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Add PDF Navigation to an ETD

One of the most useful Adobe® Acrobat® features is the ability to create navigational aids using bookmarks and links that provide easy access to content within your thesis or dissertation. PDF navigation can also refer to related data in another location or perform a specific action.

- Bookmarks are objects similar to entries in a table of contents. Specific actions such as going to a page in the document, going to a page in another document, opening a file, or executing a menu item can be associated with a bookmark. Bookmarks can be arranged either in a simple list or hierarchically so that similar entries are grouped under a particular entry that can be expanded or collapsed.
- Links are objects that give the reader the ability to move quickly to specific sections of a document, much like clicking a hyperlink on a web page. Links can be visible or invisible and have one or more actions associated with them. They can link to pages or initiate actions like playing multimedia files, accessing content on the web, reading other articles, showing and hiding comments, or performing menu commands. Note that some of these features are limited in Acrobat Standard.

Bookmarks and links may seem quite similar since both take the user to specific areas within a document and both can be assigned specific actions. Bookmarks and links differ in how they are viewed. Bookmarks reside in the navigation pane of a PDF document and are always available no matter which page is currently displayed. Links are located on a specific page and are not visible unless the reader is looking at that page.

In the lessons that follow, you will learn how to:

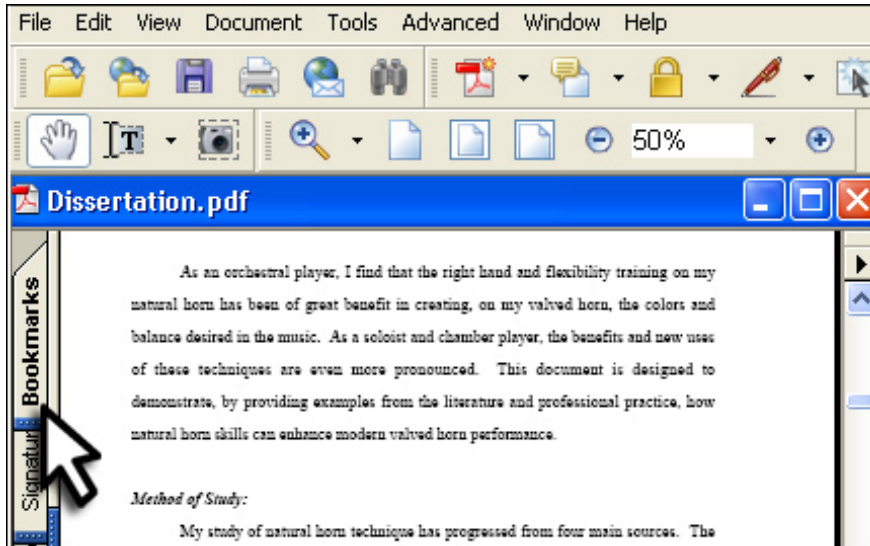
1. Add bookmarks
2. Make nested bookmarks
3. Add actions to bookmarks
4. Change the appearance of bookmarks
5. Add page links
6. Edit links


Exercise 1 – Add Bookmarks

In this exercise you will learn how to add a bookmark that points to a specific location in your thesis or dissertation.

[View Demo](#)

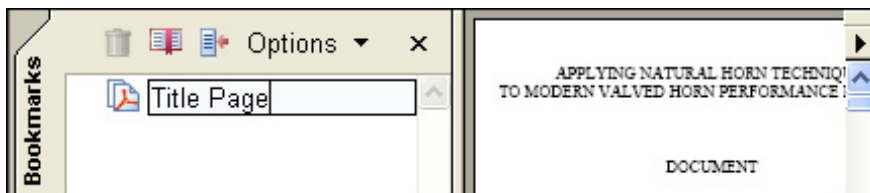
1. Open the navigation pane in your thesis or dissertation by clicking the **Bookmarks** tab.




2. Navigate to the page you want to bookmark.
3. Click the  **New Bookmark** button (a "go to page" action will occur within Acrobat).



4. An untitled bookmark appears; type a name for it and press **Enter**.





Repeat these steps to create additional bookmarks.

To delete a bookmark, simply click the icon to the left of the bookmark to select it and then click the  **Trash** icon in the menu bar at the top of the Bookmarks tab.

Tip

Some alternative methods of creating a bookmark include:


- Choose **Bookmark > New Bookmark** from the Options menu.
- Use the keyboard command **Ctrl+B**.
- Right-click anywhere on the page to be marked and then choose **Add Bookmark**.
- Using the  **Select** tool, highlight the text you want to have in your bookmark, then click  **New Bookmark**. The text will be used for the bookmark.

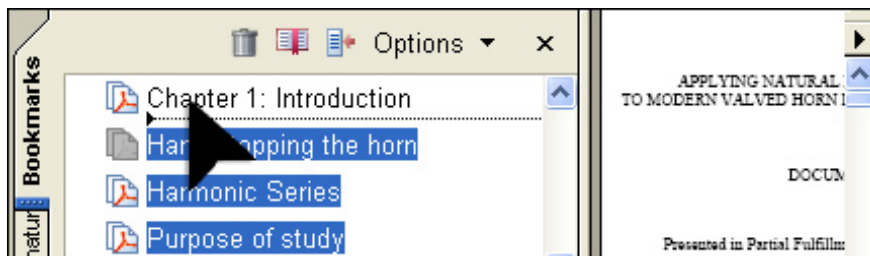
Exercise 2 – Make Nested Bookmarks

In this exercise you will learn how to nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child list that you can expand and collapse as needed by clicking the + and - icons. You also will learn how to remove a bookmark from a hierarchical list.

[View Demo](#)


Add a nested bookmark:

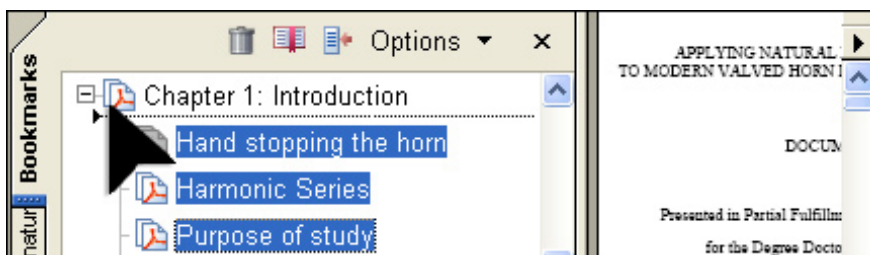
1. Add all the bookmarks you need for your thesis using the instructions in Exercise 1. This step will make it easier to create the parent/child relationships (although it also is possible to insert the subcategories as you create the bookmarks).
2. Click the bookmark or hold down the Shift key to select the range of bookmarks you want to include.
3. Drag the selected bookmark(s) directly to the right just below the parent bookmark icon until you see a . Release the mouse button.



Note: Nesting bookmarks has no effect on the organization of pages in your thesis or dissertation; the page referenced by the nested bookmark remains in its original place in the document.

Move a bookmark out of a nested position:

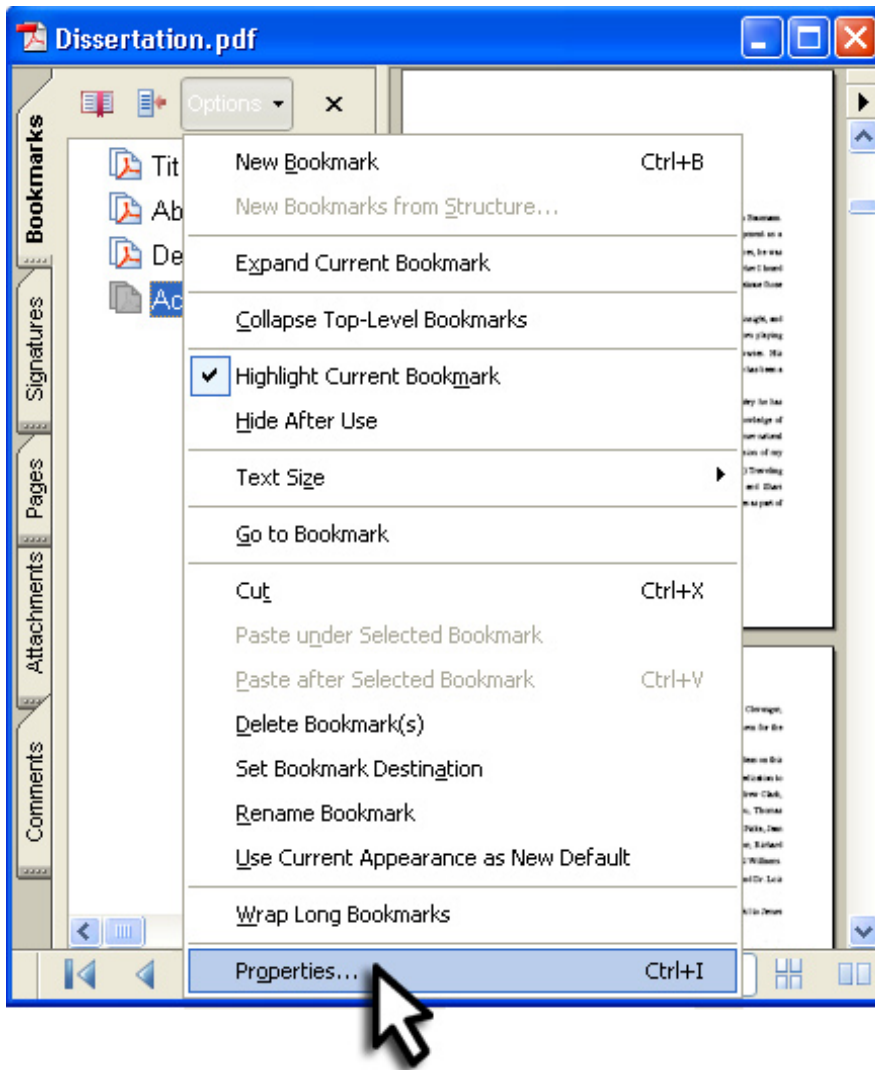
1. Click the bookmark or hold down the Shift key to select the range of bookmarks you want to move.
2. Drag the selected bookmark(s) to the left just below the parent bookmark icon until you see a . Release the mouse button.



Exercise 3 – Add Actions to Bookmarks

In this exercise you will learn how to modify a bookmark so that it performs an action such as opening a file, playing a sound, or opening a page view. [View Demo](#)

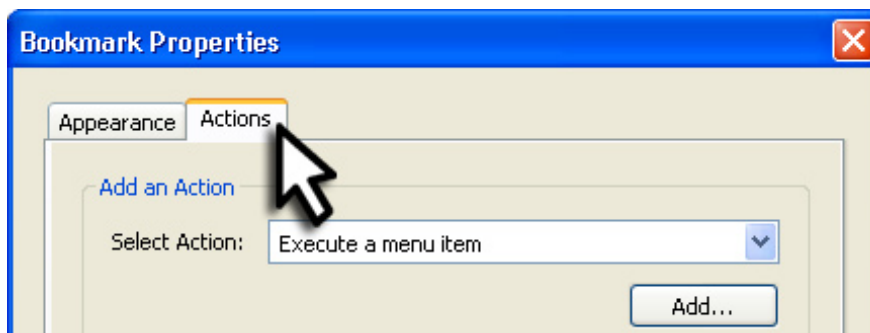
1. Create a new bookmark using the instructions in Exercise 1.
2. From the **Options** menu on the **Bookmarks** tab, choose **Properties**.



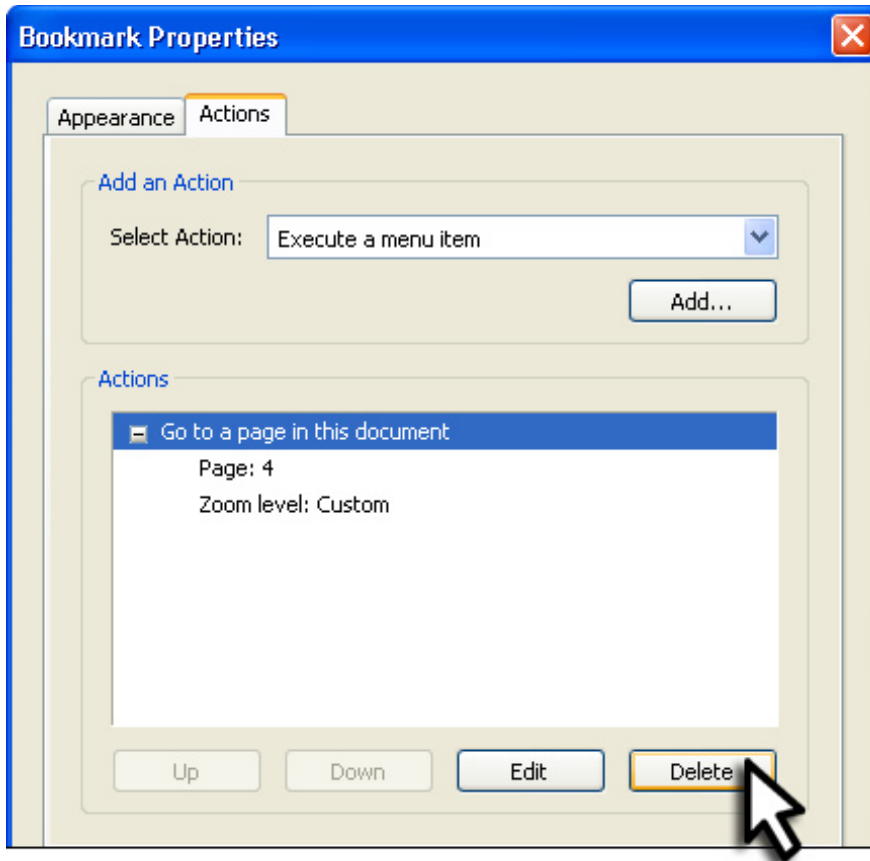
Tip

When using the "open a file" action, it doesn't matter which page of your thesis you happen to be on when creating the bookmark; you will be modifying the default "go to page" action.

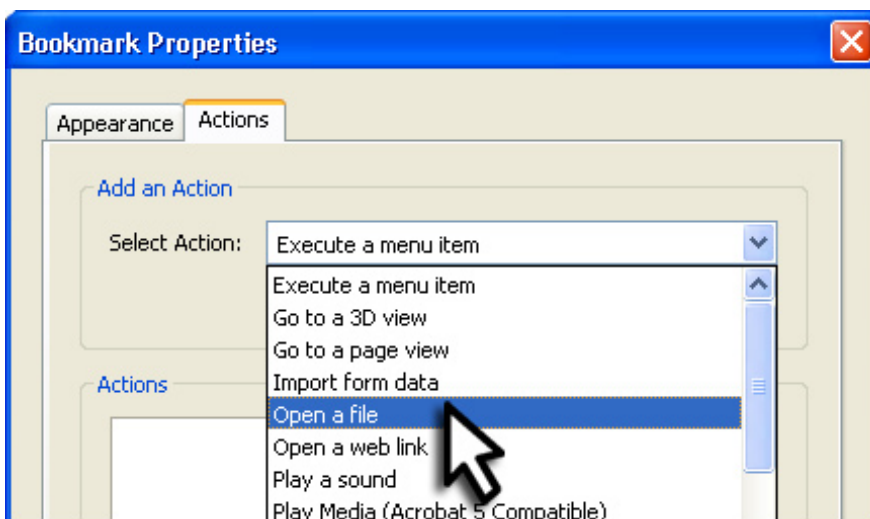
3. Click the **Actions** tab in the window that appears.



4. In the **Actions** box, click the line Go To A Page In This Document to select it. Click the **Delete** button.

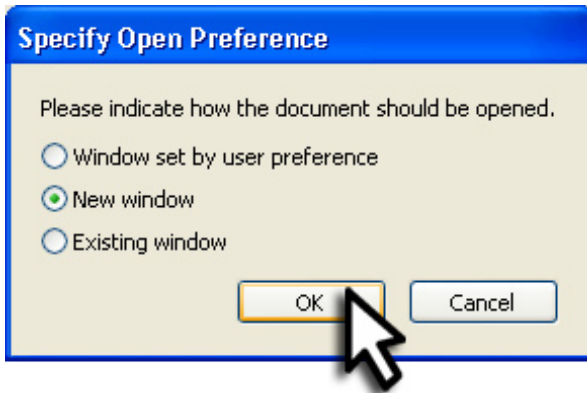


5. Click the Select Action pop-up list and choose **Open A File**.

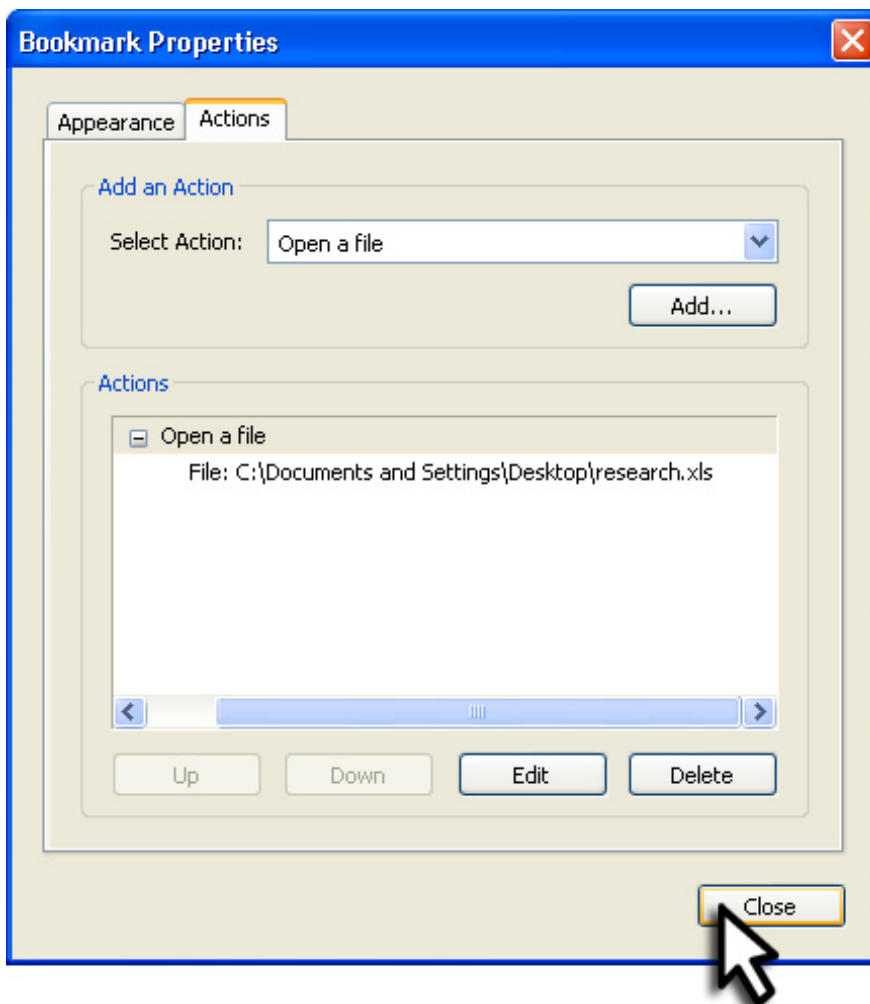


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6. Click the **Add** button. Locate the desired file in the dialog box that appears. This file will need to be submitted and stored along with the ETD; it cannot be accessed from your PDF if it is in some remote location.
7. When prompted, select how you would like the document to be opened by choosing the appropriate radio button.



8. Notice that the new action is now listed in the **Actions** box. Click **Close**.



Exercise 4 – Change the Appearance of Bookmarks

In this exercise you will learn how to change the font style or color of bookmarks.

[View Demo](#)

1. Click the bookmark or hold down the Shift key to select the range of bookmarks to be modified.
2. From the **Options** menu on the **Bookmarks** tab, choose Properties.



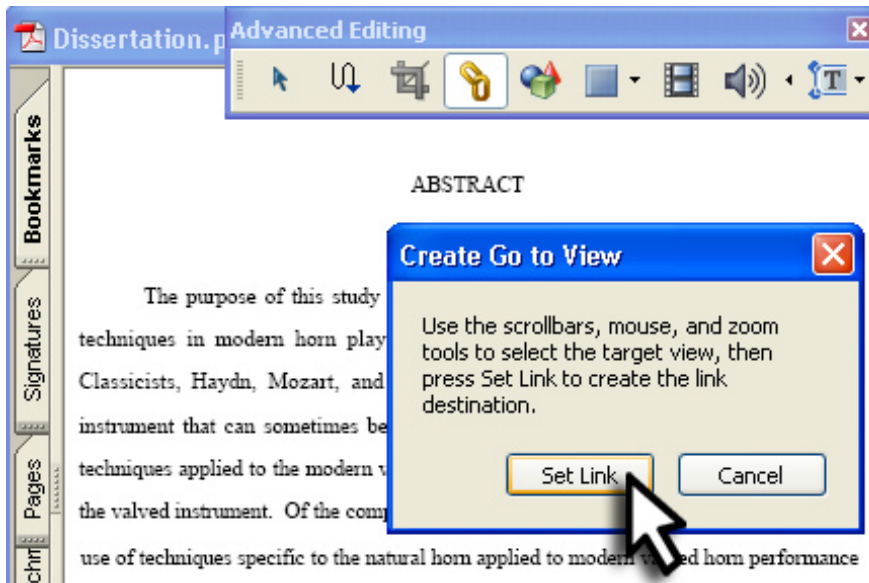
Tip



If you decide to change the font color for your bookmarks, choose a darker color that will comply with the ADA Accessibility Guidelines for web files.

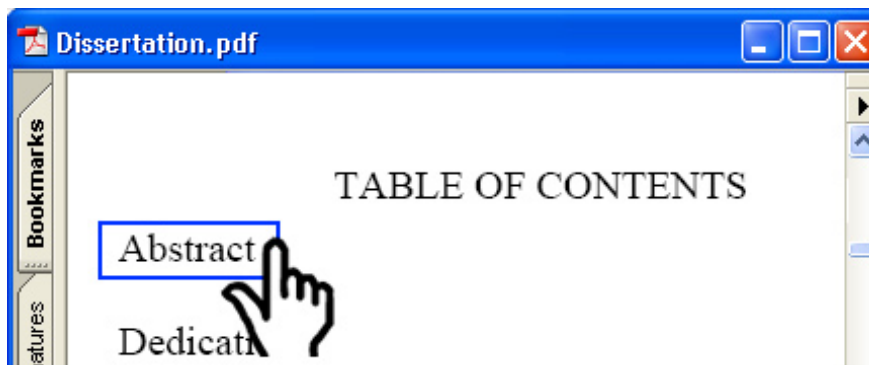
3. Click the **Appearance** tab in the window that appears.
4. Change the font appearance (such as bold or italic) by selecting an entry from the Style pop-up list. Change the font color by clicking the box next to Color and then clicking the desired value.
5. Click the **Close** button to save your changes.

Continue to Exercise 5

6. The Create Go To View dialog box appears. Use the scrollbars, mouse, and Zoom tool to select the target view in your document.
7. Click **Set Link**.



8. A rectangle appears around your new link. Click the  **Hand** tool and click your link. The page view you just specified now opens. To go back to the previous page, click the  **Previous View** button in the toolbar.




Continue to Exercise 6

Exercise 6 – Edit Links

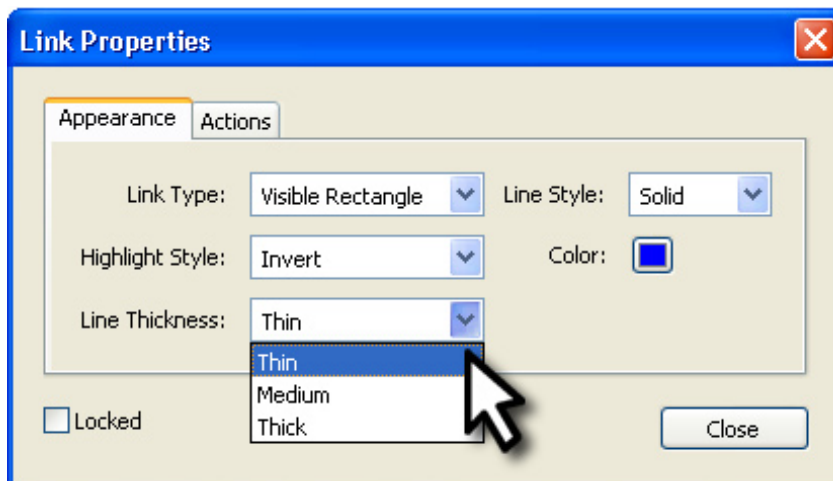
Change the appearance of a link:

[View Demo](#)

1. To change the appearance of a link you have already created, select the  **Link** tool.
2. Point to the link and double-click it. The Link Properties dialog box appears.
3. Click the **Appearance** tab.
4. You can change a number of different characteristics that affect how a link will appear in your document:
 - Link type: visible or invisible rectangle
 - Highlight style: none, invert (reverses the color around the link), outline (makes a line around the link), or inset (makes the link appear somewhat like a button)
 - Line thickness: thin, medium, or thick
 - Line style: solid, dashed, or underline
 - Color: selection from a palette


Tip

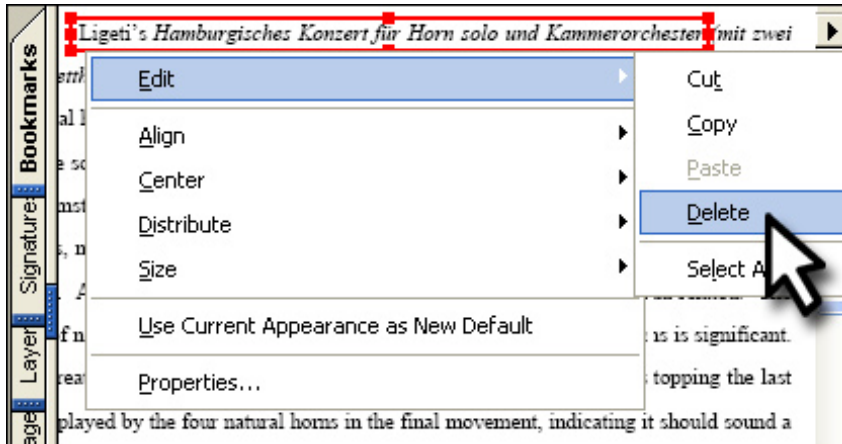
To set the appearance to the standard blue underline, set the **Link Type** to **Visible Rectangle**, and the **Line Style** to **Underline**. Set **Color** to blue.



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Delete a link:

1. To remove a link, point to the link with the  **Link** tool selected and right-click it.
2. Choose **Edit** and then **Delete** from the menu that appears.



Edit the size of multiple links:

If you use a series of visible links such as in a table of contents, it will be hard to draw the boxes around them exactly the same size. For consistent sizing of link shapes, following the steps below.

1. Select the first link and then hold down the **Shift** key while selecting all of the remaining links.
2. Right-click the link with the correct size.
3. Choose **Size > Both** to make the width and height of the boxes exactly the same and **Align > Left** to line up the boxes.

