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:

a. Click the **Bookmark icon** in the left-hand shortcut pane to open the bookmarks

b. The **New Bookmark** icon to create a new bookmark

c. Name the bookmark

d. 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.