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Create Bookmarks in PDF Documents

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Bookmarks provide a listing of contents that reside within an Adobe Acrobat Creative Suite 5 PDF file or links to external content. You can create bookmarks from existing text or you can use your own text to describe the content.

Bookmark a page

By navigating to a page, and to a specific view on a page, you can establish the destination of a bookmark link. With a PDF document open, follow these steps:

1. **If the Bookmark icon isn't visible, choose View→Navigation Panels→Bookmarks.**

   The Bookmarks panel appears on the left of the Document window.

2. **In the Document window, navigate to the page that you want as the bookmark's destination.**

3. **Set the magnification of the view that you want by using the Marquee Zoom tool to either zoom in or zoom out.**

   The zoom level that you're at when you create the bookmark is the view that viewers see when they click the bookmark.

4. **In the Bookmarks panel, click the Options icon and from the menu that appears, choose New Bookmark.**

   The new bookmark appears in the Bookmarks panel as Untitled.

5. **Change the name by typing something more descriptive.**

   If you leave the bookmark as Untitled but want to rename it later, you must click the bookmark and then choose Options→Rename Bookmark from the menu in the Bookmark panel.

6. **Test your bookmark by scrolling to another page and viewing it in the Document window; then click your saved bookmark in the Bookmark panel.**

   The Document window shows the exact location and zoom that you selected when you created the bookmark.

If you use the Selection tool to highlight text, such as a headline or a caption, that's part of the bookmark destination and then choose Options→New Bookmark, the selected text becomes the title of the new bookmark. You can use this shortcut to avoid entering a new name for new bookmark titles. You can also press Ctrl+B (Windows) or Command+B (Mac) to quickly create a bookmark.

Bookmark an external source

You can also use bookmarks to create links to other documents. Follow these steps:

1. **Choose Options→New Bookmark in the Bookmarks panel.**

2. **Replace the Untitled bookmark entry that appears in the Bookmarks panel with an appropriate title for the bookmark.**

3. **Choose Options→Properties from the Bookmarks panel menu.**

   The Bookmark Properties dialog box appears. With this dialog box, you can change a bookmark so that it links to any type of file. The bookmark could be a link to another PDF file, a Photoshop file, or even a Microsoft Excel file.

4. **In the Bookmark Properties dialog box, click the Actions tab, choose Open a File from the Select Action drop-down list, and then click the Add button.**

   The Select File to Open dialog box appears.

   You can create links to Web sites as well. Choose Open a Web Link to access an Internet Web address.

5. **Click the Browse button, choose a file to which the bookmark will navigate, and then click the Select button.**

   Note that the external file isn't attached to the current document. If you distribute a PDF file containing bookmarks to external files, you must distribute the referenced external files as well; otherwise, the links won't work. In addition, the linked files need to be in the same relative location as the original documents — so don't change the name of the linked file or the folder in which it's located.