



## Create a bookmark

1. Open the page where you want the bookmark to link to, and adjust the view settings.
2. Use the Select tool  to create the bookmark:
  - To bookmark a single image, click in the image, or drag a rectangle around the image.
  - To bookmark a portion of an image, Ctrl-drag (Windows) or drag (Mac OS) a rectangle around the portion.
  - To bookmark selected text, drag to select it. The selected text becomes the label of the new bookmark. You can edit the label.
3. Click the Bookmarks button, and select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.
4. Choose New Bookmark from the Options menu, or click the New Bookmark icon  at the top of the Bookmarks panel.
5. Type or edit the name of the new bookmark, and press Enter (Windows) or Return (Mac OS).

## Edit a bookmark

You can change a bookmark's attributes at any time.

### [-] **Rename a bookmark**

❖ Select the bookmark in the Bookmarks panel, choose **Rename Bookmark** in the Options menu, and type the new bookmark name.

### [-] **Wrap text in a long bookmark**

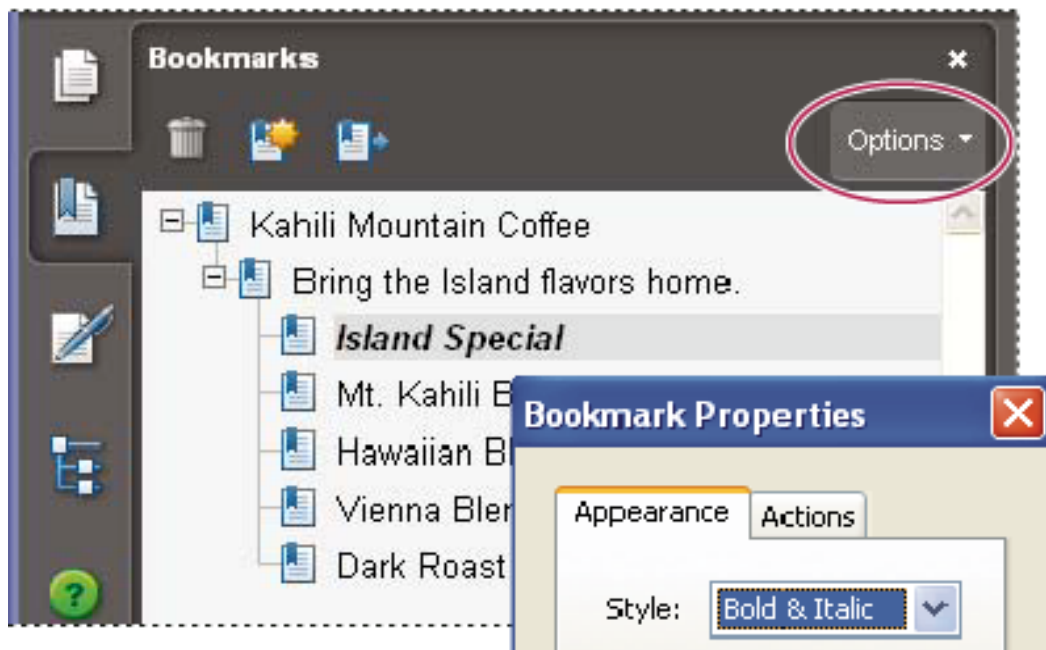
❖ Click the **Bookmarks** button, and choose **Wrap Long Bookmarks** from the Options menu.

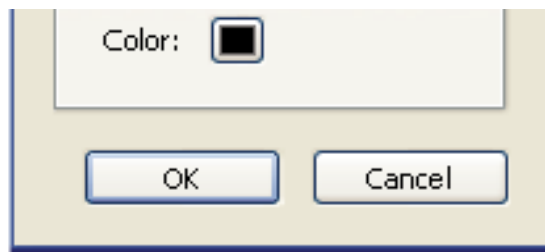
All the text of long bookmarks shows regardless of the width of the navigation pane. (This option is on when checked, and off when not checked.)

### [-] **Change the text appearance of a bookmark**

You can change the appearance of a bookmark to draw attention to it.

1. In the Bookmarks panel, select one or more bookmarks.
2. To change the font size, choose **small**, **medium**, or **large** for **Text Size** from the Options menu.





### Set a bookmark's appearance in the Bookmarks Properties dialog box.

3. Change the color and style of the text by doing one of the following:
  - Choose View > Toolbars > Properties Bar to open the Properties toolbar.
  - Right-click/Control-click the bookmark, and select Properties. Click the Appearance tab.



*After you have defined a bookmark's appearance, you can reuse the appearance settings by selecting the bookmark and choosing the Use Current Appearance As New Default command from the bookmark's context menu.*

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#### [-] Change a bookmark's destination

1. Click the Bookmarks button, and select the bookmark.
2. In the document pane, move to the location you want to specify as the new destination.
3. If necessary, adjust the view magnification.
4. Choose Set Bookmark Destination in the Options menu.

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#### [-] Add an action to a bookmark

1. Click the Bookmarks button.
2. Right-click/Control-click a bookmark, and choose Properties.
3. In the Bookmark Properties dialog box, click Actions.
4. Choose an action from the Select Action menu, and click Add.

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#### [-] Delete a bookmark

1. Click the Bookmarks button, and select the bookmark or range of bookmarks you want to delete.
2. Choose Delete Bookmark(s) in the Options menu.

**Important:** *Deleting a bookmark deletes any bookmarks that are subordinate to it. Deleting a bookmark does not delete any document text.*

### Related Information

- [Action types](#)

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[Previous](#) | [Next](#)

## Create a link

Links let you jump to other locations in the same document, to other electronic documents including attachments, or to websites. You can use links to initiate actions or to ensure that your reader has immediate access to related information. You can also add actions to play a sound or movie file.

The screenshot shows a PDF document with a dashed box highlighting a section. The text in the box includes: "e from Halo Kahuiukia, President and Chief", "e Officer", "a financial information in the **Kahili Financial Report** for inform", "ease dates, view recent investor presentations, sign up to receive", "vestor news via e-mail, and obtain other Kahili Coffee Company", "documents online at: www.kahili.com/about/kahili/invest.", "eting of stockholders will be held April 30, at 1 p.m. Pacific T", "ny headquarters in Laie, Hawaii, USA. The Nasdaq Stock Mar", "Independent Auditors: DII, LLP, Boise, Idaho, U.S.A.", "Kahili Financial Report", "Financial Projection", "Our commitment to Growth. Projection 2005, data after third quarter", "on the North American Industry Classification System (NAICS) basis", "fourth quarter 2000 are presented on the Standard Industrial Classific".

Clicking a link jumps to another page, document, or website.

**+ Create a link using the Link tool**

**+ Create a link using the Select tool or Snapshot tool**

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### Related Information

- [Movies and sounds](#)
- [Destinations](#)

## Insert one PDF into another

1. Open the PDF that you want to serve as the basis of the combined file, and choose Document > Insert Pages.
2. Select a PDF that you want to insert into the target document, and click Select.
3. In the Insert Pages dialog box, specify where you want to insert the document (before or after the first, last, or a designated page of the open PDF), and click OK.
4. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.



*You can also add an existing PDF with a currently open PDF by dragging the desktop icon for the PDF you want to add directly into position in the Pages panel of the open PDF.*

## About page thumbnails

**Page thumbnails** are miniature previews of the pages in a document. You can use page thumbnails in Acrobat to jump quickly to a selected page or to adjust the view of the page.

When you move, copy, or delete a page thumbnail, you actually move, copy, or delete the corresponding page.





## Create page thumbnails

Because page thumbnails increase file size, they are not automatically created. After you create page thumbnails, you can embed them in the PDF. Embedding prevents the page thumbnails from redrawing each time you click the Pages button, often a time-consuming process. Embedded page thumbnails won't reflect changes that you make to document pages until you unembed the page thumbnails.

Both Distiller and the batch processing feature in Acrobat provide alternate methods of embedding page thumbnails.

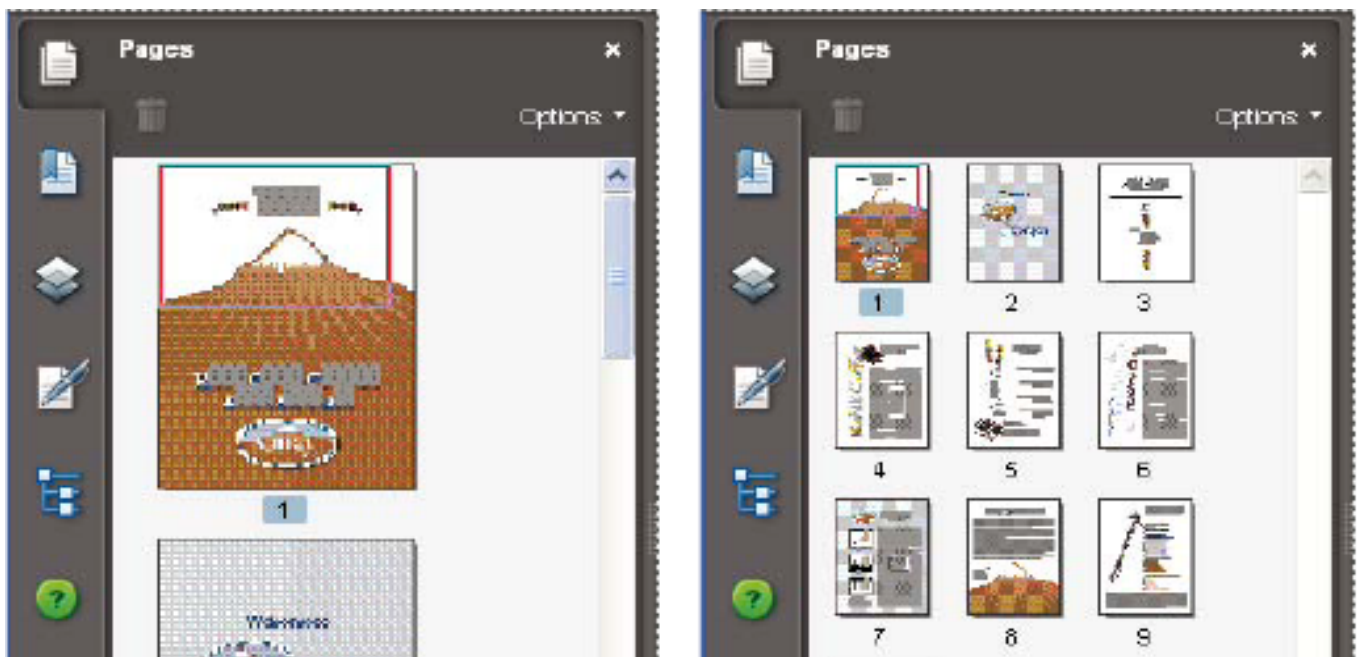
### [-] Create page thumbnails

❖ Click the Pages button on the left.

Page thumbnails appear in the navigation pane. This process may require several seconds, particularly in larger documents. The drawing of page thumbnails may pause if you interact with the application during this process.

### [-] Resize page thumbnails

❖ In the Pages panel, choose Reduce Page Thumbnails or Enlarge Page Thumbnails from the Options menu.



## [-] **Embed or unembed page thumbnails in a PDF**

❖ In the Pages panel, choose Embed All Page Thumbnails or Remove Embedded Page Thumbnails from the Options menu.

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## [-] **Embed or unembed page thumbnails in a PDF package**

1. Choose Advanced > Document Processing > Batch Processing.
2. Do one of the following:
  - To embed page thumbnails, click Embed Page Thumbnails, and then click Run Sequence. Follow the instructions provided.
  - To unembed page thumbnails, click New Sequence, and set up a new batch processing operation to remove the embedded page thumbnails.

### **Related Information**

- [Run a predefined batch sequence](#)
- [PostScript options](#)

## Add movies or sounds to PDFs

You can add movies and sounds to PDFs in Windows if the media is playable in Windows Media Player, Flash Player, RealPlayer, or QuickTime. In Mac OS, you can add QuickTime compatible movies and sounds to PDFs.



Before you add a movie or sound clip to a PDF, you must decide if your clip will be compatible—that is, playable—in Acrobat 6 and later, or in earlier versions as well. If you choose the Acrobat 6 Compatible Media option, you have many more choices, such as the option to embed the movie and add multiple renditions. However, users with earlier versions of Acrobat will have to download Adobe Reader to play your clip.

You can provide different renditions of the movie that play if the users' settings vary. For example, you may want to include a low-resolution rendition for users with slow Internet connections.

**Note:** *If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install QuickTime if you want to embed an MOV file in a PDF.*

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### Add a movie or sound clip

1. Choose Tools > Advanced Editing, and select either the Movie tool  or the Sound tool .
2. Drag or double-click to select the area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame (if Acrobat can read the movie clip's dimensions).
3. In the dialog box that appears, select a compatibility setting for your clip:

Option	Description
<b>Acrobat 6 (And Later) Compatible Media</b>	Provides access to all options, but the user must have version 6.0 or later of Acrobat or Adobe Reader to play the clip.
<b>Acrobat 5 (And Earlier)</b>	Ensures that your clip is available to users who have not yet upgraded from version 5.0 or earlier of Acrobat or Adobe Reader. This option requires that




**Compatible Media** you select media that is playable in the QuickTime player.

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4. To specify the clip, type the path or URL in the Location box, or click Browse (Windows) or Choose (Mac OS) and double-click the movie file.
5. If you selected Acrobat 6 (and Later) Compatible Media, you can include the clip with the PDF by selecting Embed Content In Document. This option will increase the file size of the PDF.
6. To display an image in the play area when the movie isn't playing, select a poster option, and then click OK. After you add the movie to the PDF, you can specify additional properties that determine how the clip appears and plays.

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### Edit the play area

1. Using the Movie tool , the Sound tool , or the Select Object tool , click the play area to select it.  
When you move any of these tools over the play area, handles appear on the borders of the play area, even on those with invisible borders.
2. Do any of the following:
  - Move the clip by dragging its icon to a new location on the page.
  - Delete the clip by selecting it and pressing Delete.
  - Resize the clip by dragging one of the corners of the frame until it is the desired size. Hold down Shift to retain the correct proportions for movie clips.

### Related Information

- [View PDFs in Full Screen mode](#)
- [About Actions](#)