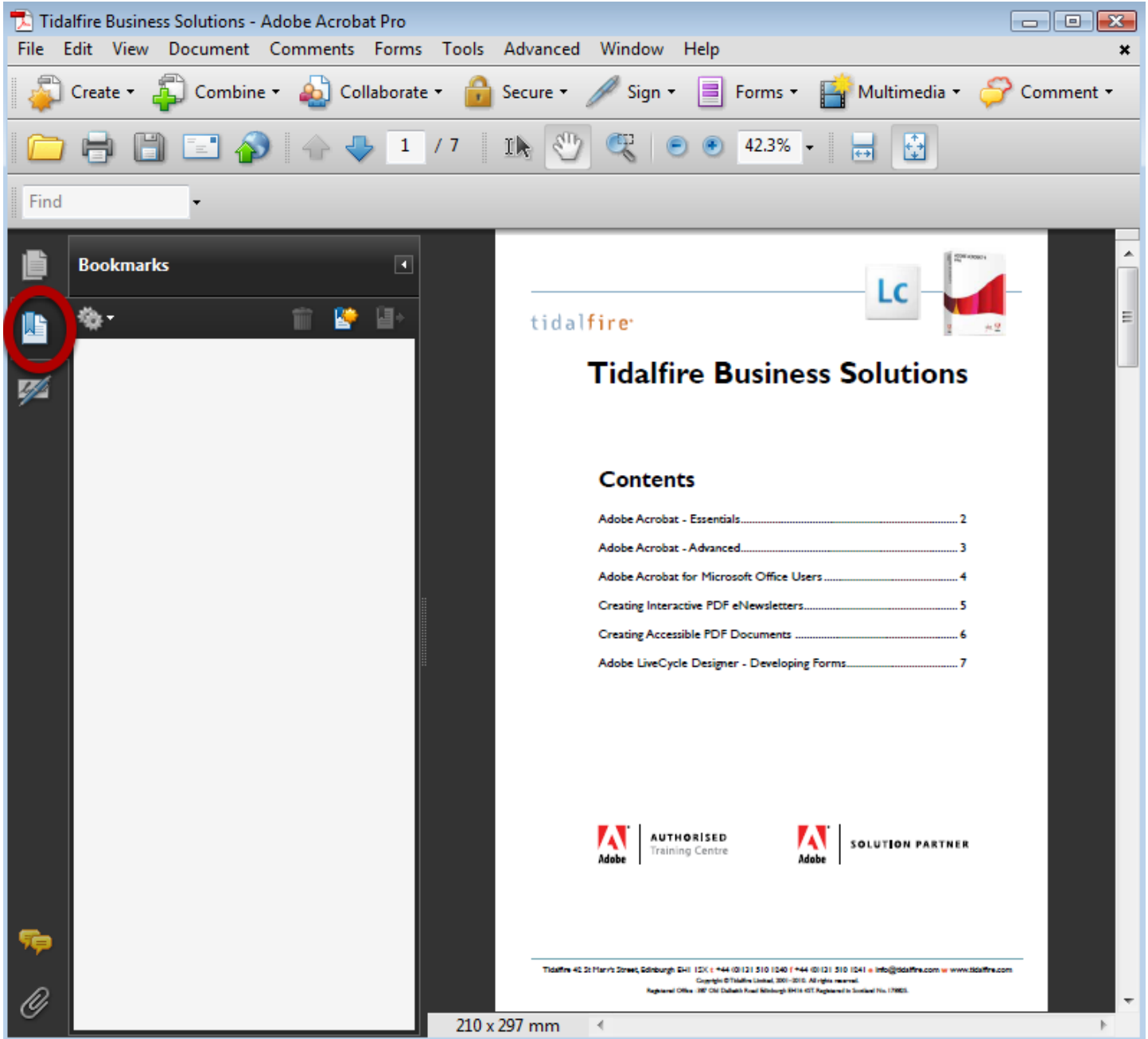
Creating Bookmark Navigation in PDF Documents

This tutorial focuses on the use of Bookmarks in PDF documents. Bookmarks provide links to areas of specific interest such as pages, chapters or sections within PDF documents.

Open a Multi-page PDF Document

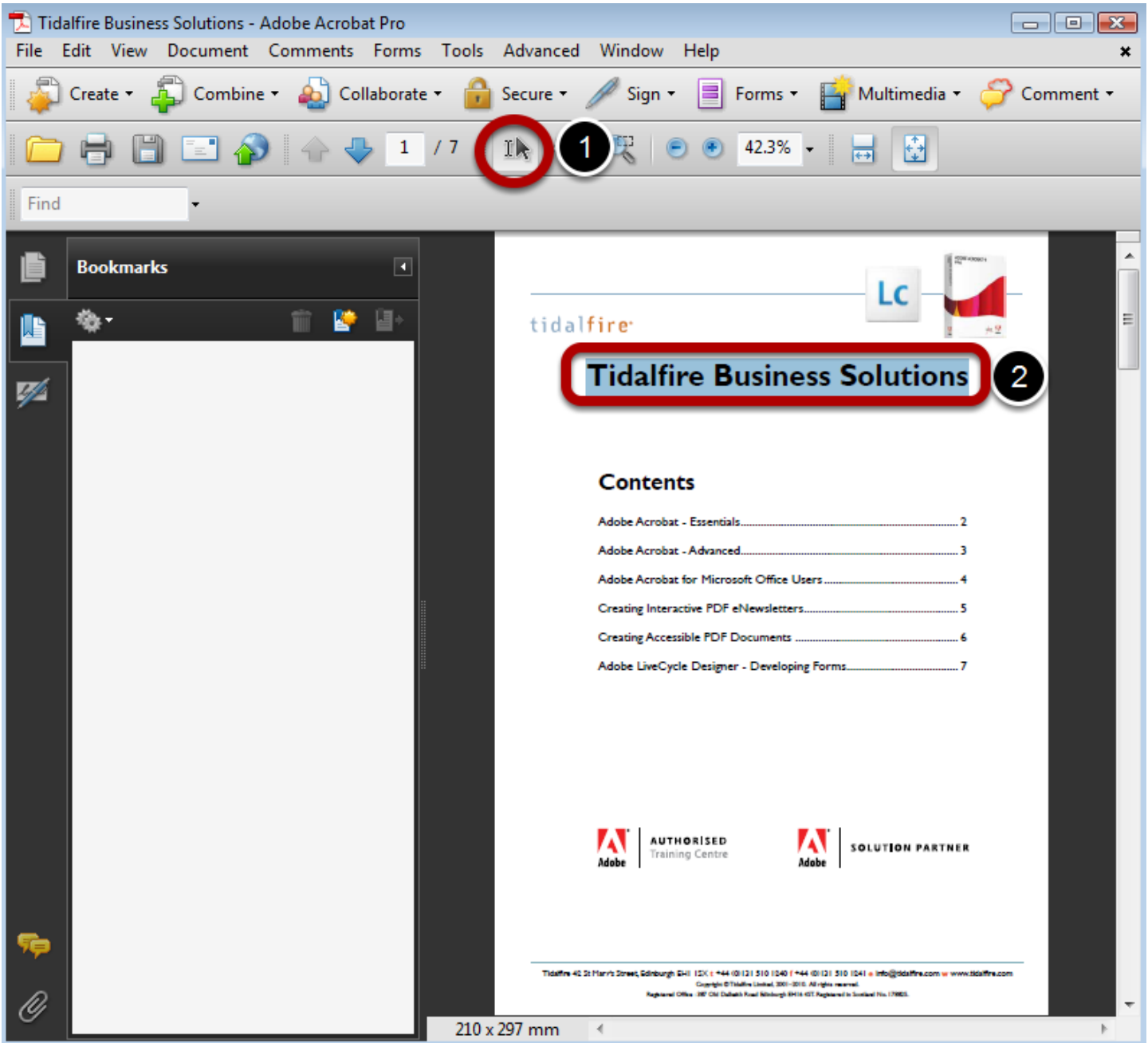


Open the Bookmarks Panel



Click the **Bookmarks** icon in the left hand strip to open the Bookmarks panel.

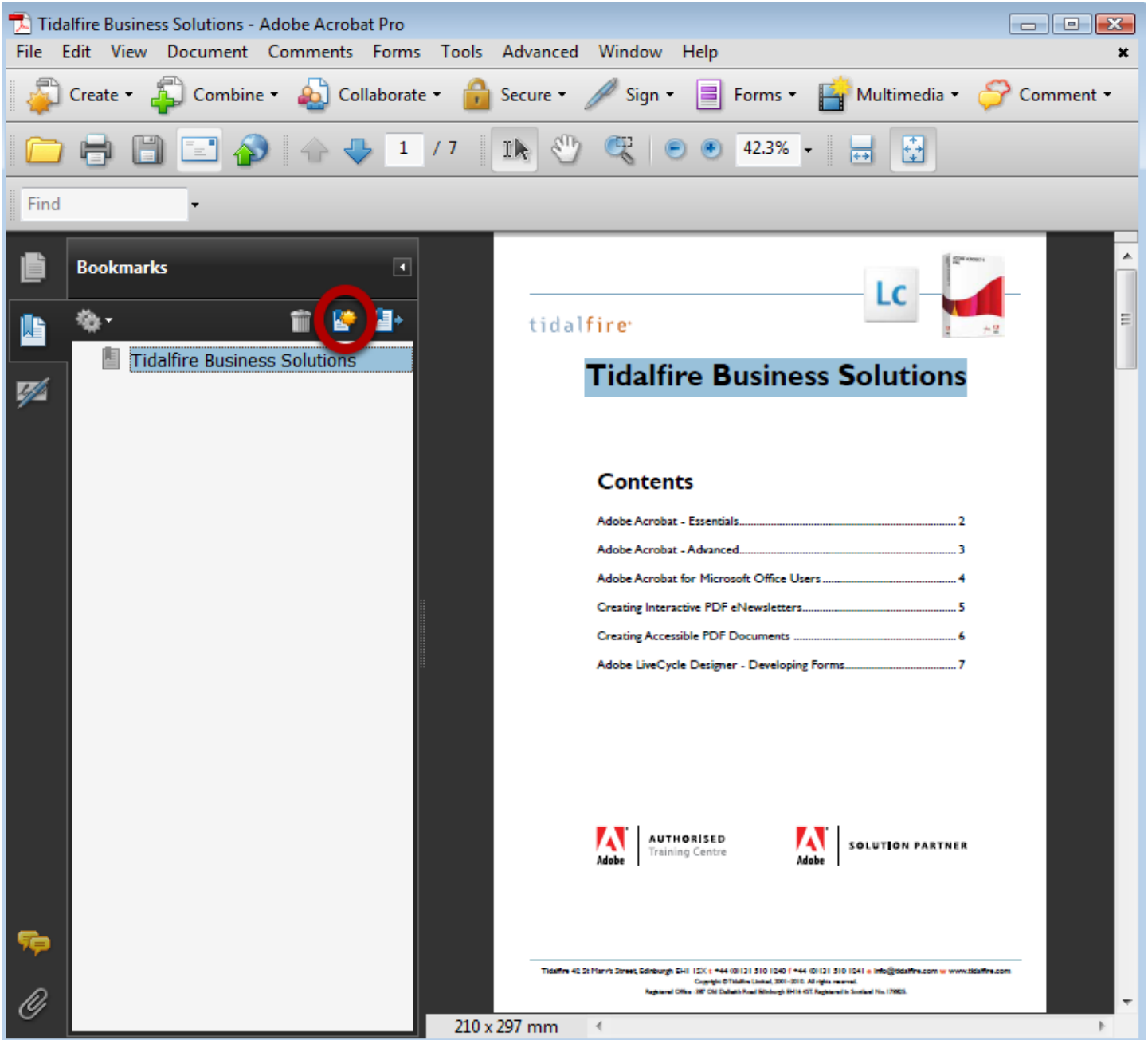
Select Text for the Bookmark



An easy way to create a bookmark is to select text on the page so that the bookmark is created from this text. If no text is selected an "Untitled" bookmark is created and then has to be amended.

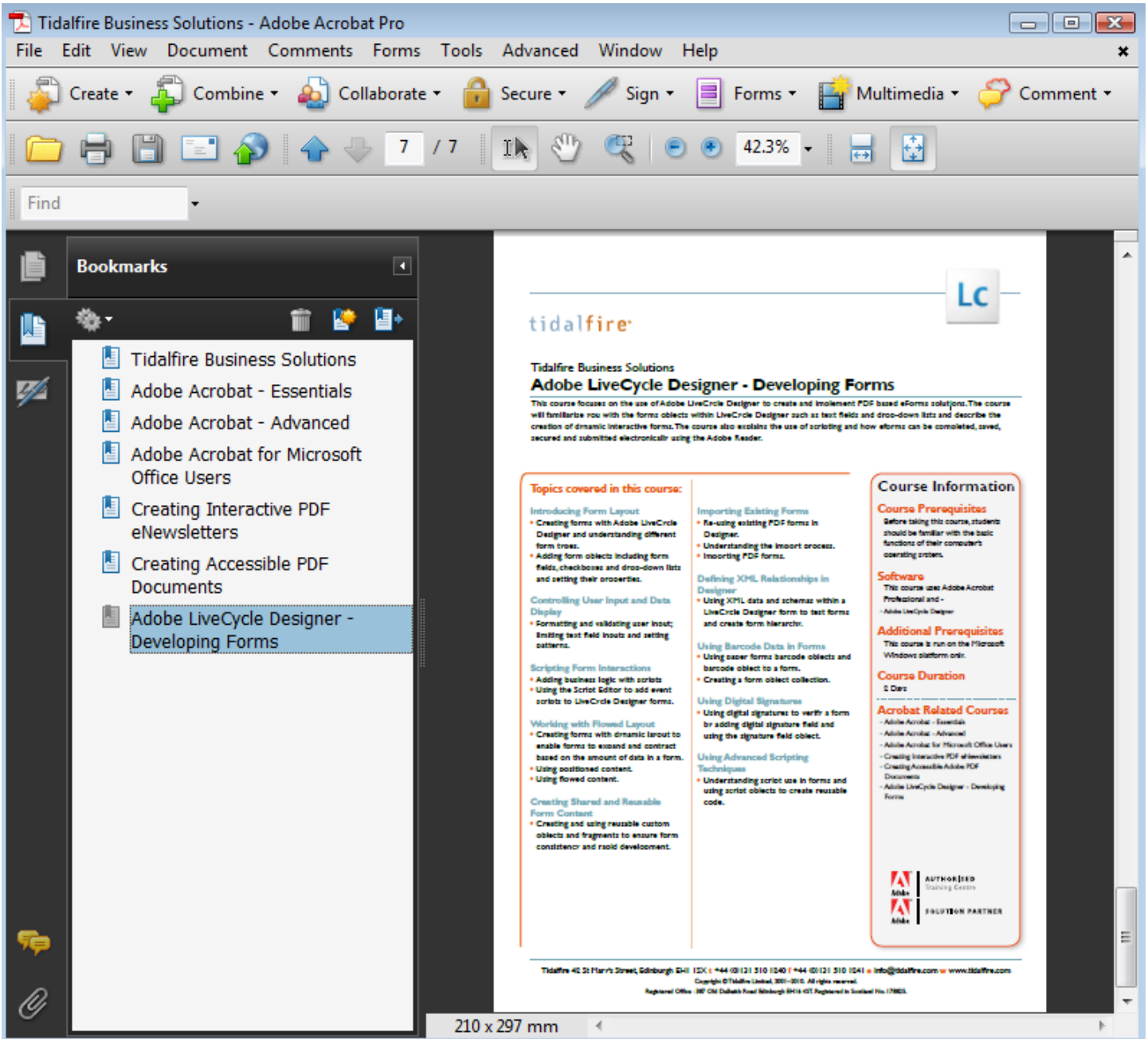
1. Click the Select Text tool
2. Highlight text for the bookmark

Create the Bookmark



Click the **New Bookmark** icon to create a bookmark

Create Bookmarks for the PDF Document



Using the steps outlined previously, select text on each page or section that you want to add navigation for and create a bookmark for each. Once the bookmarks have been added click on them to navigate through the document.