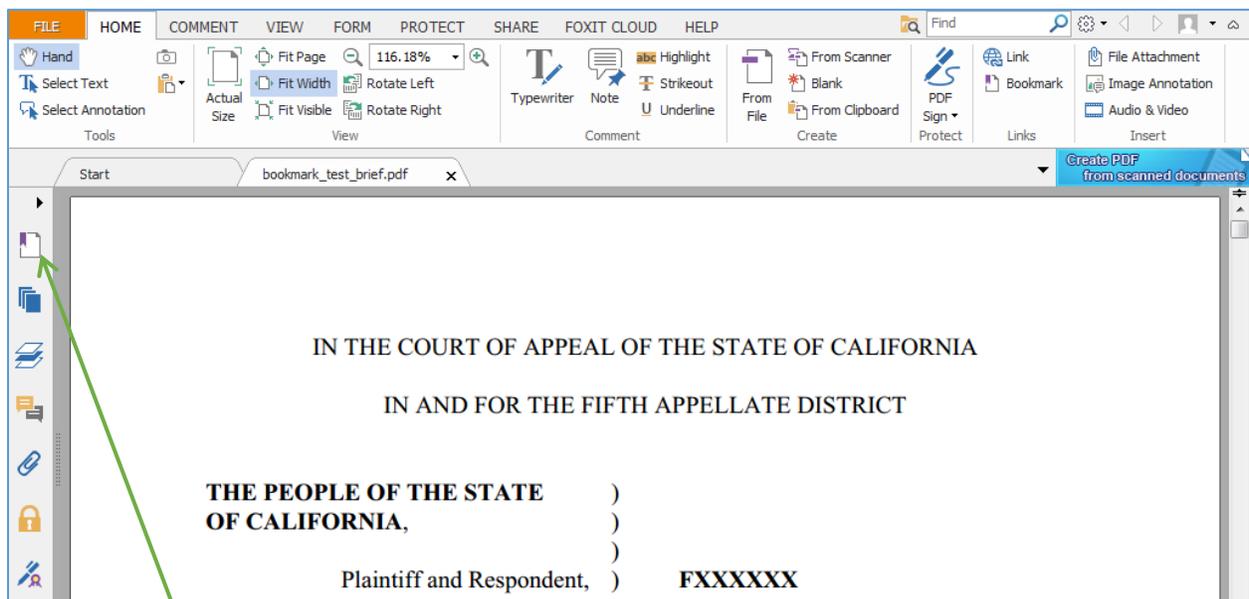


Instructions for Adding Bookmarks Using Foxit Reader*

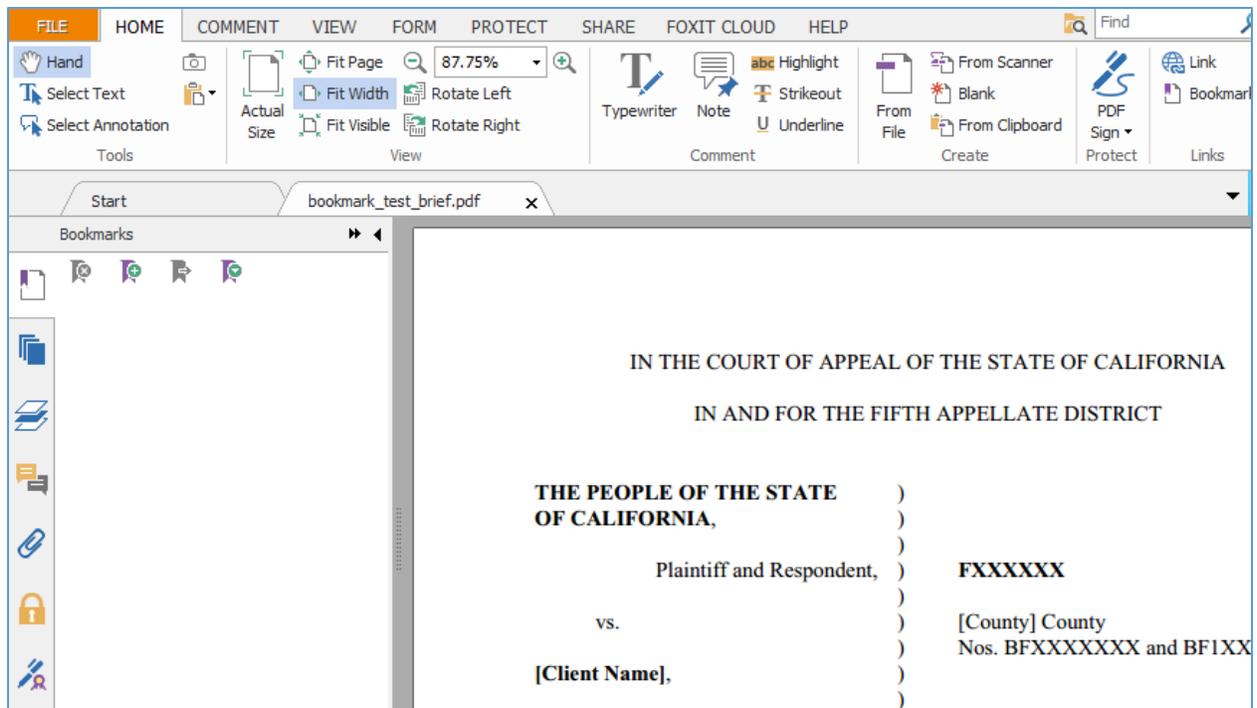
Foxit Reader is a free PDF reader that allows Windows users to add, edit, and modify bookmarks in a PDF. More information about Foxit Reader is available on its website: http://www.foxitsoftware.com/Secure_PDF_Reader/.

Begin with a brief that has been converted to a searchable PDF. Open the brief in Foxit Reader.

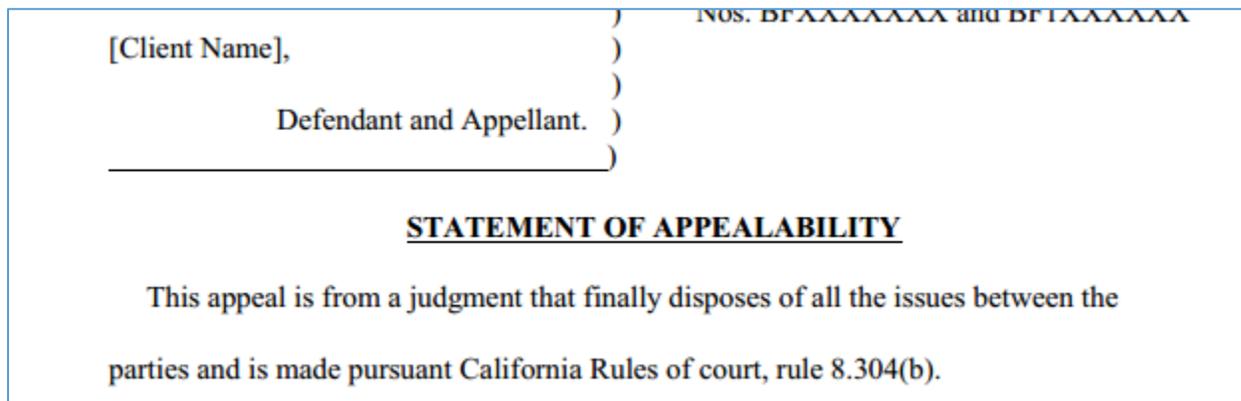


Click on the bookmark icon  on the left-hand side of the page. The bookmark panel will open.

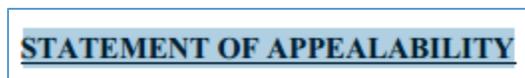
* CCAP is not recommending or endorsing any specific software, including Foxit Reader. These instructions were created to show one of the many available options for creating bookmarks in a PDF. While there are many ways to create PDF bookmarks, CCAP will only able to provide instructions on how to use a few of these programs. Readers are encouraged to independently research the different software that is available and to determine which program fits their needs, and computer operating system, best.



Scroll down to the first heading in the brief that you want to bookmark. Here, we will use the Statement of Appealability as an example.



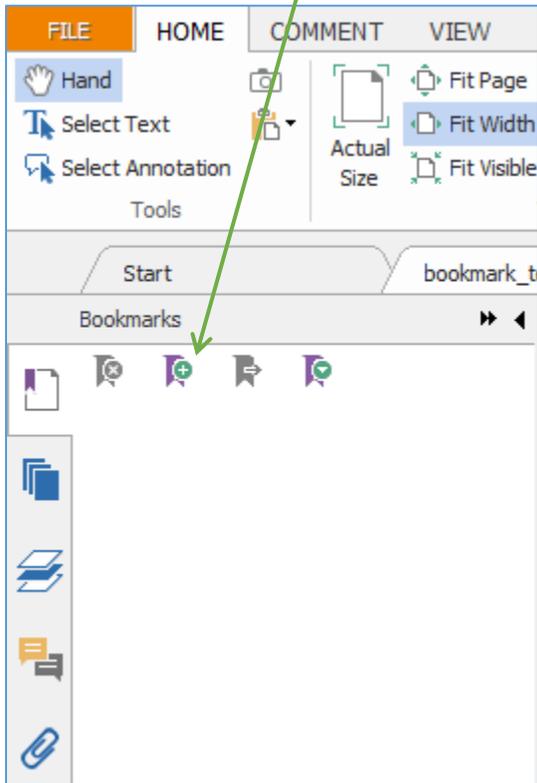
Click on the text you wish to bookmark, and highlight the text with the cursor.



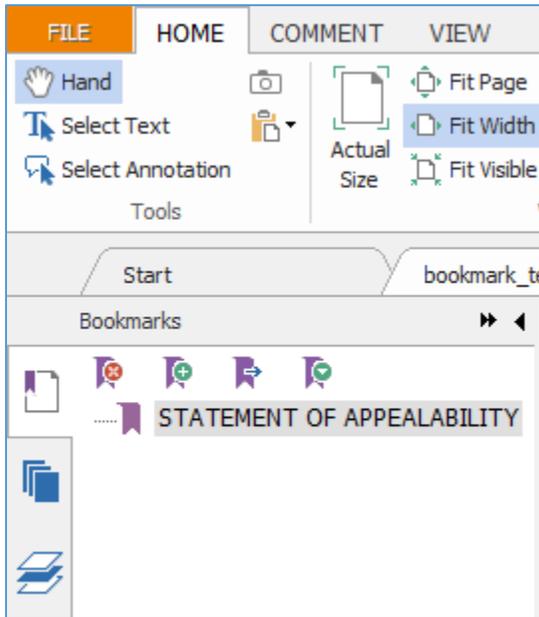
At this point, you can create the bookmark in a number of different ways:

- While the text is highlighted, press, at the same time, **Ctrl + B** on the keyboard

- With your mouse pointer over the highlighted text, right-click on the mouse and select **bookmark** from the dropdown menu
- While the text is highlighted, click on the add bookmark icon  at the top of the bookmark navigational panel

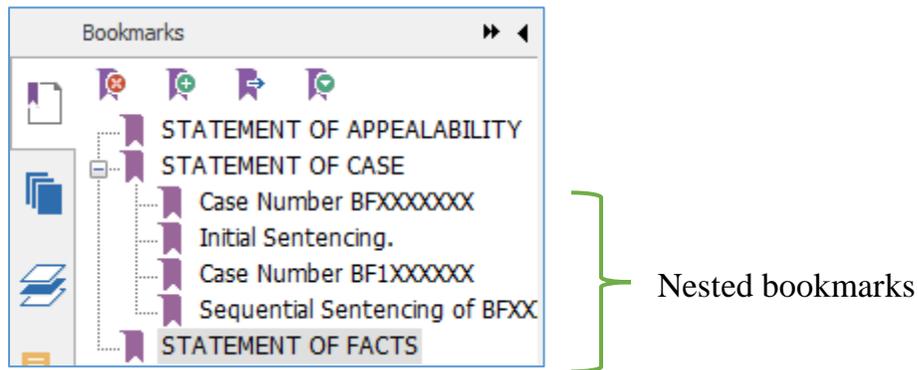


The heading will then appear in the bookmark navigational panel on the left-hand side of the screen.



Continue bookmarking each heading and subheading in the brief.

Next, you can “nest” the subheadings under the appropriate heading in the brief.



There are two ways to “nest” the subheadings.

- For the first method, click the bookmark icon next to the heading you wish to make a subheading. Hold the left mouse button down and move the bookmark icon underneath the main heading (the “parent bookmark”) in the navigational panel. A line icon will appear to show the place where the bookmark will appear.

- For the second method, right-click on the bookmark icon next to the heading you wish to make a subheading. Select **Cut** from the dropdown menu. Next, right-click on the bookmark icon next to the main heading. Select **Paste under Selected Bookmark** from the dropdown menu. When you have multiple subheadings, you can right-click the bookmark icon next to the previous subheading and select **Paste after Selected Bookmark** from the dropdown menu.

You can edit the name of a bookmark by selecting the bookmark in the navigational panel and double-clicking. Or you can right-click on the bookmark and select **Rename** from the dropdown menu.

Save the document when you are finished.

More detailed instructions on bookmarking in Foxit Reader are available in the Foxit Reader user manual, at pages 162-166:

http://cdn01.foxitsoftware.com/pub/foxit/manual/reader/en_us/FoxitReader71_Manual.pdf