

Instructions for adding Bookmarks to a PDF (Parent Child Bookmarked Directory)

Why bookmark? They allow students to navigate the content of a document quickly so that they can find the information they

4. Note that in the example above, there are two levels of bookmarks, i.e. the 2nd level headings are indented, forming a hierarchically-ordered directory or a parent-child relationship. To create this type of directory, follow the steps below.

5. First, note that when you insert a new bookmark, it will appear under the bookmark you've selected for its targeted placement.

6. For example, click on a bookmark in the directory to highlight it, and then open the drop-

down menu and click on the plus sign to add a new bookmark. The new bookmark will appear under the selected bookmark.

11. Continue to add bookmarks in this manner until you're satisfied with the navigability of your PDF.