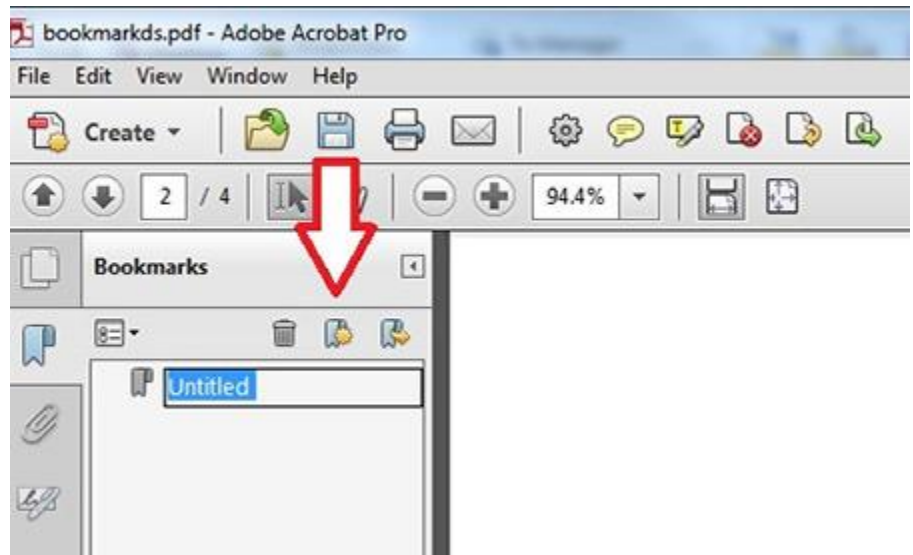


Tech Training: Acrobat Pro Table of Contents

Adding a table of contents in Acrobat is called adding "bookmarks".

Adding Bookmarks

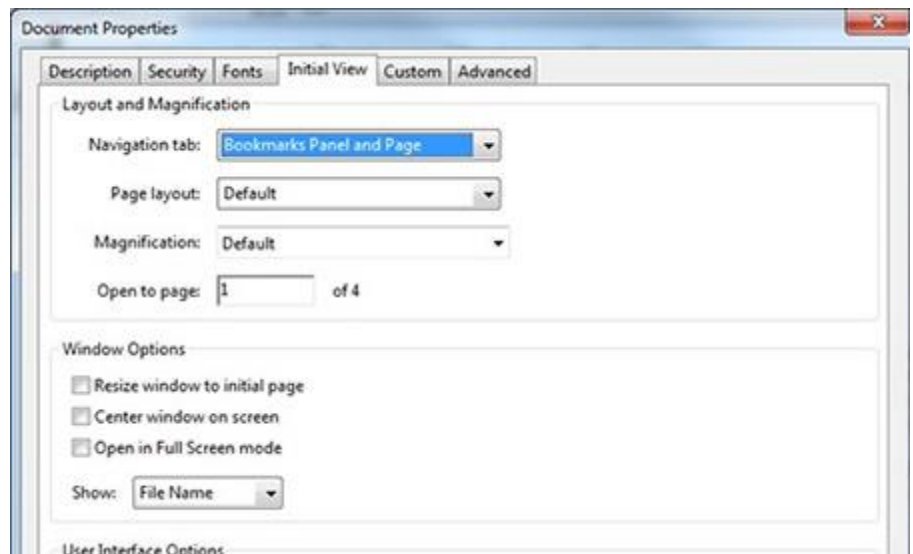
- Scroll to the page you want to add a bookmark
- Click on the bookmark icon (you may need to click the side icon to bring the menu out). This will create a new unlabeled bookmark you can rename.
- Once a bookmark is created, the reader can click on the bookmark, and the document will jump to the appropriate page.



Document Properties

By default, the bookmark / table of contents won't be open for the user unless you choose this option.

- Click **File > Properties**
- Move to the **Initial View** tab
- Change Navigation Tab to **Bookmarks Panel and Page**.



Save PDF

- **File > Save As > PDF**

