

Adding and Viewing Bookmarks with Acrobat Standard XI

Add a bookmark to a PDF document

- 1. Navigate to the page to add a bookmark.
- 2. Click Tools.
- 3. Click Add Bookmark. Bookmark options will appear on the left side of the page.
- 4. Click Untitled and re-name the bookmark. Repeat steps 3 and 4 for additional bookmarks.

Click the bookmark icon in the left navigation pane to access bookmark options.

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View bookmarked items

- 1. Click the Bookmark icon in the left navigation pane.
- 2. Click the Bookmark to view.



Each version of Acrobat may vary in appearance. Contact the internal technical support team for additional assistance.

