CREATING BOOKMARKS
with
FOXIT PhantomPDF

Bookmarks

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during the PDF creation.

Bookmarks are useful for users to mark a place in a PDF file, so users can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. With Foxit PhantomPDF, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

Add a bookmark

1. Go to the page where you want the bookmark to link to.

2. (Optional) If there is no bookmark in the document, click **Edit** > **Links** > **Bookmark** , or click the New Bookmark icon at the top of the Bookmarks panel.

3. Select the bookmark after 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 bookmark list. Click **Edit** > **Links** > **Bookmark**, or click the New Bookmark icon at the top of the Bookmarks panel, or right-click the selected bookmark and choose **Add Bookmark**.
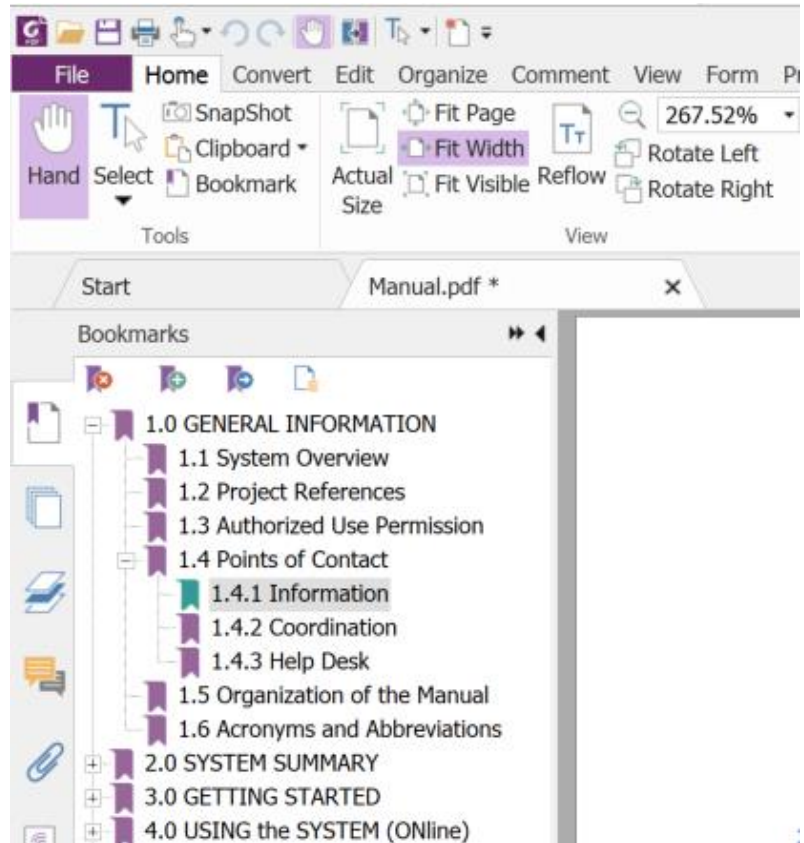
4. Type or edit the name of the new bookmark, and press **Enter**.

Tips:

1. *If some of the bookmarks in the document have long names, you can right-click the **Bookmarks** panel and choose **Wrap Long Bookmarks**, so that the long bookmark names will appear on multiple lines within the **Bookmarks** panel. To unwrap, choose **Don't Wrap Long Bookmarks** from the right-click menu of the **Bookmarks** panel.*

2. *To add a bookmark, you can also right-click on the page where you want the bookmark to link to and choose **Add Bookmark**. Before this, if you have chosen an existing bookmark (if any) in the **Bookmarks** panel, the newly added bookmark will automatically be added right behind the existing bookmark (in the same hierarchy); if you haven't selected any existing bookmark, the new bookmark will be added at the end of the bookmark list.*

Edit a bookmark

In Foxit PhantomPDF, you can rename a bookmark, reset a bookmark's destination, or customize the text appearance of a bookmark with ease if the security settings allow.

✧ **To rename a bookmark**

Right-click the bookmark you want to rename in the Bookmarks panel > Rename> type the new bookmark name. Or you double click the bookmark you want to rename and then type the new name.

✧ **To reset a bookmark's destination**

- In the document pane, move to the location you want to specify as the new destination.
- (Optional) Adjust the view magnification.
- Right-click the bookmark, choose **Set Destination** and select **Yes**.

✧ **To customize the text appearance of a bookmark**

- In the Bookmarks panel, right-click the bookmark > choose Properties.
- In the Bookmark Properties dialog box, click the Appearance tab, and select the font style and color for the text.

*Note: After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of **Use Current Appearance as New Default**.*

✧ **To add an action to a bookmark**

- Right-click a bookmark and choose **Properties**.
- In the Bookmark Properties dialog box, click **Actions**.
- Choose an action from the Select Action menu and click **Add**, and then refer to the section of "Actions tab for the button properties".

✧ **To delete a bookmark, please do one of the following:**

- Select the bookmark you want to delete and click the **Delete** at the top of the Bookmarks panel. (Ctrl-click to select more than one bookmark. To select a continuous group of bookmarks, click one bookmark, then hold the Shift key and click the last bookmark.)
- Right-click the bookmark you want to delete and choose **Delete**.

Note: Deleting a bookmark deletes all the bookmarks that are subordinate to it.
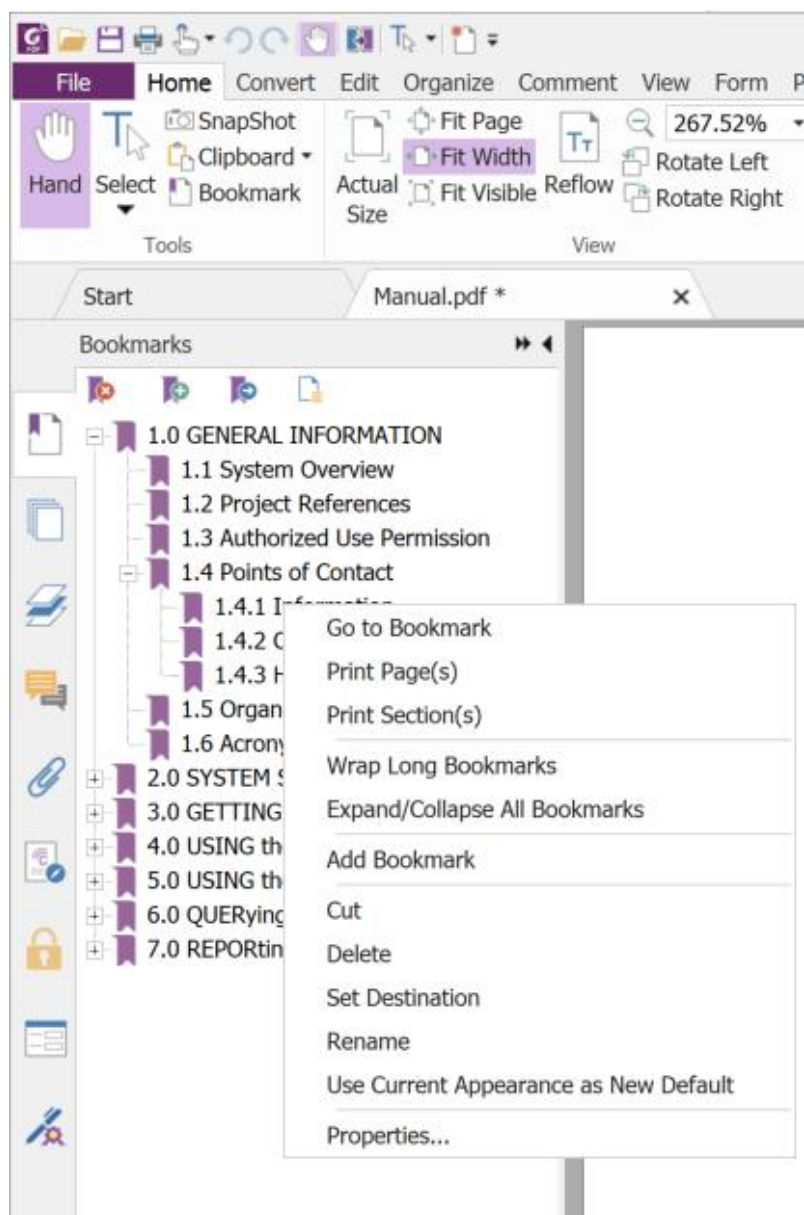
Move a bookmark

Select the bookmark (named "Bookmark A") you want to move, and then do one of the following:

- Hold the mouse button down and then drag "Bookmark A" icon directly to the desired place. The Line icon shows the place where the icon will be located.

- Right-click "Bookmark" icon and choose the **Cut** option > right-click the bookmark(named "Bookmark B") under which you want to place "Bookmark A", choose "Paste after Selected Bookmark" if you want to put "Bookmark A" after "Bookmark B", which will be in the same hierarchy with "Bookmark A"; or choose "Paste under Selected Bookmark" if you want to put "Bookmark A" under the "Bookmark B", which will be the parent bookmark.

Note: The bookmark links to its original destination in the document although it is moved.

Organize a bookmark hierarchy

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within others. In Foxit PhantomPDF, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in the Bookmark panel.

✧ **To expand or collapse a bookmark**

Click the plus sign (+) next to the bookmark icon to show any children. Click the minus sign (-) to collapse the list. To collapse all bookmarks, right-click any bookmark in the Bookmarks panel and choose **Expand/ Collapse All Bookmarks** in the context menu. When no bookmarks are expanded in the **Bookmarks** panel, you can right-click any bookmark and choose **Expand/ Collapse All Bookmarks** to expand all bookmarks.