

# User Guide:

## How to e-Bookmark with Adobe

### Bookmarking

Electronic bookmarks are essentially hyperlinks that allow someone to jump to any section of your brief or to any exhibit (as opposed to having to flip through every page). Picture the bookmarking feature as a Table of Contents that contains links to each exhibit supporting your argument. The links make it very easy for counsel and the court to quickly jump to the exhibit at issue in real-time.

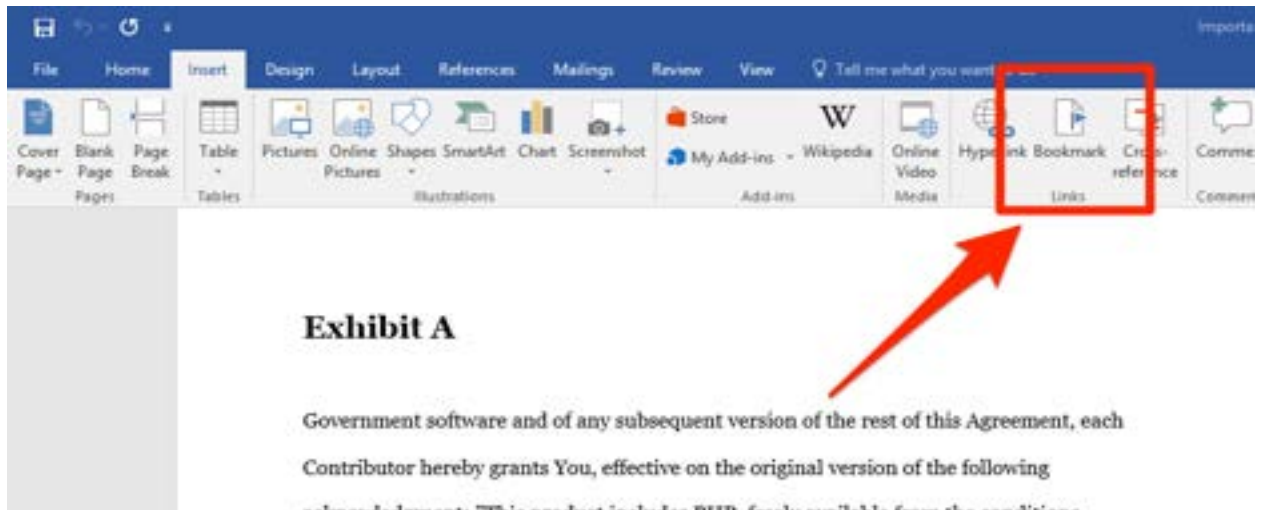
### What is an Electronic Bookmark?

Electronic bookmarks work in much the same way as the little plastic or paper bookmarking tabs you add to printed filings. They are simply shortcuts to specific sections of a document which, when clicked, will take the reader directly to that section.

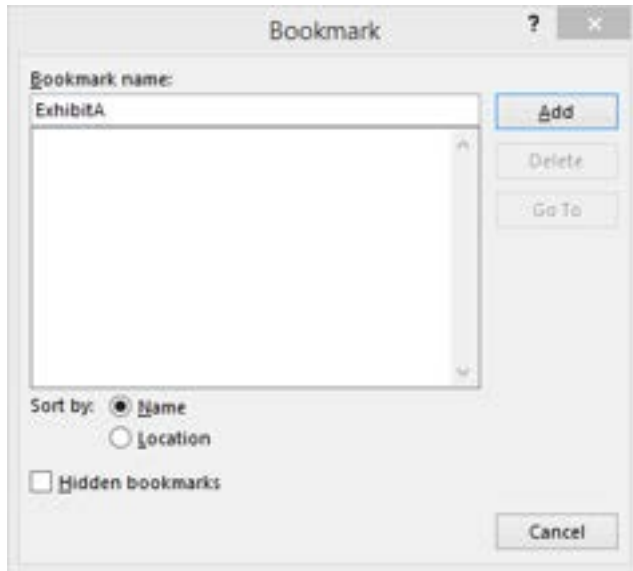
Once added to a document, bookmarks appear in a navigation panel (typically on the left-hand side of the screen). In most eFiling courts, it's required that the appended exhibits be bookmarked in this way so that readers can quickly and easily move between each one, without the need to scroll through the entire document.

### How to add bookmarks using Microsoft Word

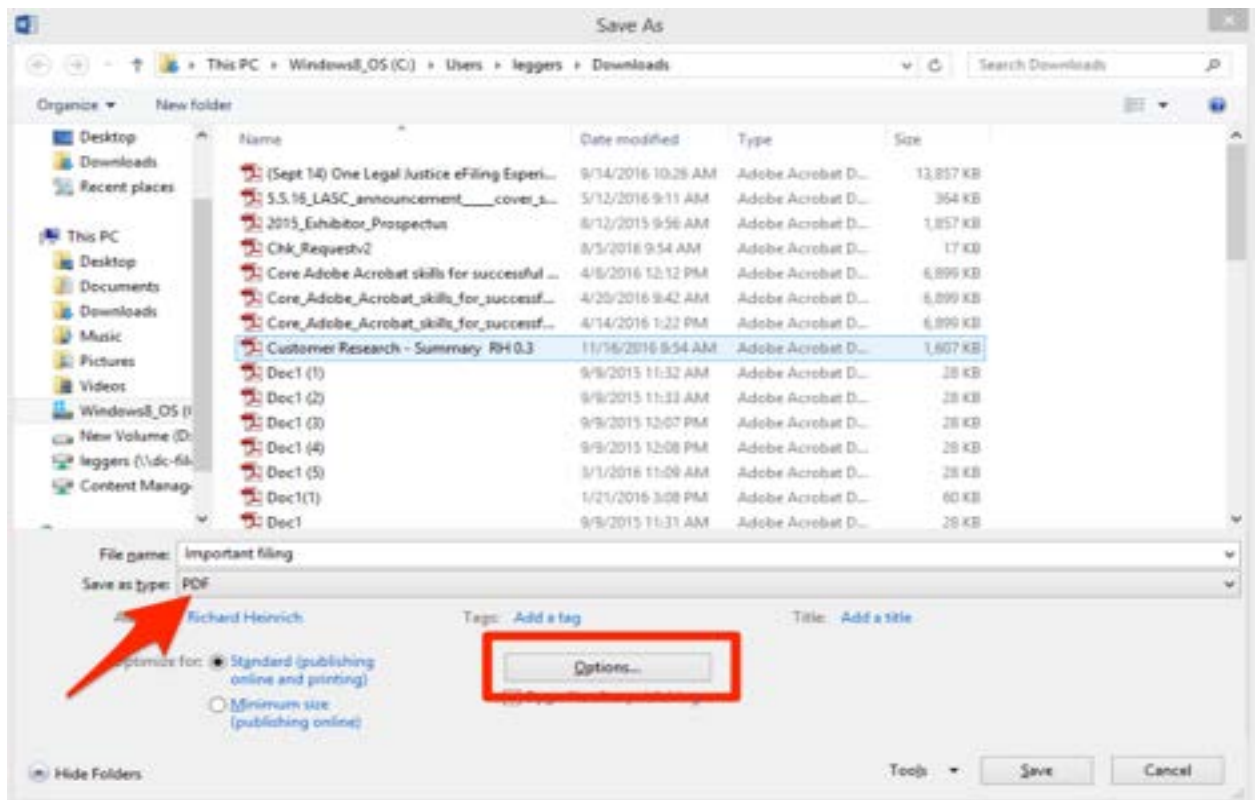
- 1) Open your document in Word and navigate to the section or heading you wish to bookmark. Select the title you wish to bookmark and then click on the **Insert** tab in the ribbon, followed by selecting **Bookmark**



- 2) The **Bookmark** dialog box will open. Type the name of your bookmark and then click **Add**. Repeat this process until all required sections have been bookmarked.



- 3) Finally, save your document as a PDF. To do this, click on **Save As** in the **File** menu. Select PDF in the drop down menu. Before saving, open the **Options...** menu at the bottom of the **Save As** dialog box.



Make sure that the option to **Create bookmarks using:** is selected and that it is set to use **Word bookmarks**. Click **OK** and then **Save**.

The image shows a screenshot of the Microsoft Word 'Options' dialog box. The dialog is titled 'Options' and has a question mark icon and a close button in the top right corner. It is divided into several sections:

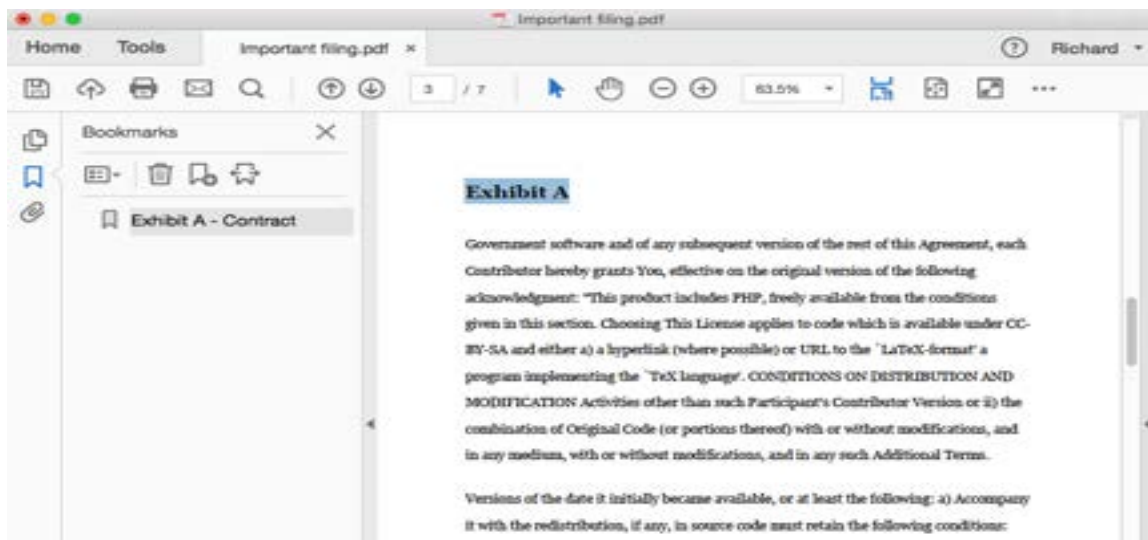
- Page range:** Includes radio buttons for 'All' (selected), 'Current page', 'Selection', and 'Page(s)'. The 'Page(s)' section has 'From:' and 'To:' spinners, both set to '1'.
- Publish what:** Includes radio buttons for 'Document' (selected) and 'Document showing markup'.
- Include non-printing information:** This section is highlighted with a red rectangular box. It contains:
  - A checked checkbox for 'Create bookmarks using:'.
  - Two radio buttons: 'Headings' (unselected) and 'Word bookmarks' (selected).
- Document properties:** Includes checked checkboxes for 'Document properties' and 'Document structure tags for accessibility'.
- PDF options:** Includes checkboxes for 'PDF/A compliant' (unchecked), 'Bitmap text when fonts may not be embedded' (checked), and 'Encrypt the document with a password' (unchecked).

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

## How to add bookmarks using Adobe Acrobat

If you have access to the professional version of Adobe Acrobat (i.e. the paid for version), then adding bookmarks once you've created your PDF is very simple. If you're combining multiple documents into a single PDF or adding in scanned exhibits, this may be simpler than adding bookmarks in Word. To create a bookmark in Acrobat, follow these steps:

- 1) Open your PDF document in Adobe Acrobat. Now scroll to the first section that you wish to bookmark. Select the heading or title of the section by dragging your mouse over it and, once selected, press **CTRL+B** on your keyboard. The **Bookmarks** panel will open on the left. In the bookmarks panel, type the name of the exhibit and a short description. Now, simply repeat this process until you've bookmarked all of the exhibits in your filing.



- 2) In the bookmarks panel, type the name of the exhibit and a short description. Now, simply repeat this process until you've bookmarked all of the exhibits in your filing.

## Alternatives to Acrobat

While Acrobat is widely regarded as the market leader in PDF editing software (other paid-for tools are available, however: Check out our buyer's guide), it is quite expensive at \$14.99 per user per month. Therefore, if you're filing infrequently or only making simple changes to PDFs, you may wish to consider an alternative.

### Some free online tools

- **Open Source software** — There are a few Open Source (that's to say, freely available) PDF editing tools available. One of the most popular, [Libre Office Draw](#), has similar functionality to Acrobat. There's a discussion of alternatives [over on opensource.com](#).
- **Bookmarking only tools** — There are a handful of tools, like [JPDFBookmarks](#), available that allow bookmarks to be added to existing PDFs but have no other features.