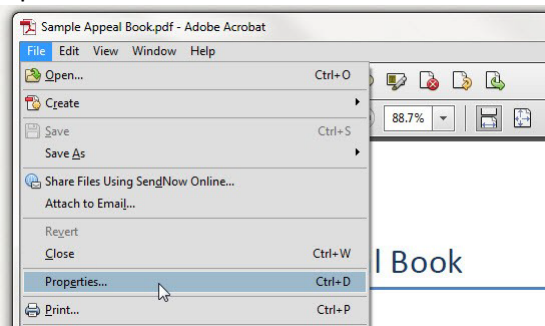


Set PDF to Automatically Display the Bookmarks Panel When Opened

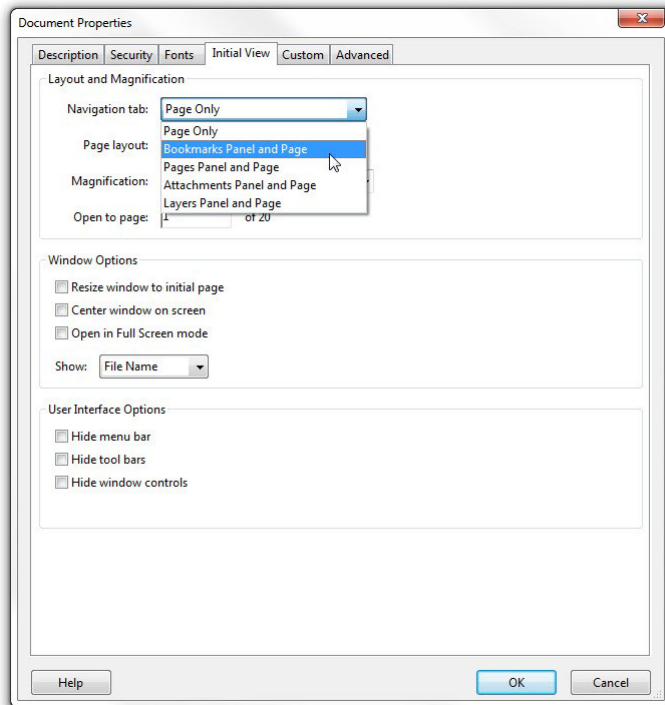
NOTE: There are several methods to set the initial view of a PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

When a user opens a PDF document they see the initial view of the PDF. You can set the initial view so that the Bookmarks Panel and Page is shown by default when the PDF is opened.

- 1) Open the document in Adobe Acrobat. Choose **File > Properties**.



- 2) In the **Document Properties** dialog box, click **Initial View** tab. Select **Bookmarks Panel and Page** from the **Navigation Tab** dropdown menu and then click **OK**.



- 3) Save the document and close it. Re-open it to verify that the document opens with the Bookmarks panel automatically displayed.