# Add a Bookmark to Your PDF Document

NOTE: There are several methods to add 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 X Standard. Your procedure may vary depending on which PDF creation software you are using.

1) Open your document in Adobe Acrobat. Open the Bookmarks Panel (if not already open) by selecting **View > Show/Hide > Navigation Panes > Bookmarks.**
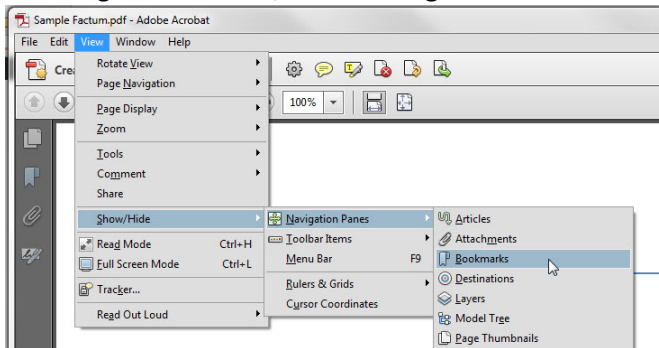
2) Navigate to the page that you want the bookmark to link to.

3) In the body of the document highlight the section title (drag to select it). The selected text becomes the label of the new bookmark. You can edit the label later if needed.

4) In the **Bookmarks** panel click the New Bookmark button.
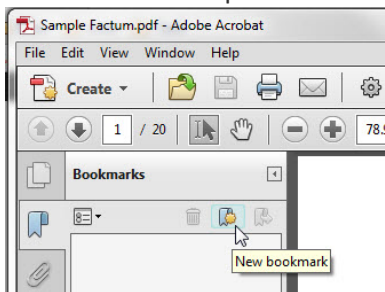
5) If you need to adjust the position of the bookmark in the list it can be grabbed and dragged up, down, left, and right in the list hierarchy.

6) If you need to edit/change the name of a bookmark right-click on the bookmark and select **Rename**.