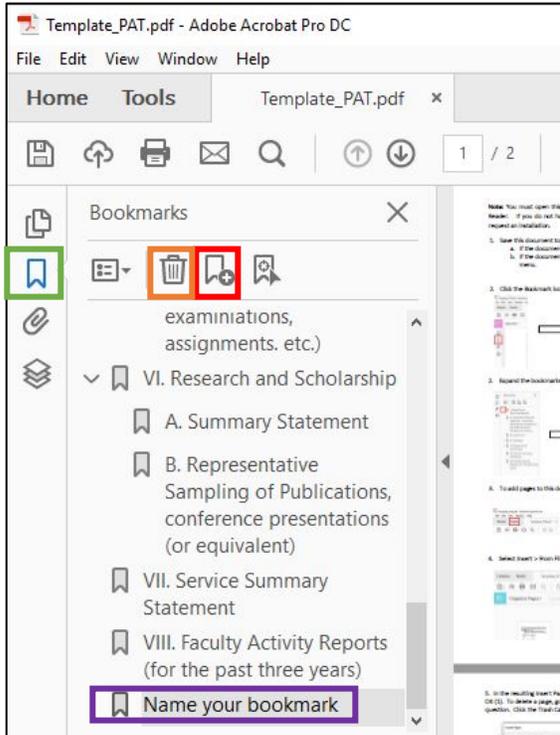


## How to Configure Bookmarks in Adobe Acrobat DC

### 1. Add, delete and name a new bookmark



Match the color of the box to the icon reference below:

- Click the **Bookmark icon** in the left-hand shortcut pane to open the bookmarks
- The **New Bookmark** icon to create a new bookmark
- Name the bookmark**
- To delete the bookmark, select it and click the **Garbage Can** icon.

**To rename any bookmark**, right click on the bookmark in question, and select Rename. Then, type the new name.

**To place a bookmark under another bookmark, so it becomes a child bookmark**, select the bookmark on question and drag to the right.

**To re-locate a bookmark**, simply drag the bookmark in question anywhere in the bookmark tree. It will land where the line following it lands.