

Instructions for Adding Bookmarks Using Adobe Acrobat*

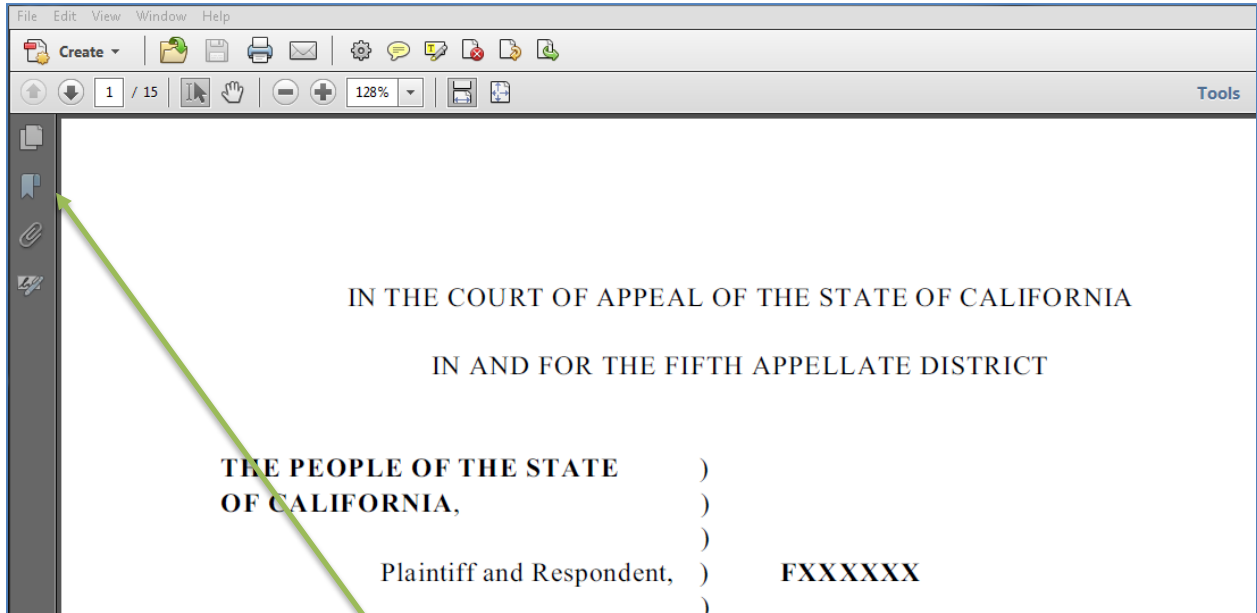
Adobe Acrobat is a comprehensive program that can be used to view, create, manipulate, print, and manage PDF files. It also can be used to create and edit bookmarks in a PDF. Very recently, Adobe released its newest version of this program, Adobe Acrobat DC. More information about this program, including pricing, is available on Adobe's website here: <https://acrobat.adobe.com/us/en/products/acrobat-pro.html>.

Please note that the free Adobe Acrobat Reader DOES NOT have the capability to create bookmarks.

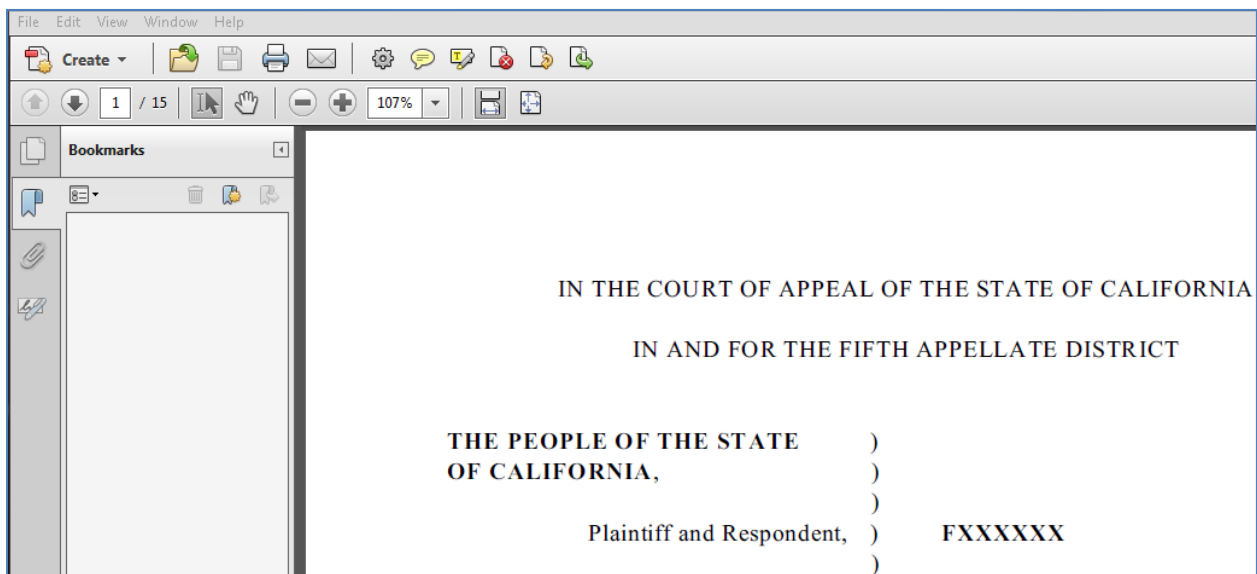
These instructions were created using an older version of the Adobe Acrobat program, Adobe Acrobat Pro X. Instructions for the newest version are available on Adobe's website here: https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html#about_bookmarks.

*CCAP is not recommending or endorsing any specific software, including Adobe Acrobat. These instructions were created to show one of the many available options for creating bookmarks in a PDF. While there are many ways to create PDF bookmarks, CCAP will only be able to provide instructions on how to use a few of these programs. Readers are encouraged to independently research the different software that is available and to determine which program fits their needs, and computer operating system, best.

Begin with a brief that has been converted to a searchable PDF. Open the brief in Adobe Acrobat Pro or Standard.



Click on the bookmark icon  on the left-hand side of the page. The bookmark panel will open.




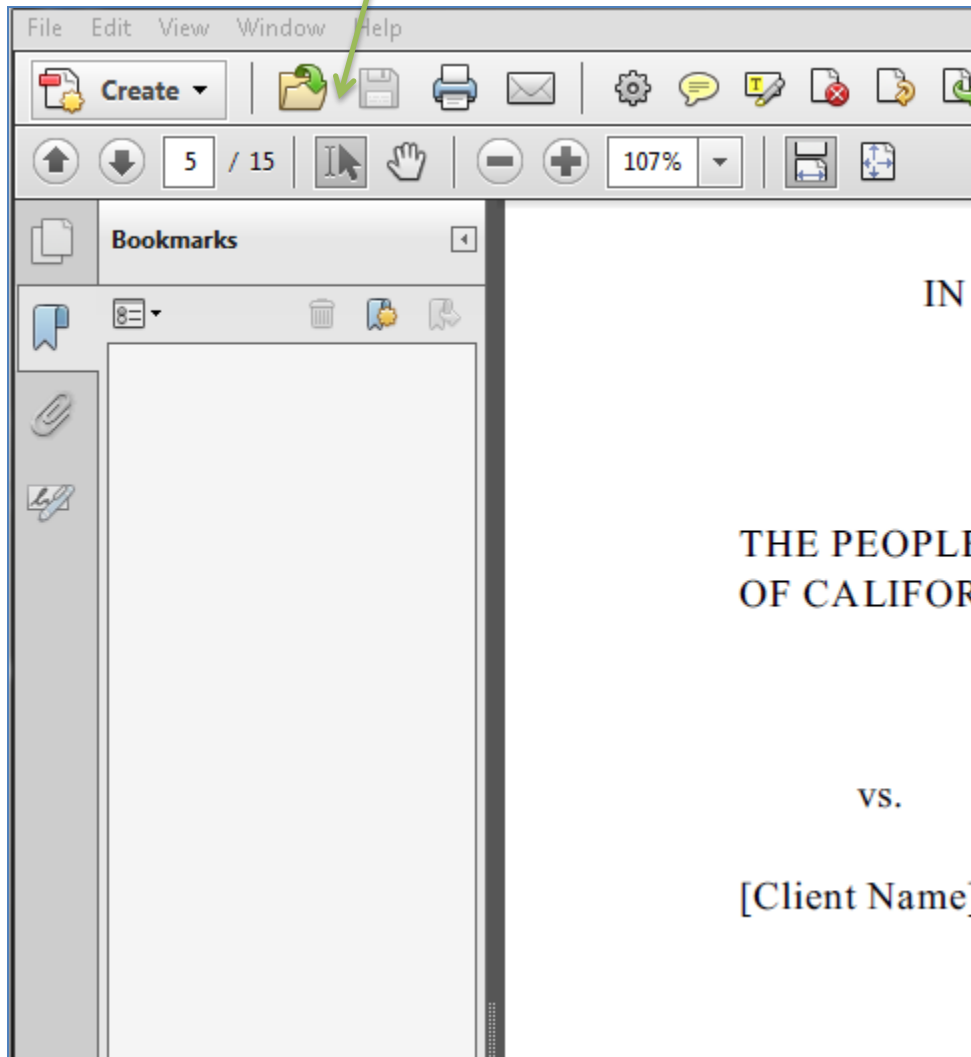
Scroll down to the first heading in the brief that you want to bookmark. Here, we will use the Statement of Appealability as an example.

vs.)	[County] County
)	Nos. BFXXXXXXX and BF1XXXXXX
[Client Name],)	
)	
Defendant and Appellant.)	
_____)	

STATEMENT OF APPEALABILITY

This appeal is from a judgment that finally disposes of all the issues between the parties and is made pursuant California Rules of court, rule 8.304(b).

If it is not already selected, click on the Select tool button  in the toolbar on the upper left-hand side of the page.




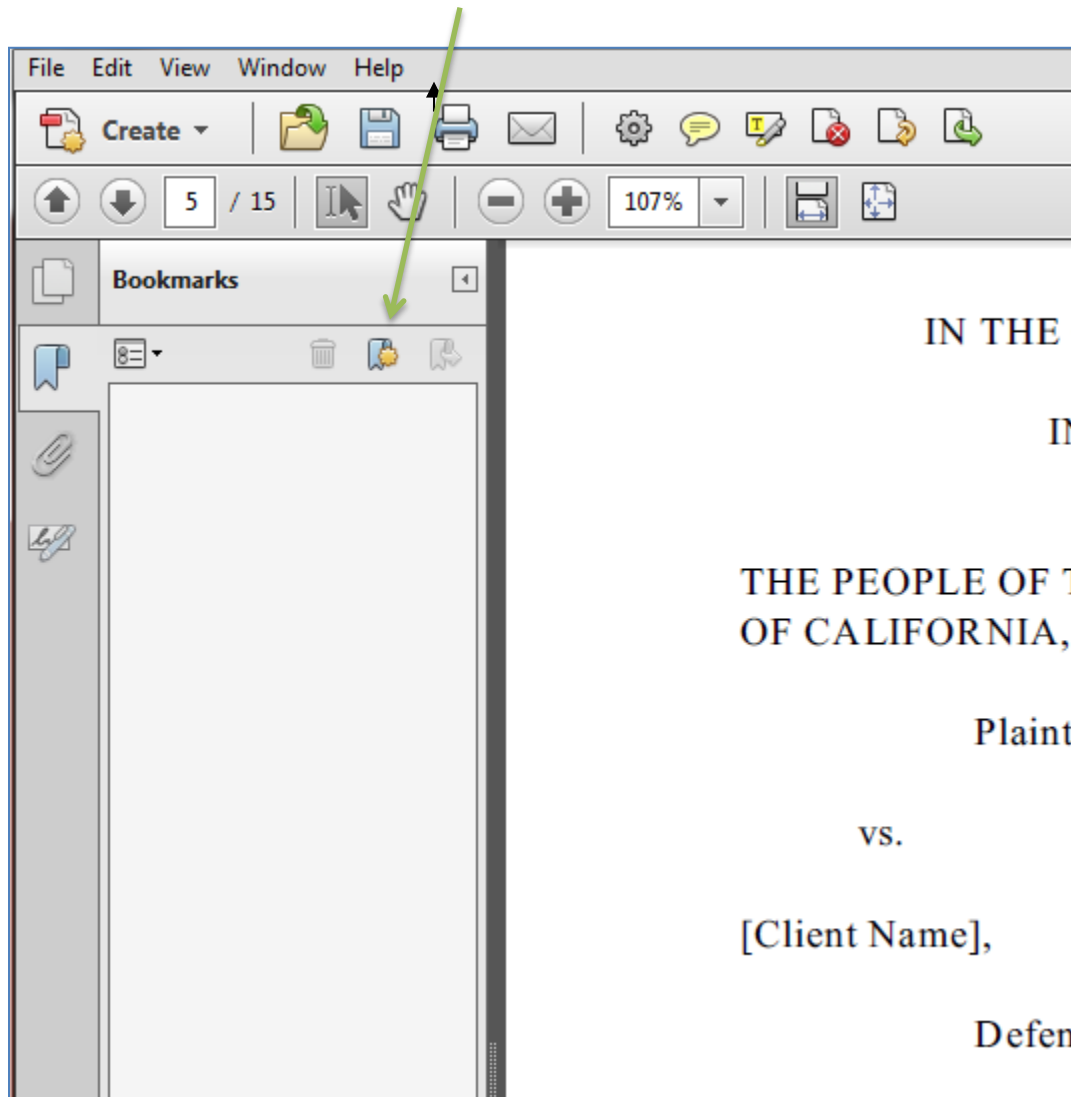
Use the select tool to highlight the text you wish to bookmark.

STATEMENT OF APPEALABILITY

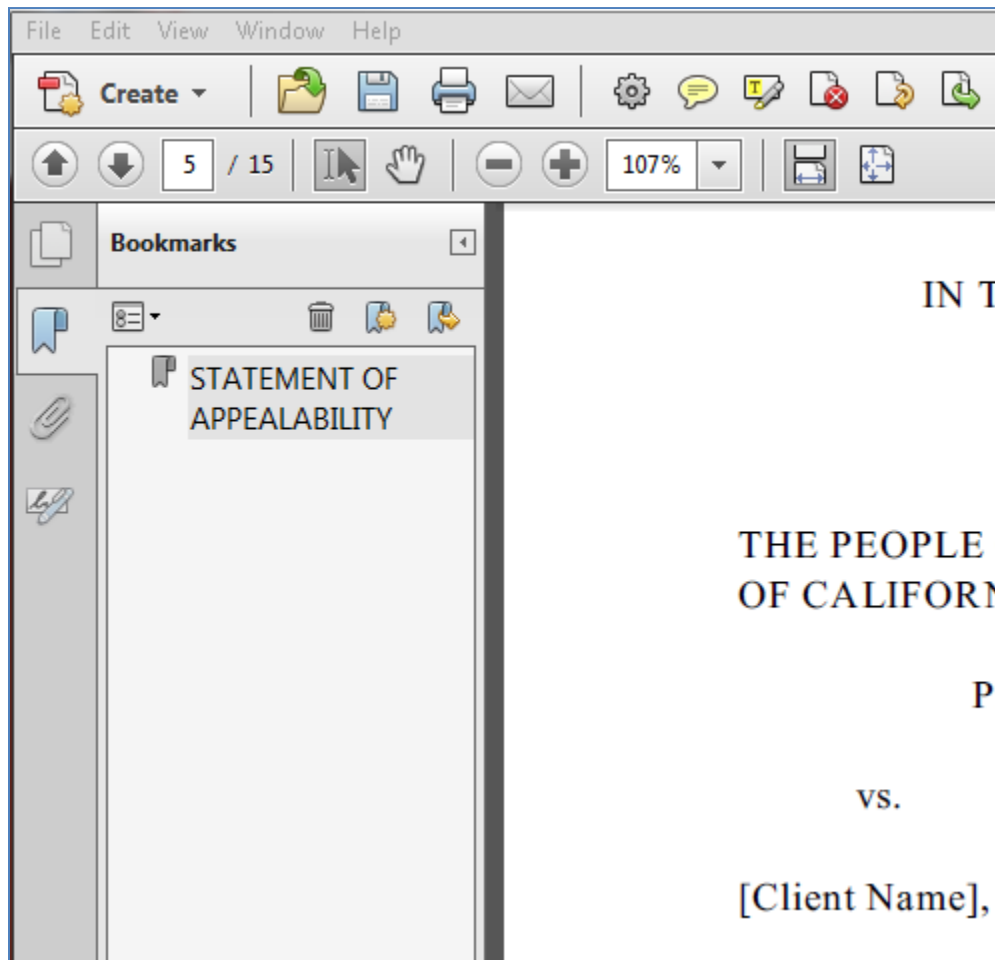
This appeal is from a judgment that finally disposes of all the issues between the parties and is made pursuant California Rules of court, rule 8.304(b).

At this point, you can create the bookmark in a number of different ways:

- While the text is highlighted, press, at the same time, **Ctrl + B** on the keyboard
- With your mouse pointer over the highlighted text, right-click on the mouse and select **Add Bookmark** from the dropdown menu
- While the text is highlighted, click on the add bookmark icon  at the top of the bookmark navigational panel

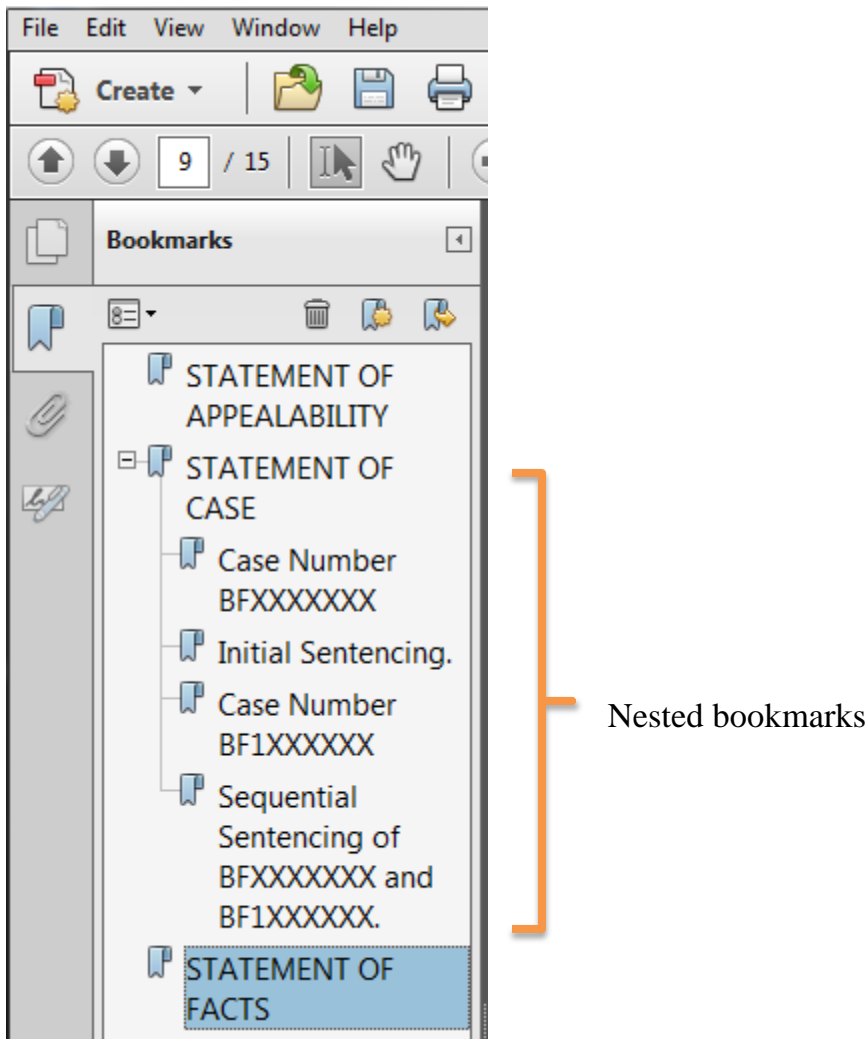


The heading will then appear in the bookmark navigational panel on the left-hand side of the screen.




Continue bookmarking each heading and subheading in the brief.

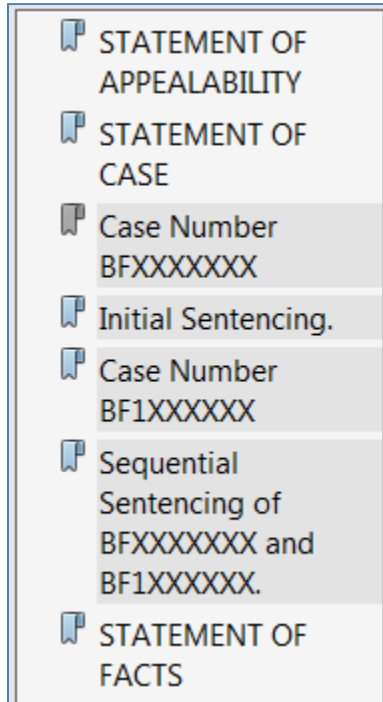
Next, you can “nest” the subheadings under the appropriate heading in the brief.




There are two ways to “nest” the subheadings.

- For the first method, click the bookmark icon  next to the heading you wish to make a subheading. Hold the left mouse button down and move the bookmark icon underneath the main heading (the “parent bookmark”) in the navigational panel. A line icon will appear to show the place where the bookmark will appear.

When you have multiple subheadings that will appear under the same main heading, hold down the **Shift** key and click on the bookmark icon for each subheading so that each one is highlighted.



Click the bookmark icon  next to the heading that will be the first subheading. Then hold the left mouse button down and move the bookmark icon underneath the main heading (the “parent bookmark”) in the navigational panel. A line icon will appear to show the place where the bookmark will appear. All the selected headings below will also nest underneath the main heading.

- For the second method, right-click on the bookmark icon next to the heading you wish to make a subheading. Select **Cut** from the dropdown menu. Next, right-click on the bookmark icon next to the main heading. Select **Paste under Selected Bookmark** from the dropdown menu.

When you have multiple subheadings that will appear under the same main heading, hold down the **Shift** key and click on the bookmark icon for each subheading so that each one is highlighted. Right-click on the highlighted headings and select **Cut** from the dropdown menu. Next, right-click on the bookmark icon next to the main heading. Select **Paste under Selected Bookmark** from the dropdown menu.

You can edit the name of a bookmark by selecting the bookmark in the navigational panel and double-clicking. Or you can right-click on the bookmark and select **Rename** from the dropdown menu.

Save the document when you are finished.

More detailed instructions on bookmarking in Adobe Acrobat are available on Adobe's website here (although these are the instructions for latest version of Adobe Acrobat, they appear to work for Adobe Acrobat Pro X):

https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html#about_bookmarks