

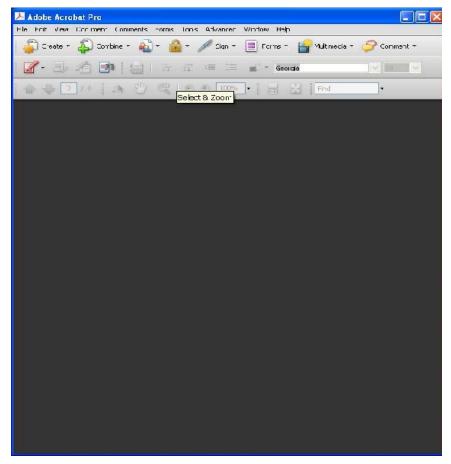
Fourth District Court of Appeal

Creating Bookmarks within Adobe Acrobat

Administrative Order 13-04 requires that all appendices be bookmarked or hyperlinked. This provides the judges and staff with a useable index to documents. This paper explains how to create bookmarks for appendices which will assist the court in the review of your case. Adobe Acrobat allows the bookmarking of PDF documents. The bookmarks appear on the left side of the screen and allow the user to click on the exact document that the user desires to review without having to scroll through all pages of an appendix to find a specific document.

The first and most important requirement is for a current version of <u>Adobe Acrobat Standard or</u> <u>Professional</u> (version 9.0 or later). This version allows the user to create PDFs, combine several PDFs into a single file and bookmark the files for easy reference. Be advised, <u>Adobe Reader</u> does not have the necessary features to create a properly formatted document.

Next and equally important is the ability to scan documents. Most copiers manufactured within the last 5 years have a scanning function built in, and most will scan documents to a PDF format.



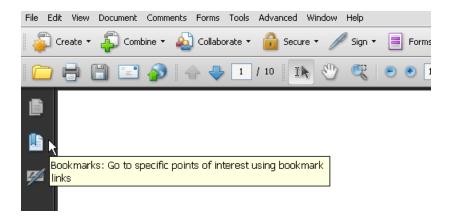
Adobe Acrobat Pro version 9 shown above. The "Pro" version has many excellent features, but it is not necessary for this purpose. The "Standard" version of Adobe Acrobat is sufficient.

Go to www.adobe.com for details on Adobe Acrobat.

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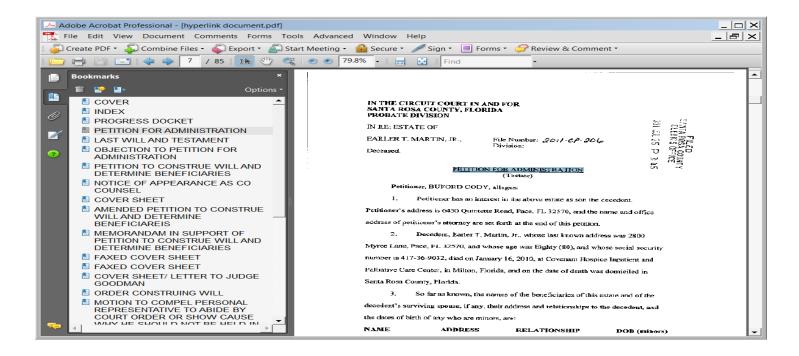
Bookmarks are PDF document navigational tools that allow the reader to quickly locate and link to points of interest within a document.

To view a document's bookmarks, click on the Bookmarks toolbar on the left hand side of the document.

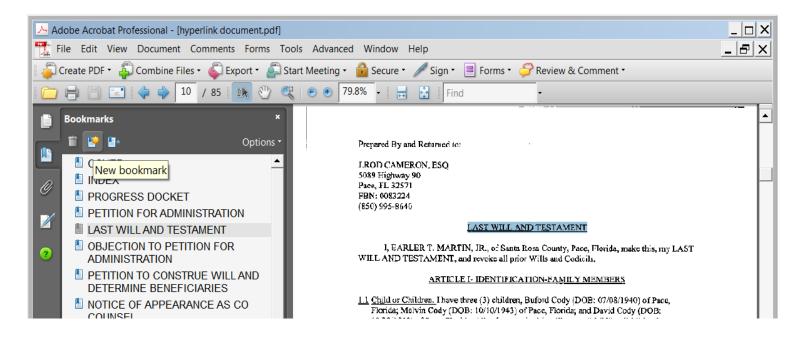


To create a new bookmark, select the text heading that you would like to have linked in the Bookmarks menu then select "New Bookmark" from the "Options" menu (alternately, use Control +B on your keyboard or Command +B for Macs).

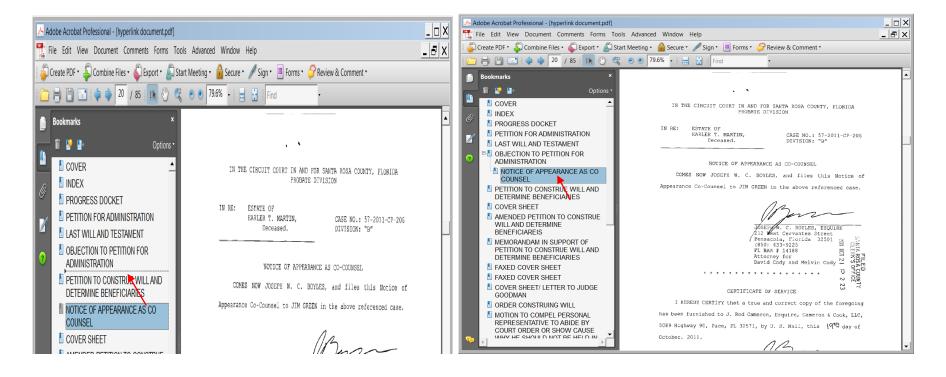
DO NOT use as a text heading "Appendix A" or "Tab 1" or similar language, Order, Motion, Notice, Exhibit A, etc., or similar generic titles. The bookmark should tell the court what the document is, such as "Amended Complaint" or "Motion for Summary Judgment."



Repeat the process by selecting document headings and adding Bookmarks.



Next, create the hierarchy for the bookmarks. From the Bookmarks menu, while holding down on the mouse button, click the bookmark that you would like to move. You will see a horizontal bar with a right arrow. Drag the arrow to the right to create a sub heading structure. Likewise, drag the arrow left to move the bookmark up in the hierarchy.



Here is an example of the use of bookmarks for a brief.

