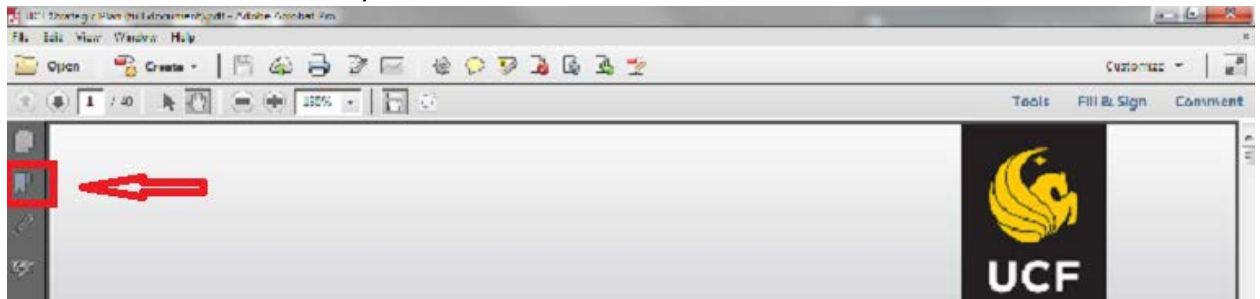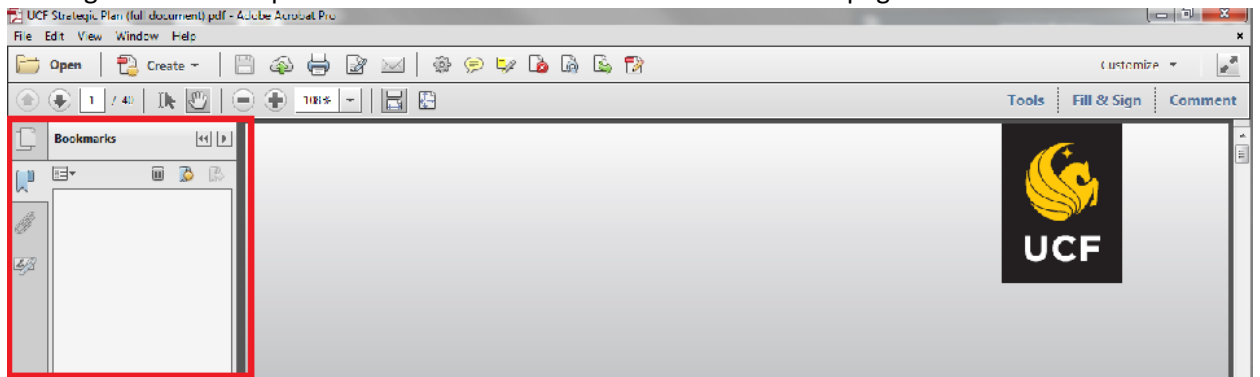# How to Create Bookmarks in PDFs

This is how to create PDF bookmarks using Adobe Acrobat.

1. Open the PDF file in which you wish to create bookmarks.
2. On the left side of the screen you should see a bookmark icon

3. Clicking the icon will open the bookmarks menu on the left side of the page

4. Go to the point in the document that you want to bookmark. Click the "text selection" tool then use it to highlight the point on the page that you wish to bookmark.
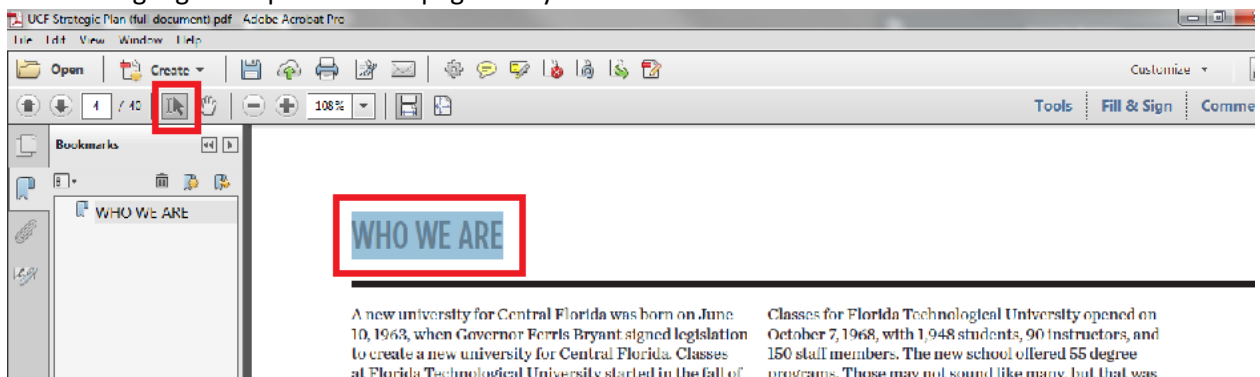
5. Right click on the bit of text that you just highlighted and click "add bookmark"
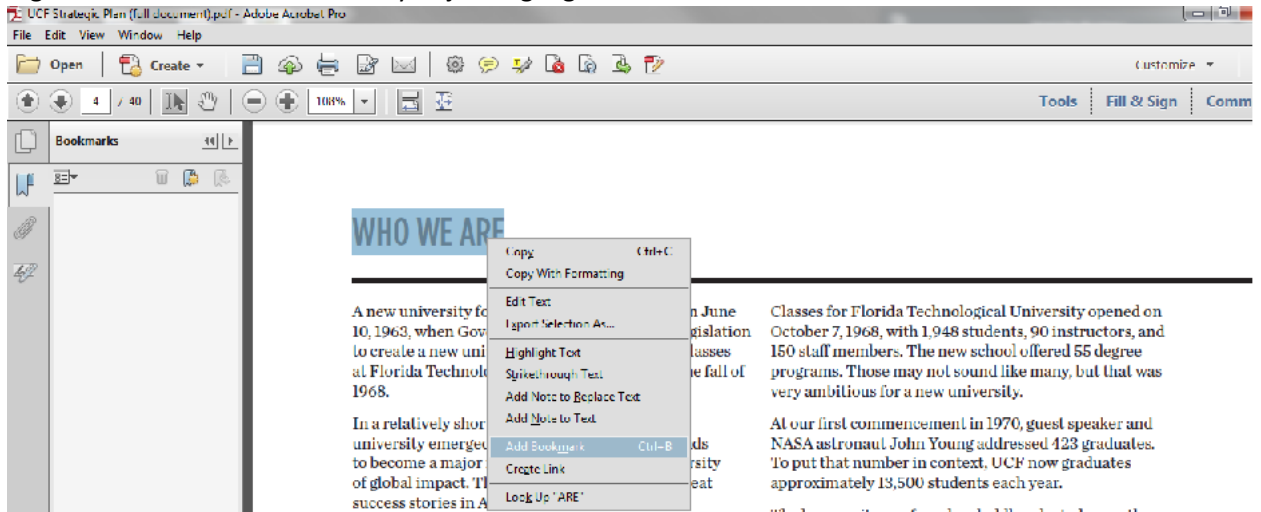
6. The bookmark is added to the bookmarks menu on the left side of the page
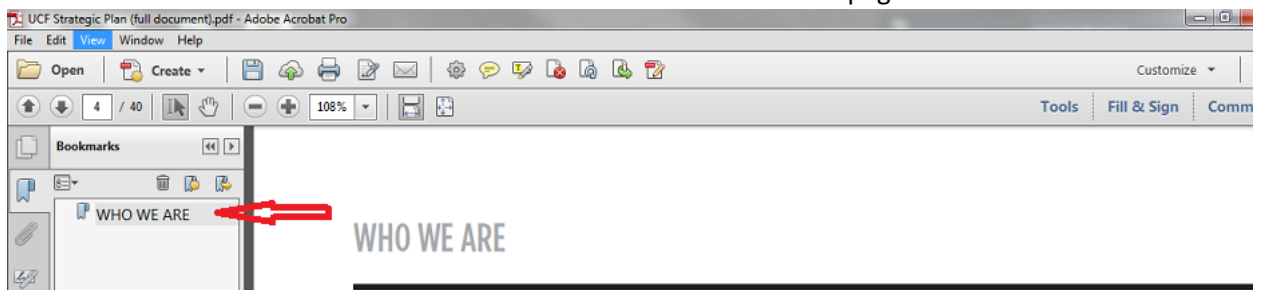
7. Single clicking on a bookmark will make the document jump to that point in the document.
8. Double clicking on a bookmark will allow you to change the title of the bookmark.
9. Once you have several bookmarks in the bookmark menu you can drag to reorder them, etc.
10. You can book mark any part of a document. It could be the title at the top of the page, or a specific phrase in the middle of a page, etc.
11. Just resave the document as you set up your bookmarks and you should be good to go.