



ADOBE PDF **FEATURE 2**

How to Create Bookmarks

- STEP 1:** Click the Bookmarks button on the left to open the Bookmarks panel.
- STEP 2:** Open the page where you want the bookmark to link to, and adjust the view settings.
- STEP 3:** Use the Select tool to select the area of the page you want to bookmark
- STEP 4:** Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.
- STEP 5:** Choose Tools > Edit PDF > More > Add Bookmark.
- STEP 6:** In the Bookmarks panel, type or edit the name of the new bookmark.