

How to Add Bookmarks to Exhibits

A bookmark is essentially an electronic exhibit tab that allows readers to navigate easily to the first page of each exhibit. Add bookmarks to exhibits using Adobe Acrobat or Microsoft Word.

Adding bookmarks with Adobe Acrobat

Note: The free reader version of Adobe Acrobat does not have the functionality to add bookmarks.

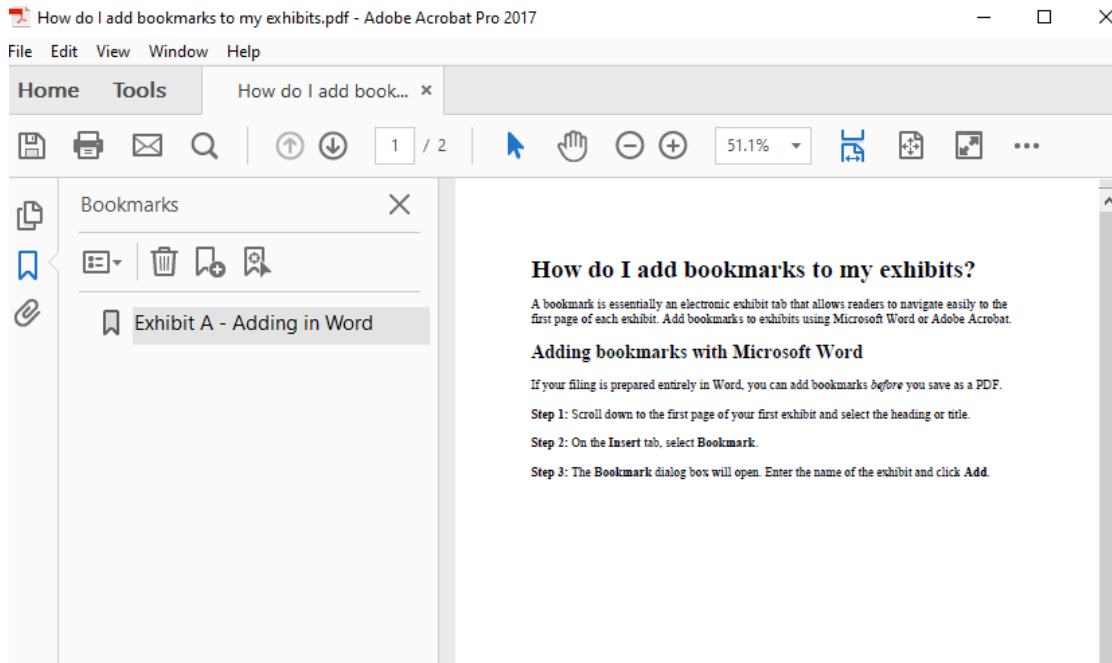
Step 1: Open your document in Adobe Acrobat.

Step 2: Scroll down to the first page of your first exhibit and select the heading or title.

Step 3: Now, **right-click** on text or enter **CTRL+B** to open the **Bookmarks** panel on the left.

Step 4: In the bookmarks panel, type the **name of the exhibit** and a **short description**.

Repeat the process until you've bookmarked all exhibits in your document.



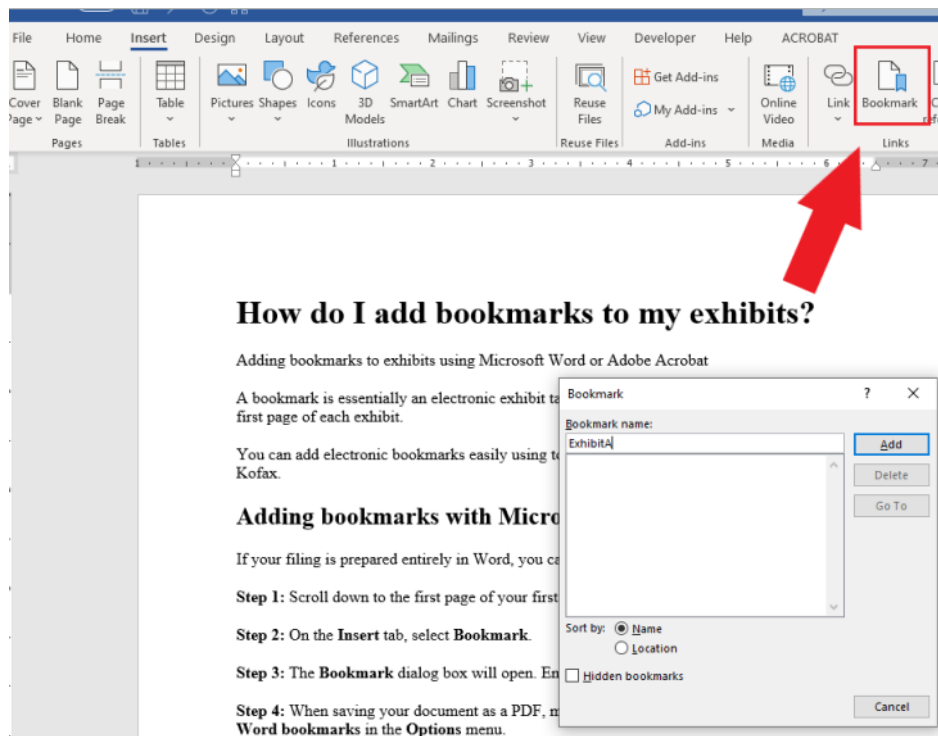
Adding bookmarks with Microsoft Word

If your filing is prepared entirely in Word, you can add bookmarks *before* you save as a PDF.

Step 1: Scroll down to the first page of your first exhibit and select the heading or title.

Step 2: On the **Insert** tab, select **Bookmark**.

Step 3: The **Bookmark** dialog box will open. Enter the name of the exhibit and click **Add**.



Step 4: When saving your document as a PDF, make sure you select **Create bookmarks using Word bookmarks** in the **Options** menu.