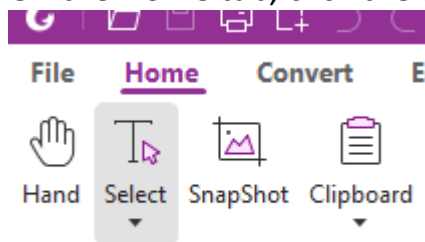**Title: How to Add Bookmarks to a PDF**

Task:

By following these instructions, you'll be able to add bookmarks to important places in your PDF file. You can also create a table of contents from the bookmarks.

Instructions:

1. Open the PDF in Foxit PDF Editor.
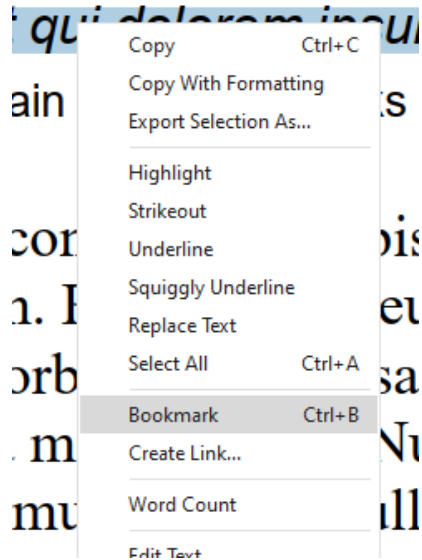2. On the Home tab, click the Select Text button.
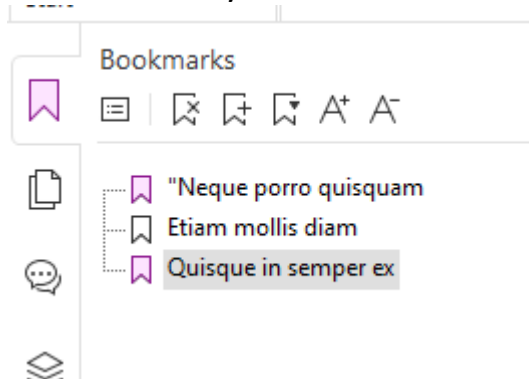

3. Select the text for the bookmark.

"Neque porro quisquam est qui dolo

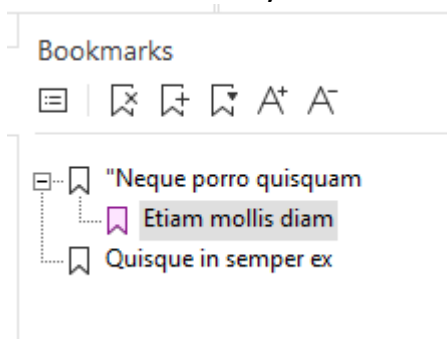"There is no one who loves pain itself, v

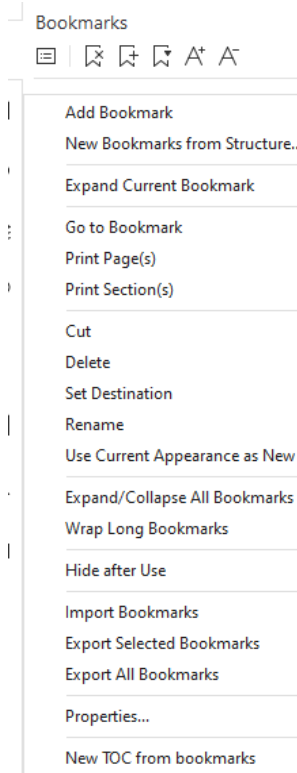4. Right-click the text and click Bookmark.

5. The Bookmarks panel will open.
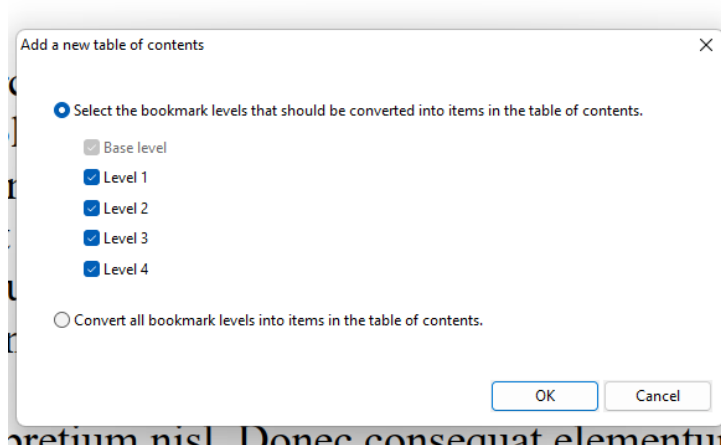6. Create as many Bookmarks as needed.

7. Foxit also allows you to nest and move Bookmarks.

8. To create a Table of Contents, click the Options icon.
9. Click New TOC from Bookmarks.

Bookmarks

- Add Bookmark
- New Bookmarks from Structure..
- Expand Current Bookmark
- Go to Bookmark
- Print Page(s)
- Print Section(s)
- Cut
- Delete
- Set Destination
- Rename
- Use Current Appearance as New
- Expand/Collapse All Bookmarks
- Wrap Long Bookmarks
- Hide after Use
- Import Bookmarks
- Export Selected Bookmarks
- Export All Bookmarks
- Properties...
- New TOC from bookmarks

10. Select the levels of bookmarks to include and click OK.

Add a new table of contents ✕

○ Select the bookmark levels that should be converted into items in the table of contents.

- ☑ Base level
- ☑ Level 1
- ☑ Level 2
- ☑ Level 3
- ☑ Level 4

○ Convert all bookmark levels into items in the table of contents.

[OK] [Cancel]

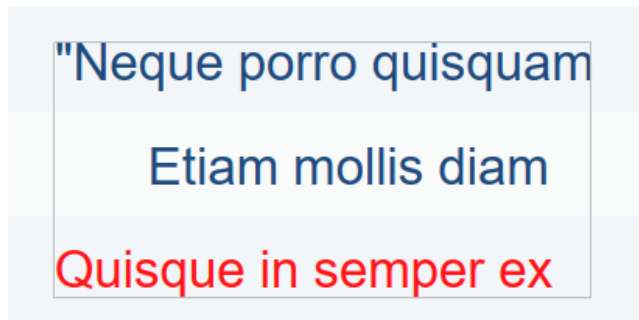11. A Table of Contents page will be added displaying the bookmarks.

Table of Contents

"Neque porro quisquam

Etiam mollis diam

Quisque in semper ex

12. The page can edited from the Edit tab as with any other text.

"Neque porro quisquam

Etiam mollis diam

Quisque in semper ex

13. Click the Hand button to test the links.
14. Remember to save your file.

Video Link:
Add hyperlinks to PDF | Bookmark | How to | Online | Chrome | Free | from Word | Mac | Foxit

Outcome:
Hopefully this information has been useful. If not, or you still have questions, please don't hesitate to contact CWLaw Client Experience.