

# ADDING A BOOKMARK TO A PDF DOCUMENT

*NOTE: There are several methods of adding a bookmark to your 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.*

If you have not used heading styles in Microsoft Word, bookmarks will not appear on the pane to your left. Rather than having to go back and re-edit the Word document, you can add a bookmark using Adobe Acrobat DC and then rename it as you wish.

1. Open your PDF document in Adobe Acrobat DC. Go to **Tools > Edit PDF**
2. Select and highlight the heading or text you wish to add a bookmark to

## 1.4 Administration of the Court Record

The Court Services Branch of the Ministry of Attorney General is responsible for the care and maintenance of the court record, and for implementing this policy and any specific directions or orders regarding access to the court record issued by the Court. The daily administration of the court record is carried out by the registry staff in the courthouses across the province.

3. Select **More > Add Bookmark**



4. If you need to edit/change the name of the bookmark, right click on the bookmark and select **Rename**

