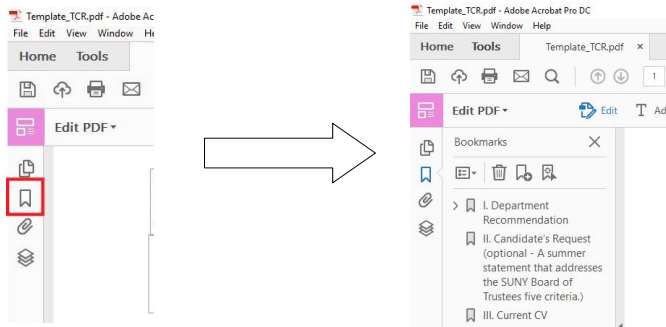


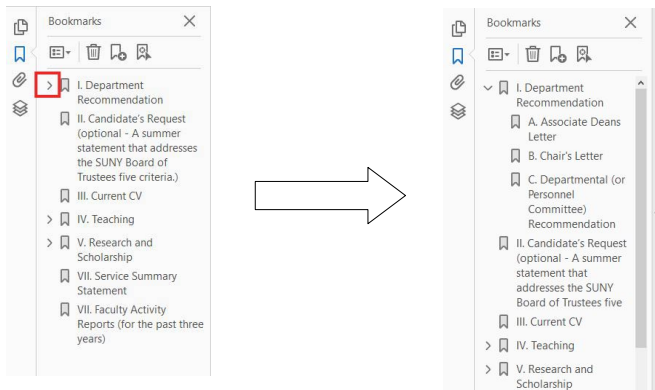
**Note:** You must open this document using Adobe Acrobat Professional DC and **not** Adobe Acrobat Reader. If you do not have Adobe Acrobat Professional DC, please contact the IT Service Desk to request an installation.

1. Save this document to your local computer, and open it in Adobe Acrobat Pro DC
  - a. If the document opens in your internet browser, **right click**, and select **Save**.
  - b. If the document opens in a PDF application, then save the document from that application's menu.

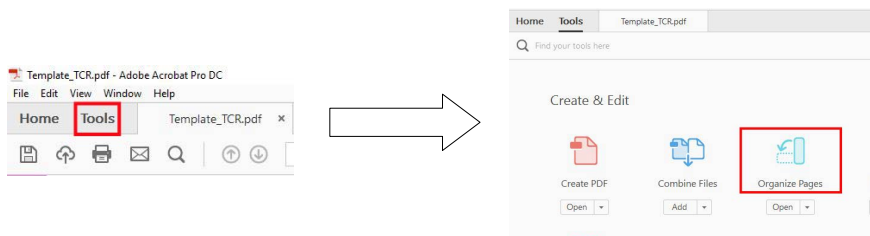
2. Click the Bookmark icon on the left to display bookmarks.



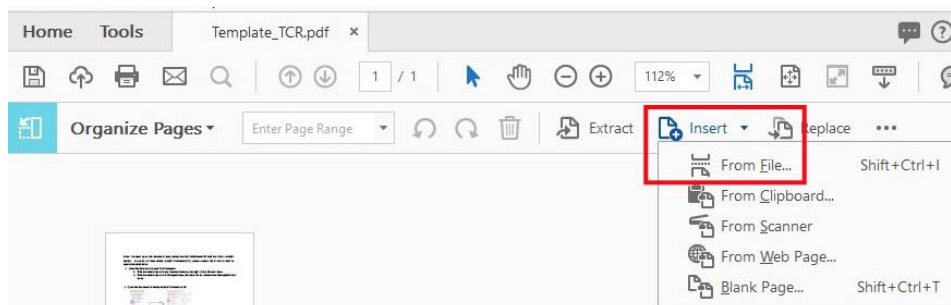
2. Expand the bookmarks to reveal the outline specifics by clicking the ">" symbol (Figure 2).



3. To add pages to this document simply select the **Tools** tab on the upper left and choose **Organize Pages**

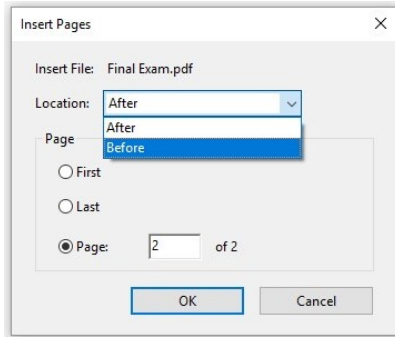


4. Select **Insert > From File**. Navigate to the file in question and select it.

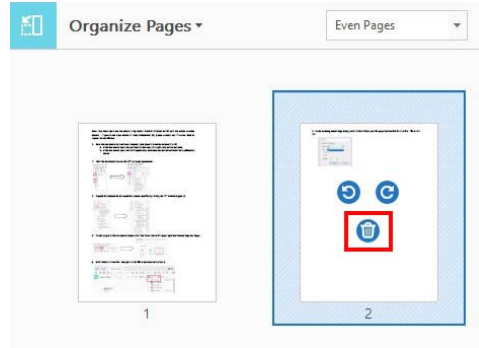


5. In the resulting Insert Page dialog, select Before/After, and the page location for the new file. Then click OK (1). To delete a page, go to Tools > Organize Pages, and mouse over the thumbnail for the page in question. Click the Trash Can icon that appears (2)

1.



2.



6. Finally, you will want to link bookmarks to associated pages.

- a. To do so, **scroll to the page in question, and click on it.**
- b. Locate the bookmark to be linked on the left.
- c. Right-click on the bookmark and select **Set Destination**.
- d. Accept the prompt confirming the page in question as the destination.

