## 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.

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