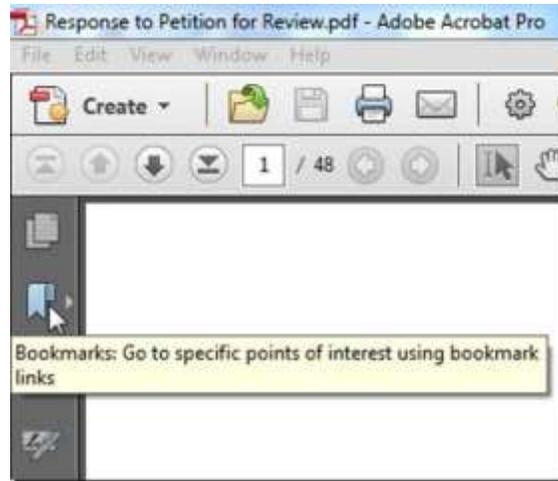


2. Create bookmarks.

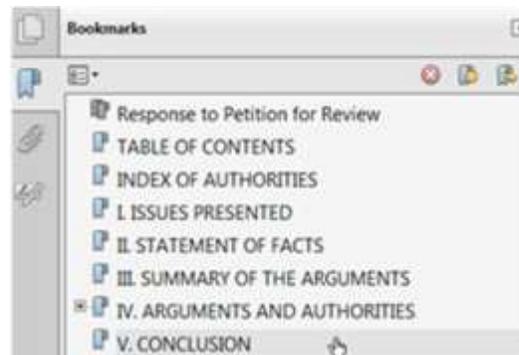
What is a bookmark?

A bookmark is a text link that appears in the **Bookmarks Panel** of Adobe Reader and Adobe Acrobat. Readers can use the bookmarks to quickly navigate to different sections of a brief. Make sure to include bookmarks in all electronic documents and be sure to use descriptive labels for your bookmarks (e.g. Trial Court Judgment, Court of Appeals Opinion) as illustrated below.

To see the **Bookmarks Panel**, open the **Navigation Pane** and click on the **Bookmarks Icon**.



Clicking on the **Bookmarks Icon** opens the **Bookmarks Panel** revealing the list of bookmarks, as in this illustration.



Setting the bookmarks panel to open automatically.

To maximize the impact of your brief:

While the document is open, click **File > Properties > Initial View tab**
 Click the Navigation tab dropdown and select **Bookmarks Panel and Page**
 Click **OK**

Generating bookmarks

Adobe Acrobat will also automatically generate bookmarks during PDF creation if you use Microsoft Word's built-in Styles feature when you create your document. In other words, if you use the paragraph styles available in Word to label the headings in your document, when you use the built-in Acrobat ribbon to generate your PDF, your document will already include bookmarks to the headings in your document.

A tutorial on Word's Styles feature is beyond the scope of these instructions, but Microsoft provides a [tutorial](#) on the web. Word's Styles feature is a tremendous time saver for generating bookmarks, the table of contents, and formatting your document.

Manually adding bookmarks

To manually add a bookmark, in Adobe Acrobat, follow these steps:

1. Click on the page where you want to create a bookmark
2. Click the **New Bookmark** Icon in the Bookmarks Panel or select **CTRL** and **B** keys on your keyboard at the same time.
3. In the text of the new bookmark, type the name or label that you want to give the bookmark.

OR

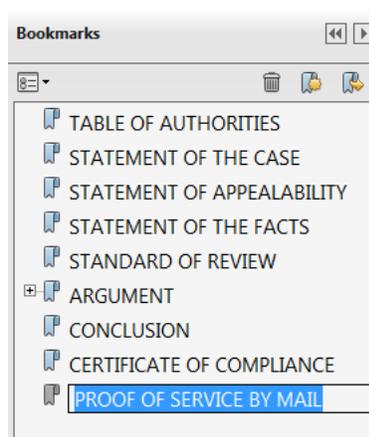
Highlight the text on the page you want to bookmark, then press the **CTRL** and **B** keys on your keyboard at the same time (or right click and select add bookmark). The bookmark will appear in the panel and the name will be the same as the text you highlighted.

Editing bookmarks

If you want to delete a bookmark, **select the bookmark** and press the **delete key**.

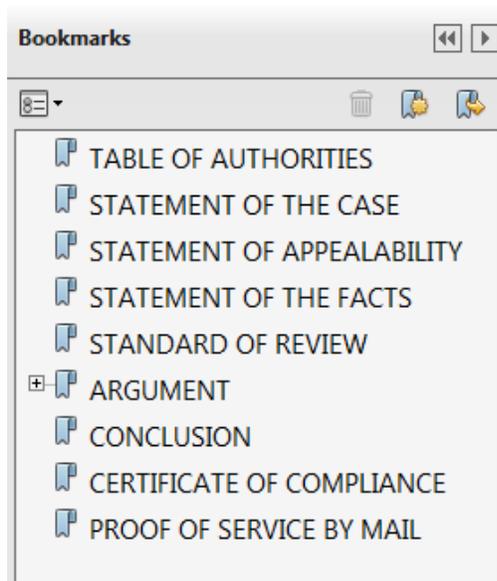
To edit the name of a bookmark, **double click** on the **bookmark**. Once the bookmark text is highlighted, you can **retype the name** of the bookmark. **Press enter** or return when you are satisfied with the results.

Be sure to give your bookmarks meaningful and descriptive names. Names like Header A, Header B, etc. are not helpful. Instead try something like Statement of the Case, Conclusion.

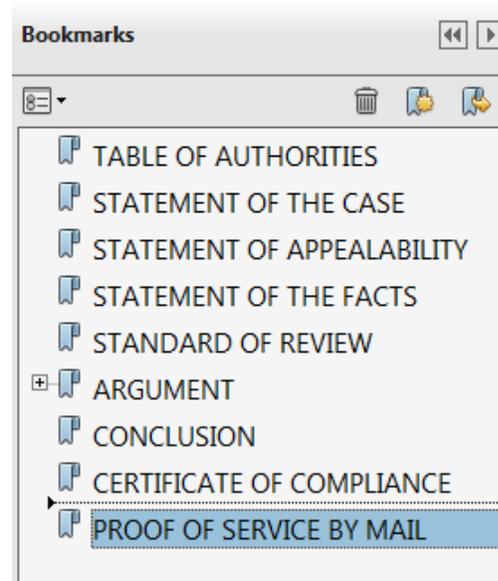


Moving bookmarks

To move bookmarks up and down in the Bookmarks Panel, left click and drag the bookmark ribbon symbol on the left side of the bookmark's name to the desired location in the Bookmarks panel. Once the arrow and dotted line are in the new location, release the left mouse button to drop the bookmark in its new location.



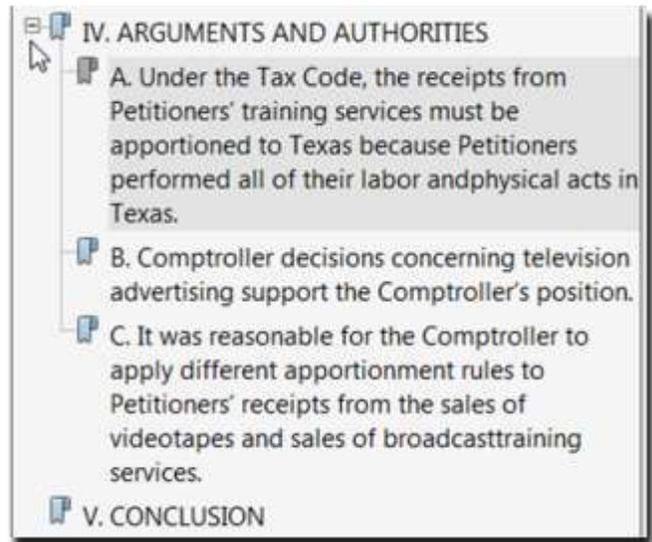
Step 1: Click on the ribbon symbol to the left of the bookmark name.



Step 2: Left click and hold while you drag the bookmark to the new location. Release the left mouse button to drop the bookmark to its new location.

Nesting bookmarks

Bookmarks can also be nested underneath other bookmarks to create a tiered structure of bookmarks, as in the illustration. Notice that the Argument and Authorities bookmark has three nested bookmarks underneath. These bookmarks link to different argument headings in that section of the brief. Clicking on the minus sign next to the Argument and Authorities bookmarks collapses these bookmarks so that they are not visible. A plus sign then appears next to the Arguments and Authorities bookmark, which will expand the nested bookmarks and make them visible again when selected.



To nest a bookmark underneath another bookmark, move the bookmark as described above. But this time, move the bookmark up and over underneath the bookmark where you want it nested. In other words, select the bookmark by left clicking and holding the mouse button down. Then move it up and to the right without releasing the mouse button. Release the mouse button once the bookmark appears to be indented. Once you have the bookmarks the way you want them, be sure to save your document in order to save your changes!

