

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

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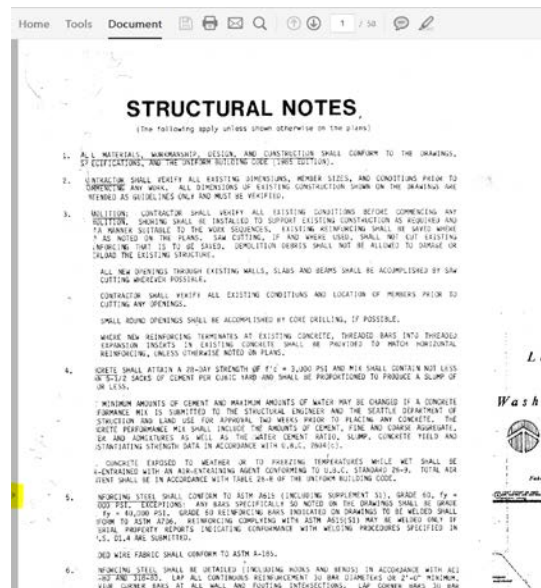


HOW TO BOOKMARK PDFS

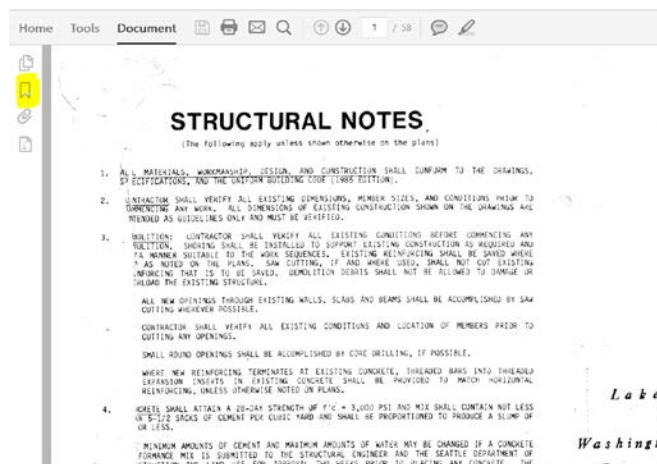
HOW TO BOOKMARK PDFS IN ADOBE ACROBAT

1. Open your pdf in Adobe Acrobat. **You cannot make bookmarks in Adobe Reader.** You can also make bookmarks in Bluebeam Revu. These will still be visible when the file is opened in an Adobe product. For instructions on how to add bookmarks in Revu, please go to Bluebeam's website.

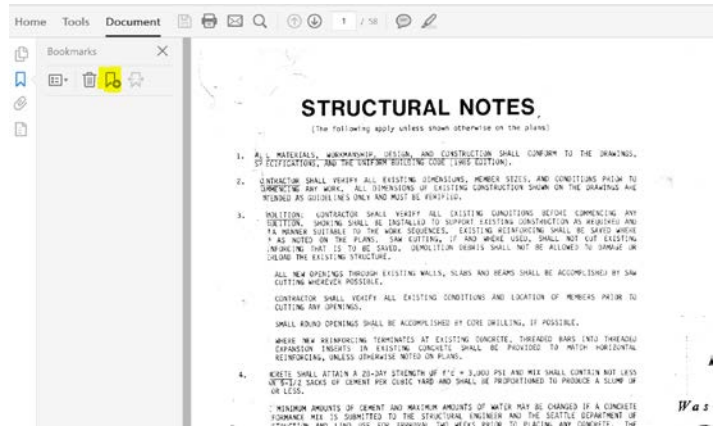
2. Click on the thin bar on the left-hand side to open the navigation pane. It may already be open depending on your settings.



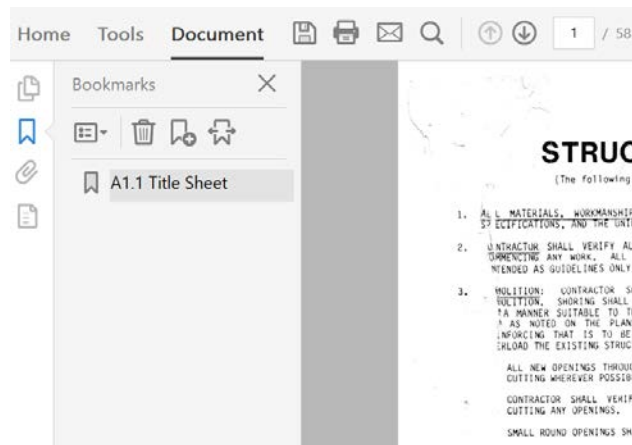
3. In the upper left-hand corner, click on the Bookmarks button in the navigation pane. This will open the bookmark pane.



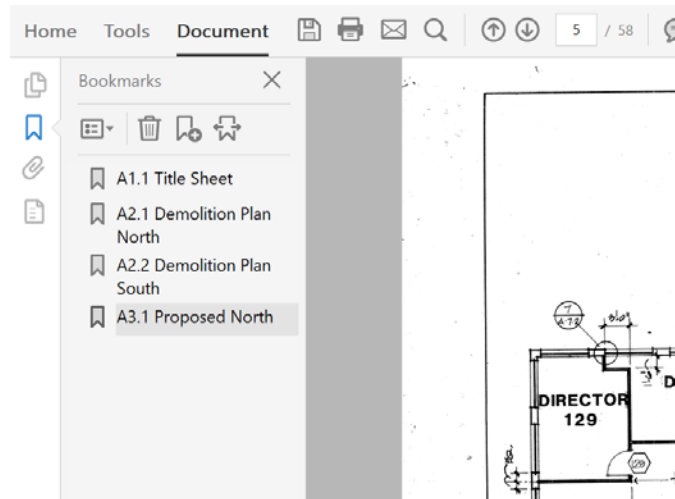
- To create a bookmark, have the page you want to bookmark visible. Click on the “New Bookmark” button.



- Name the bookmark “Sheet number Sheet title”.



- Move to the next page, and create another bookmark with the “Sheet number Sheet title” format.



- After you have bookmarked your sheets, check the bookmarks by clicking on it and confirming it takes you to the correct sheet.
- Save your PDF to save your bookmarking.

If you are having problems or need help, please contact Community Planning & Development at 206.275.7605.