

# PEERNET PDF Creator Plus 8.0



How to Add Bookmarks to PDF

## OVERVIEW

Want to add bookmarks to PDF but not sure how to add them? In [PDF Creator Plus](#), you can add bookmarks and create a table of contents using the Outline and Hyperlink tools in the Annotation toolbar.

As an illustration, we have added a PDF file and a PowerPoint presentation to a PDF Creator Plus project. We will add bookmarks to our pages and create a table of contents with hyperlinks to the start of each document.

## TUTORIAL VIDEO

Watch on YouTube: <https://www.youtube.com/watch?v=1ZKGIIt1ICBq>

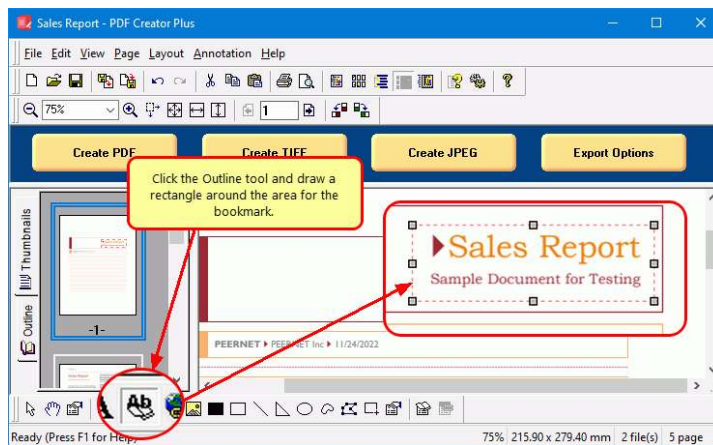
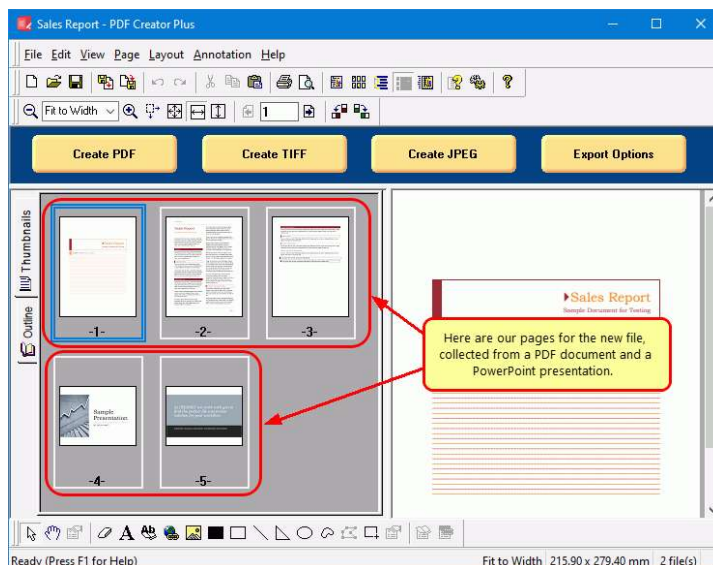
## ADD BOOKMARKS TO PDF WITH TABLE OF CONTENTS

**1. First, gather all your pages** into a [PDF Creator Plus](#) project. Printing the documents in the order desired for the final PDF is the easiest option. If you need to change the order of the pages, the thumbnail view allows you to add, delete, and reorganize the pages as needed.

In our example, the first step is to open our PDF file in PDF Creator Plus. The next step is printing the PowerPoint presentation to the PDF Creator Plus 8 printer to finish gathering all our pages in a PDF Creator Plus project.

**2. Now, we will add bookmarks** to our PDF. We want to add a bookmark to the first page of each document. To do so, select the first document's page in the thumbnail view or scroll to the page.

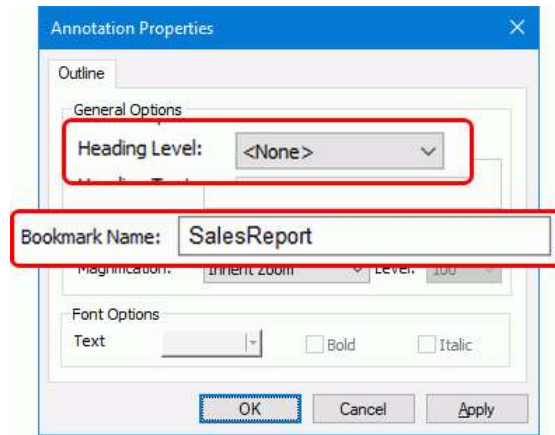
Click the **Outline annotation tool**, and with the mouse pointer, draw a rectangle around the area on the page where you want the bookmark. This selected area can be around an image, a line of text, or even some white space on the page. Here, we're drawing our rectangle around some text at the top of the page. It shows as a dotted red rectangle; this rectangle does not appear in the final output.



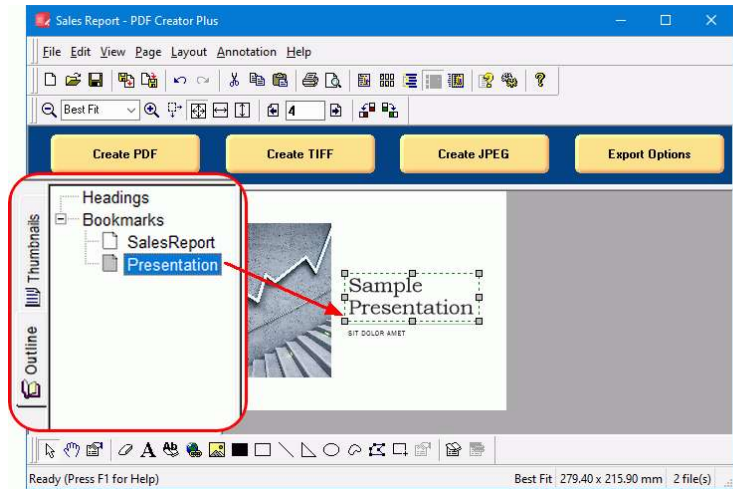
**3.** Press **Enter** to edit the bookmark's properties. The outline tool can create *headings* or *bookmarks* in your PDF. Here, we want a bookmark that we can link to from the table of contents.

To create one, set the Heading level to *None* and enter a name for your bookmark. The dotted rectangle will now be green for a bookmark instead of red for a heading.

Repeat this step for the first page of the second document to create the second bookmark in your PDF.

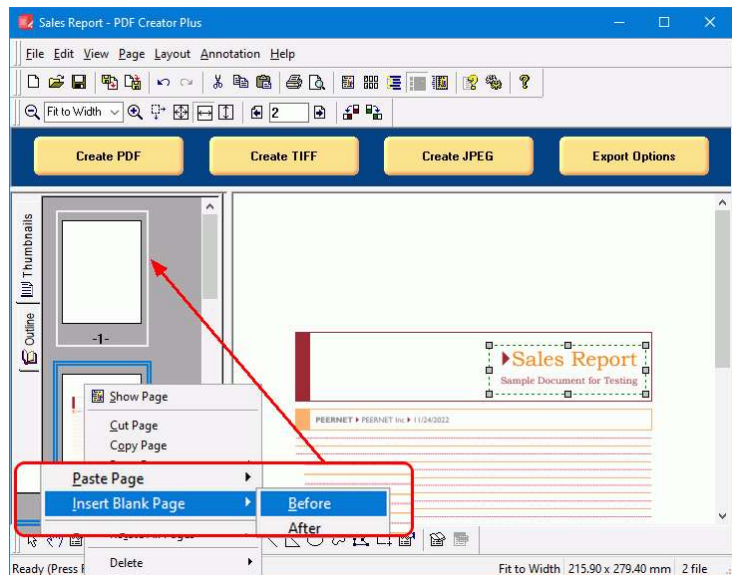


**4.** You can select and edit the properties of the bookmarks in your PDF at any time. You can also see all your bookmarks in the **Outline** tab within the PDF Creator Plus project. Clicking each one will take you to that bookmark for easy editing.



**5.** For the **table of contents page**, you have two choices. You can insert a blank page before the first page in your PDF and use the **Text annotation tool** to build the table of contents and link to the bookmarks. Alternatively, you can create the text in another application, print that page, and insert it at the beginning of your project.

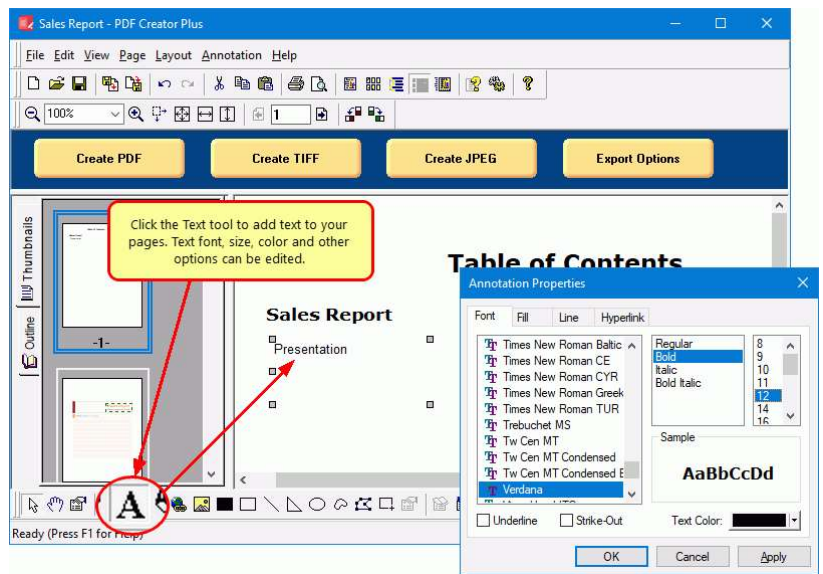
Here, we added a blank page and used the Text annotation tool to add the table of contents. To do this, right-click on the first page and select Insert Blank Page - Before.



6. Use the **Text annotation tool** to add your table of contents text to the blank page.

After the text is entered, each text block can be edited to change the font, style, color, and border.

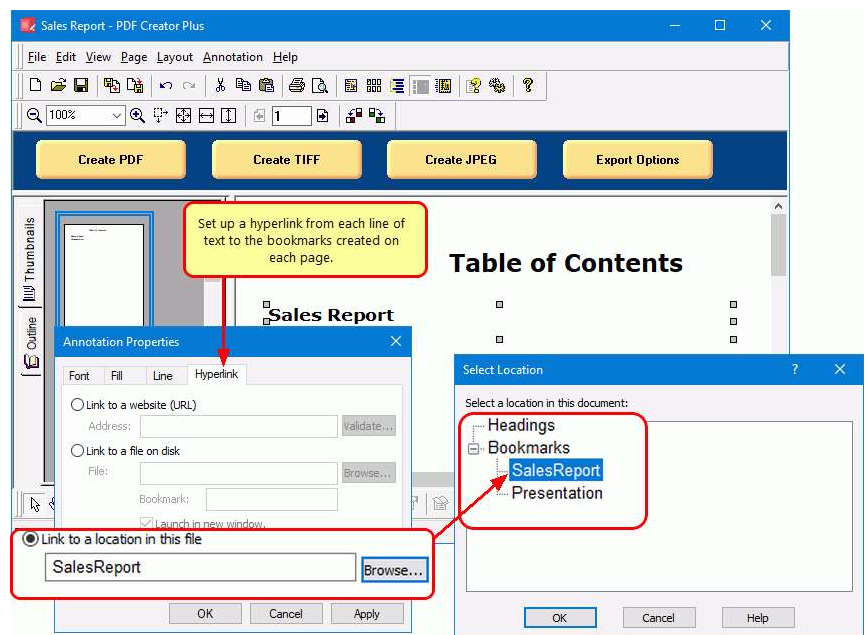
The alignment tools under the Layout menu allow for aligning and positioning the text elements on the page.



7. We are ready to hook the text for our table of contents with the PDF bookmarks we created on each page.

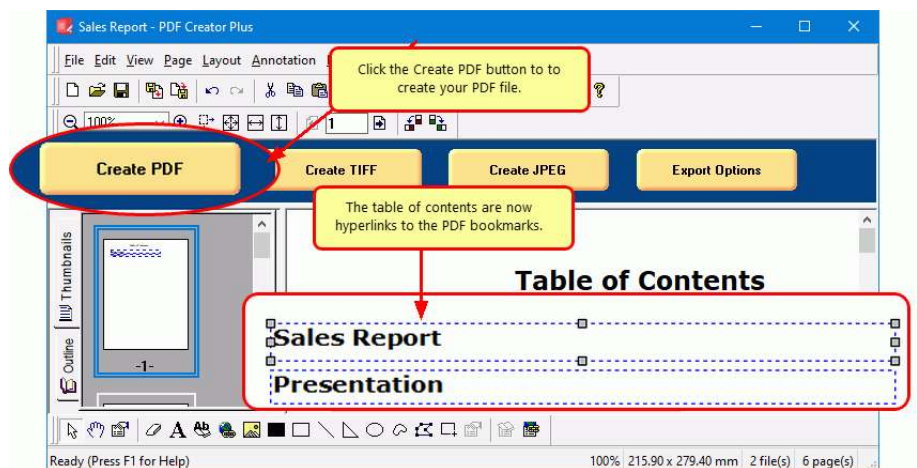
Select the first text annotation on the page and hit **Enter** to show the Properties dialog. In the Properties dialog, go to the *Hyperlink* tab. Choose the option, **Link to a location in the file**, then click **Browse** to list the bookmarks and select your first bookmark.

Click OK and then Apply to save the changes. Repeat these steps for the other lines in your table of contents.



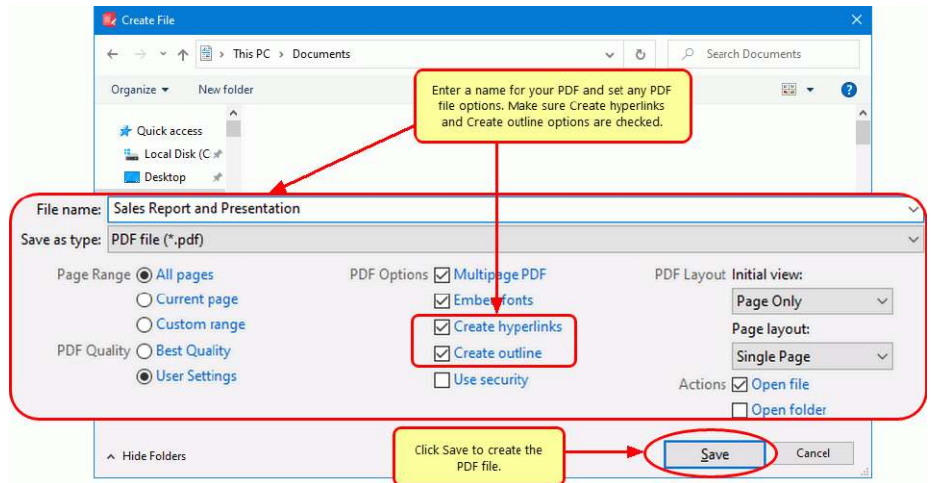
8. When you are finished, your table of contents lines are now shown with a blue dotted rectangle. This means they are hyperlinks. The dotted rectangle does not show in the final PDF.

You have now added bookmarks to your PDF and are ready to create the file. Click the **Create PDF** button to start.



**9.** In the **Create File** dialog, edit the name for your new PDF file and choose where to save it. Next, choose options for your PDF file:

- a. Select **PDF file (\*.pdf)** as the *Save as type*
- b. Check the **Multipage PDF** and **Embed fonts** options.
- c. Enable the **Create hyperlinks** and **Create outlines** options to include our PDF bookmarks and table of contents in the PDF file.
- d. Check the **Open file** option to open your PDF automatically upon creation.
- e. Keep the **Open file** option enabled to open PDF automatically upon creation.
- f. Lastly, click the **Save** button to create your PDF file with added bookmarks.



**10.** While PDF Creator Plus creates your PDF with bookmarks, a progress dialog with a cancel option will appear on the screen.

Upon creation, your PDF file will automatically open if you have chosen the 'Open File' action.

