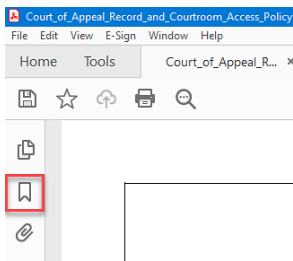


ORGANIZING BOOKMARKS IN PDF

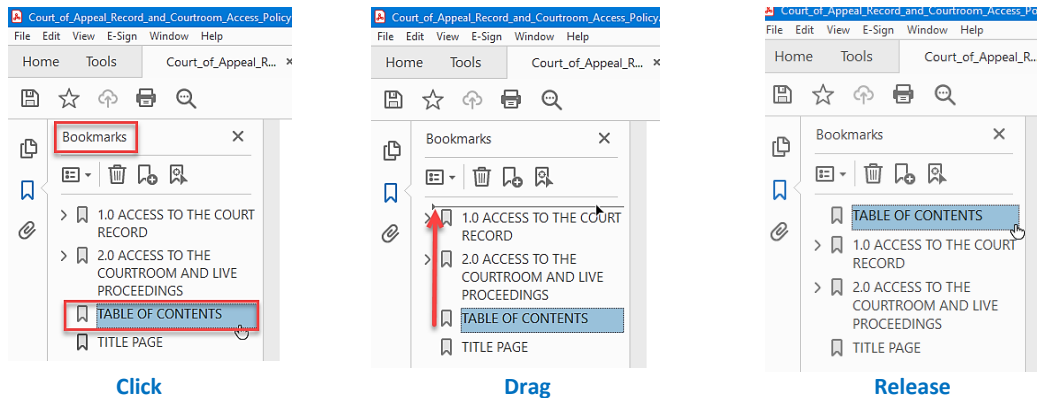
Last updated: July 18, 2022

NOTE: There are several methods of organizing bookmarks in a PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.

1. The title page and index (table of contents) must be the first and second page of the PDF ebook (portfolio)
2. Open your PDF document in Adobe Acrobat DC.
3. Click the Bookmarks button on the left to open the Bookmarks panel



4. In the Bookmarks pane **Click** the bookmark you want to organize and **Drag** it to the new position. The Line icon shows the position where the bookmark will be positioned. **Release** the bookmark.



5. Repeat the steps for the title page and as needed. **Save** your document.