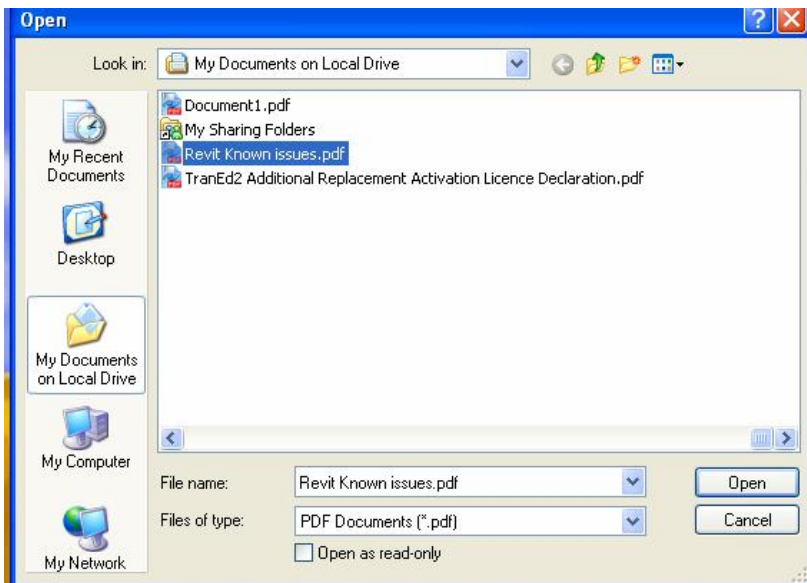
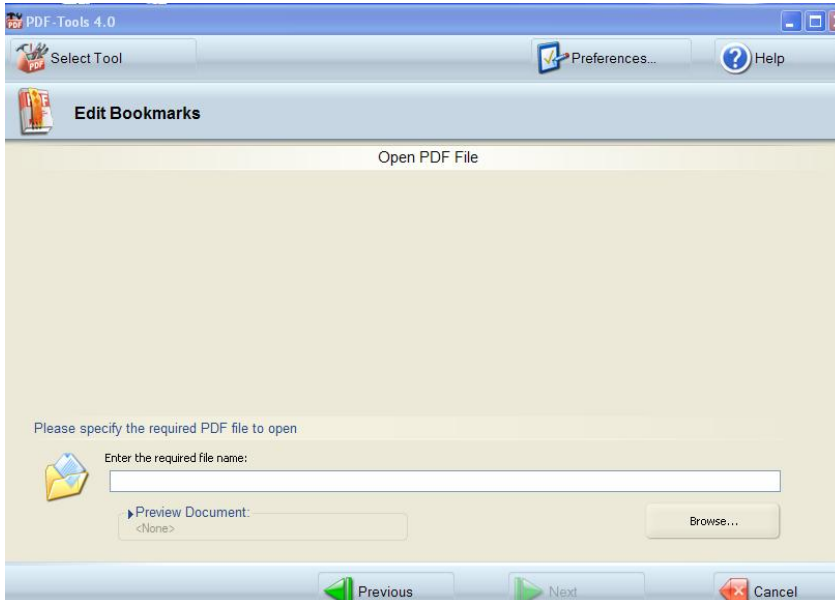


PDF XChange 4

Inserting Bookmarks

- ▶ Go to PDF Tools
- ▶ Select Bookmarks
- ▶ Click on the Start button
- ▶ Enter the location of the document you wish to add bookmarks to (or use the Browse button to access the Open box)

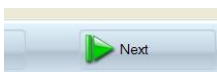


Do one or more of the following:

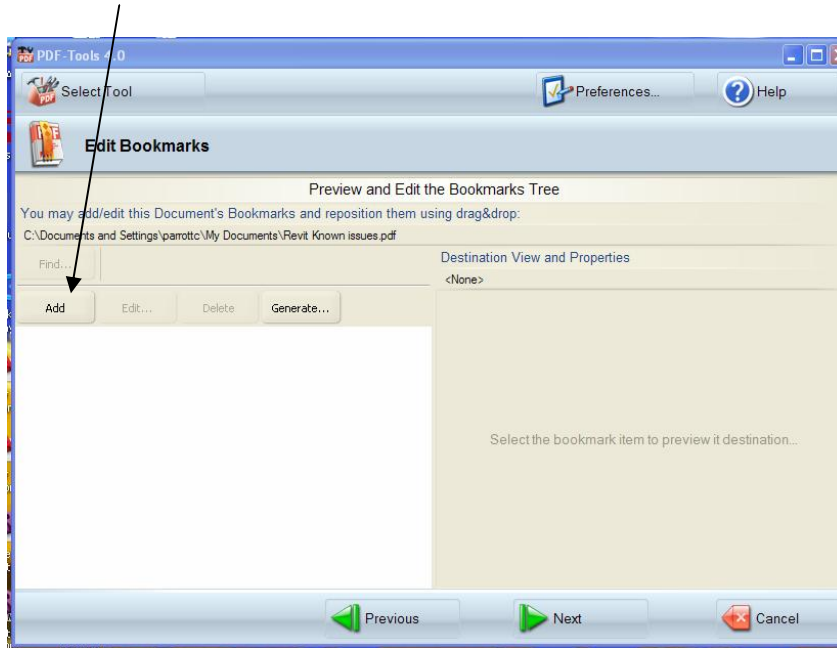
- ▶ Select the required Drive
- ▶ Select the required Folder
- ▶ Select the required Filename

▶ Select Open

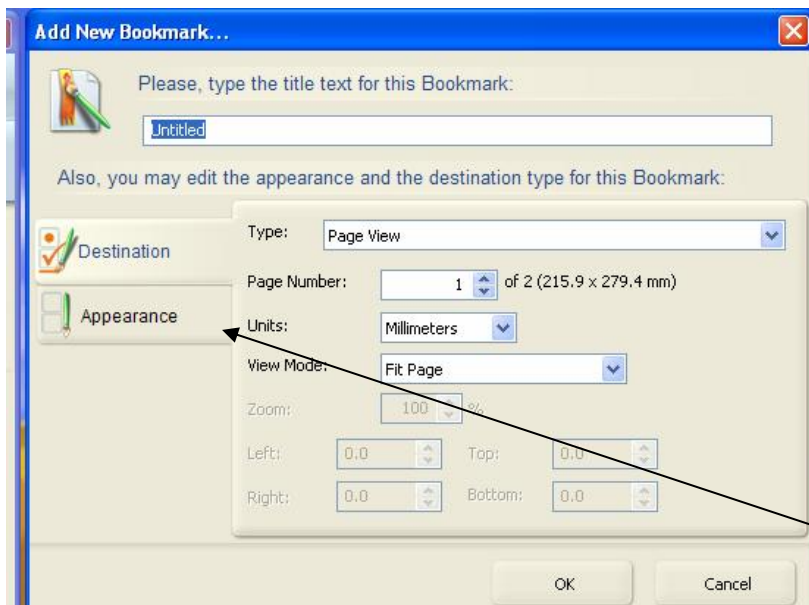
▶ Click Next



► Click Add

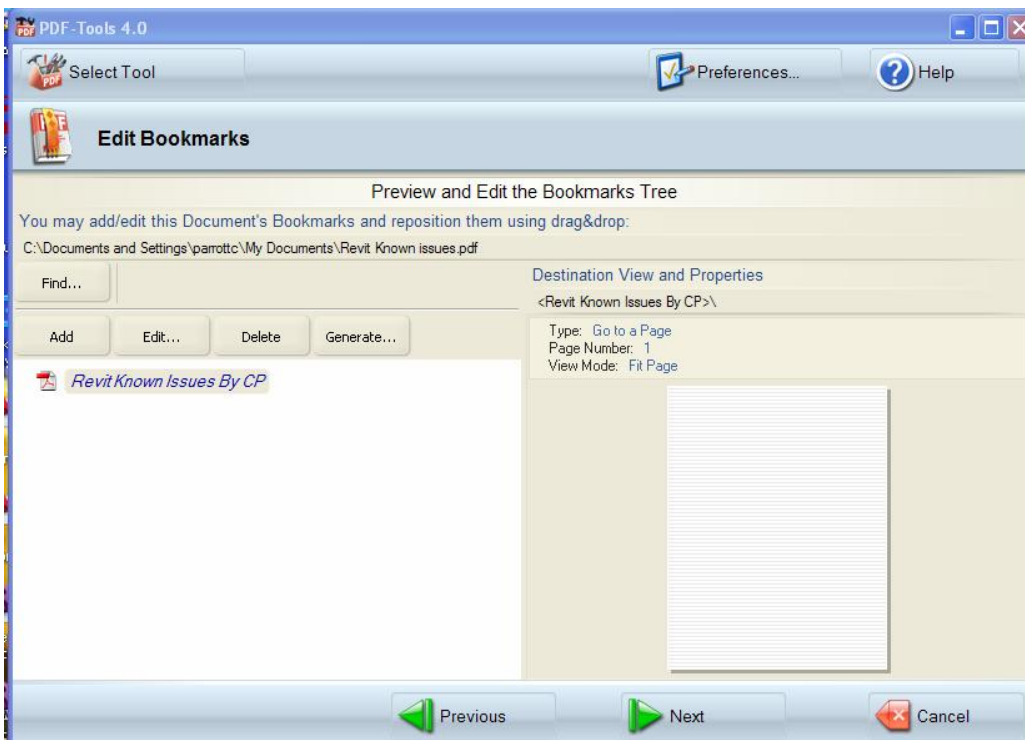


- Give your bookmark a name
- Select which page to put your bookmark on

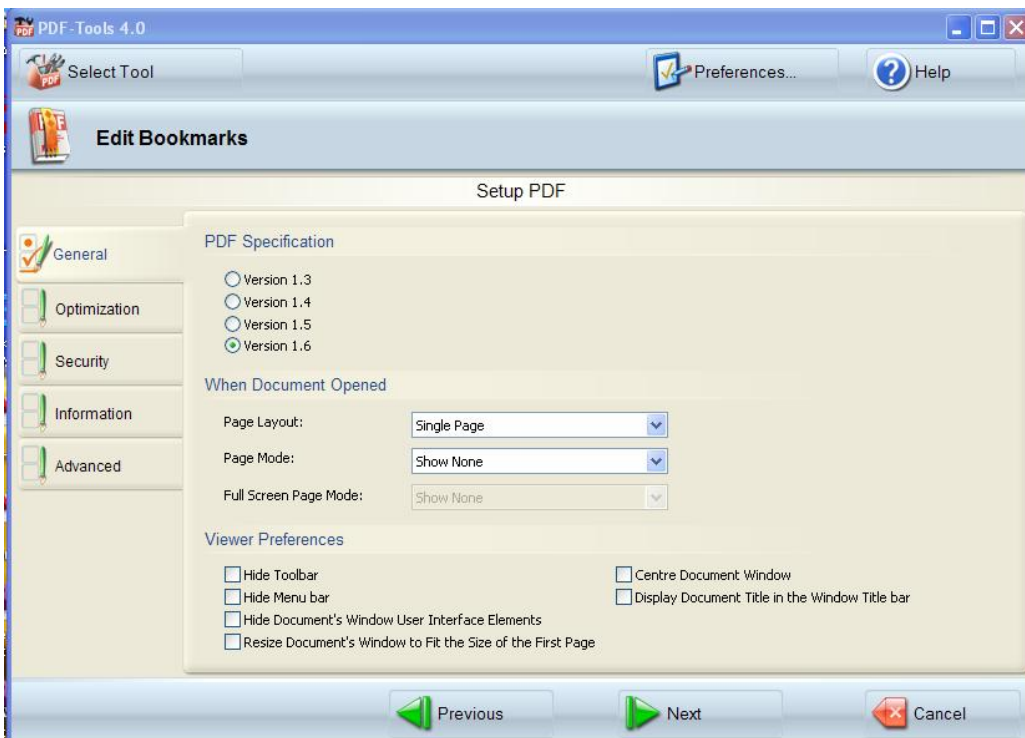


NB You can also select how you bookmark appears by clicking on the Appearance tab

When that is complete you will get the screen shown below



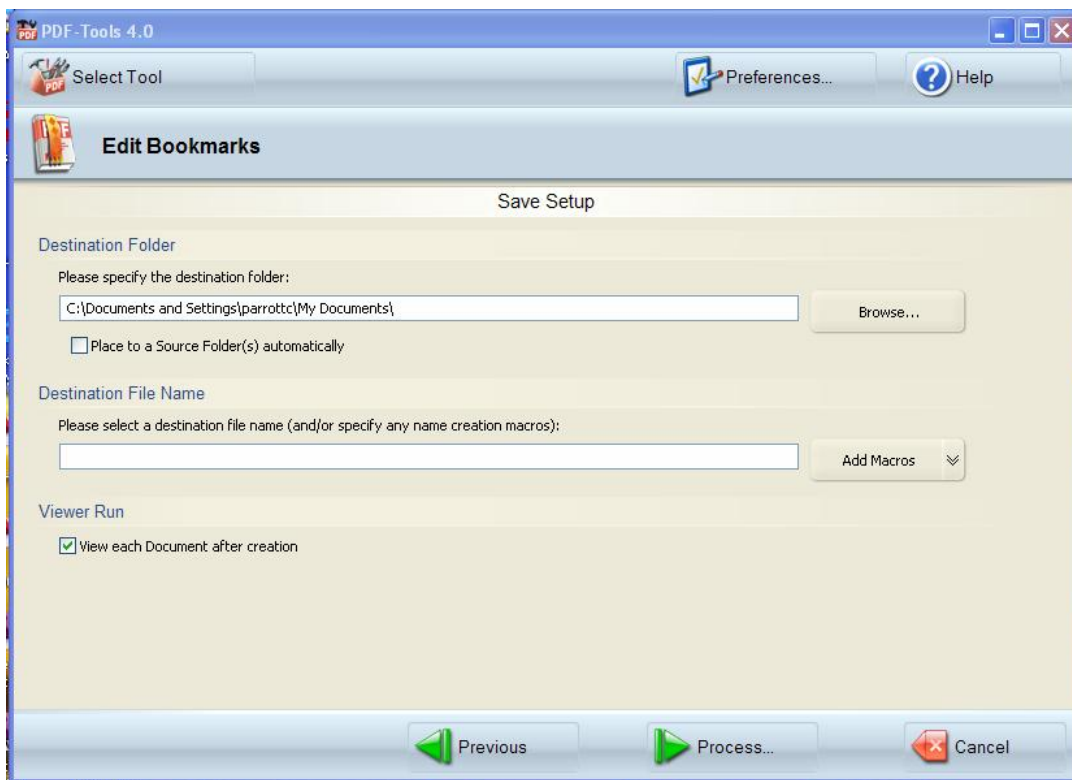
► Click Next



From here you can:

- Optimize the PDF
- Apply security (Digitally Sign and password protect the PDF)
- Add watermarks and re number the pages if required

► Click Next



- ▶ Insert a new filename
- ▶ Click on Process