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.

_										_	,		
File Hom	e Insert	Design L	ayout Refe	erences	Mailings	Review	View	Developer	Help	ACRO	BAT		_
Cover Blank	Page Table	Pictures Sh	apes Icons	3D Smart/	Art Chart	Screenshot	Reuse	Get Add-in	s 5 ~		C Link	Bookmark	Cro
'age v Page	Break ~	× ·	~ M	lodels		×	Files			Video	×		refere
Pages	1 Table	s 1 · · · \ \ · · ·		ustrations	2 1	3	Reuse Files	Add-ins	. 5	Media	. 6 .	Links	7
		Ho)W do]	I add	boo	kmaı Microsoft V	rks to) my ex	chit	oits?			
		A boo first p	okmark is ess bage of each (essentially an elec ch exhibit.	electron	tronic exhibit t	Bookmark Bookmark	name:				? ×	
		You o Kofæ	can add electi x.	ronic book	marks ea	sily using t	ExhibitA				^	<u>A</u> dd Delete	
		Ado	ding boo	kmark	s witl	h Micro	D				[Go To	
		If you	ur filing is pro	epared enti	rely in W	/ord, you c	e						
		Step	1: Scroll dov	vn to the fi	st page o	of your first					~		
		Step	2: On the Ins	sert tab, sei	lect Bool	kmark.	Sort by: () <u>N</u> ame) <u>L</u> ocation					
		Step	3: The Book	mark dialo	og box w	ill open. Er	Hidden	bookmarks					
		Step / Word	4: When savi d bookmark	ing your do s in the Op	cument a	as a PDF, n mu.	r					Cancel	

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