

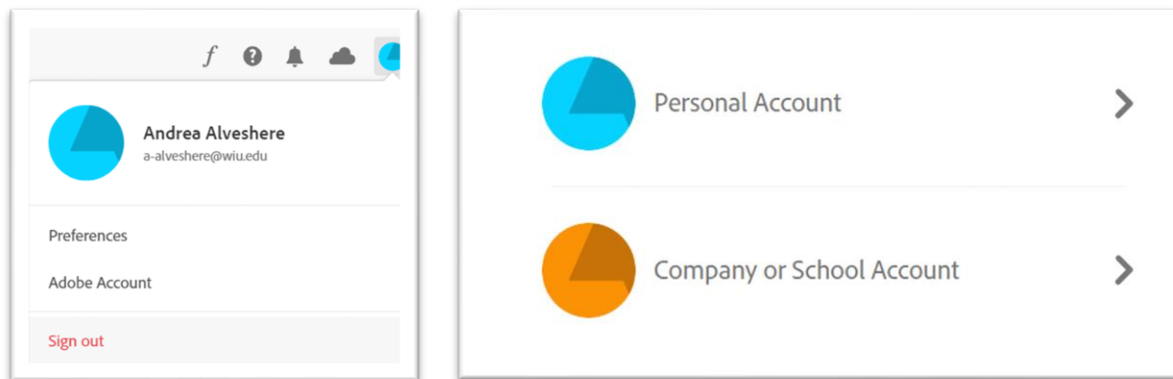
Adding Bookmarks to PDF files

To add bookmarks to an existing PDF file, you will need to use Acrobat Pro. This is included in the WIU Adobe Creative Cloud subscription, which is free to WIU students and employees (request your copy [here](#)).

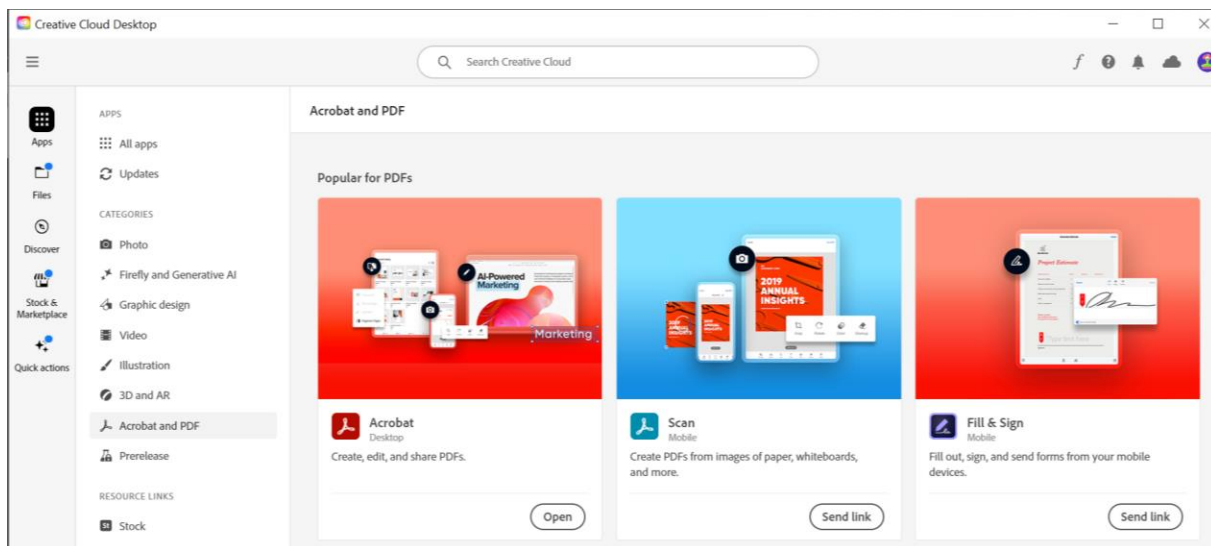
Once your subscription has been activated, install Adobe Creative Cloud using the appropriate instructions for [WIU-owned computers](#) or for [privately-owned computers](#) (Note: you may need to be logged into your WIU Google account in order to open these instructions).

Next, find and open Adobe Creative Cloud via your computer's Start/Apps/Programs menu.

Look at the icon in the top right corner. If it resembles a blue pizza (see screenshot at left below), you will need to click "sign out" and log back in again. After entering your WIU email, you will be given the option of logging into an individual account (blue pizza) or a company account (orange pizza). Choose the orange pizza, then log in with your WIU ECom username and password.



This time, the Adobe Creative Cloud dashboard should have a random colorful icon where the blue pizza used to be. This confirms that you have access to Acrobat Pro.

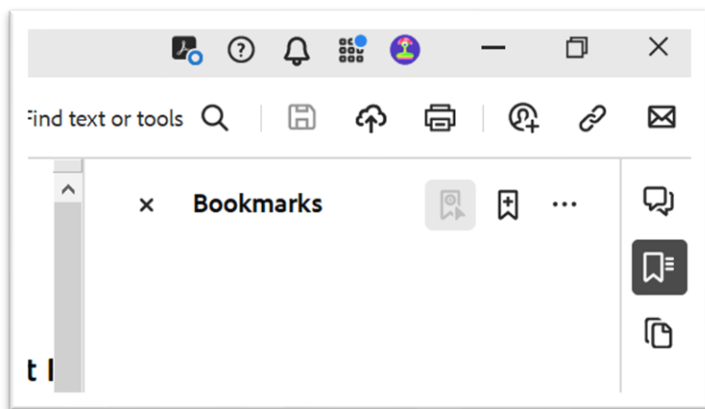


If you have any PDF files open, you'll need to close them.

Then, you can (re-)launch Acrobat from the Apps menu on the Creative Cloud Desktop. You may be prompted to install updates, and you may need to wait for the upgrades to complete before you can proceed.

If you will be merging multiple documents into one bookmarked PDF file, make sure that all Word (or other) documents are first converted to PDF files and (ideally) located within the same folder. From the Acrobat dashboard click the [+Create] "Create a PDF" button at the top of the screen and add all the files that you want to merge into a single PDF file, then save it with the new PDF name.

Once you have all your documents into a single PDF file, open the file in Acrobat. Find the bookmark symbol in the upper right (or left) corner of the screen and click to open the bookmarks side bar. Acrobat may have automatically created bookmarks based on the titles of merged documents or existing bookmarks in the file. You can add, edit, and delete bookmarks in the bookmarks sidebar following the Bookmarking instructions [here](#).



Once the bookmarks have been added, save your PDF file. Be sure to double-check that the finished file displays the bookmarks, as intended.