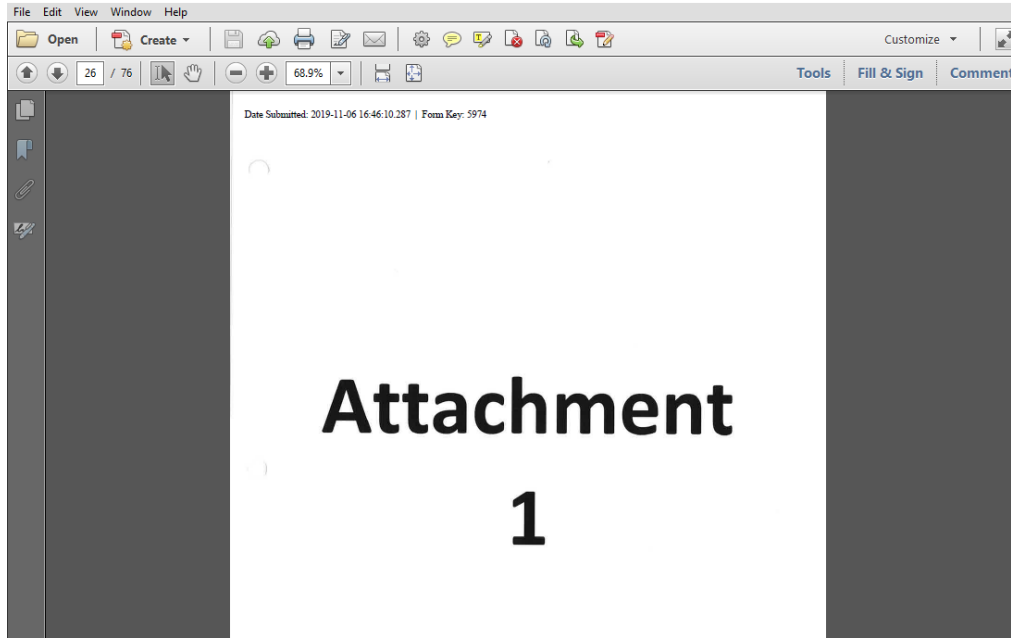


Bookmarking the Attachments PDF for your Application

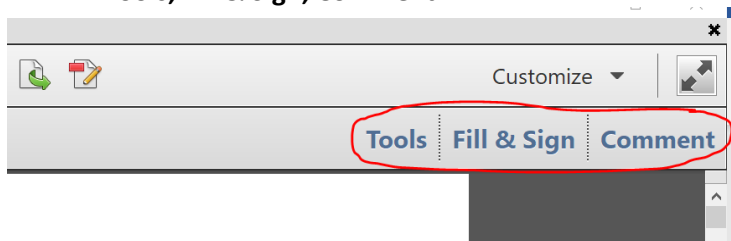
MENU OPTIONS: WHAT AND WHERE

Open the Attachments PDF in Adobe Acrobat DC (or Pro DC).



Acrobat Reader provides you with a few editing options in the top right-hand corner:

- **Tools, Fill & Sign, Comment**



Also, notice the vertical panel of icons on the left-hand side.

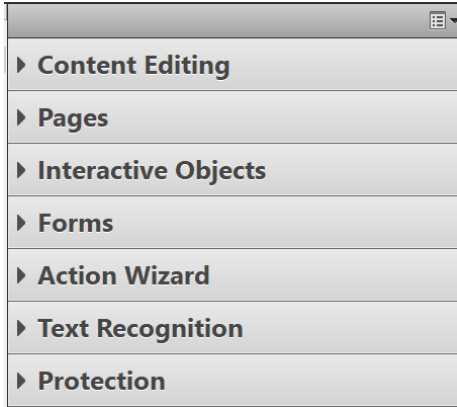
The blue ribbon is the bookmark icon, and, when clicked, it displays a parallel panel of any bookmarks in the document.

Right now, there are no bookmarks, so we will revisit the blue ribbon later.

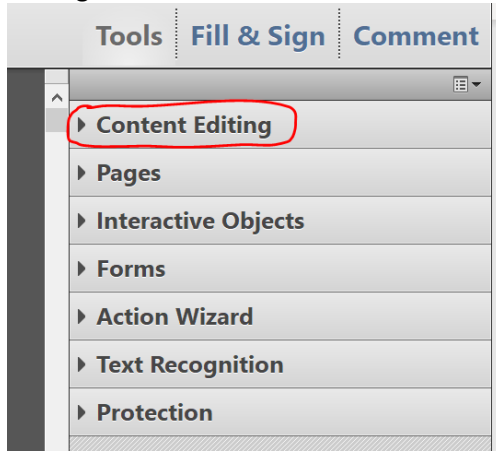


Instead we will click **Tools** and open a new panel revealing more editing options including

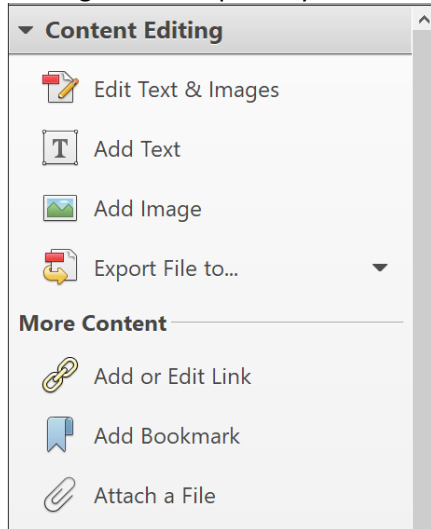
- **Content Editing, Pages, Interactive Objects, Forms, Action Wizard, Text Recognition, Protection**



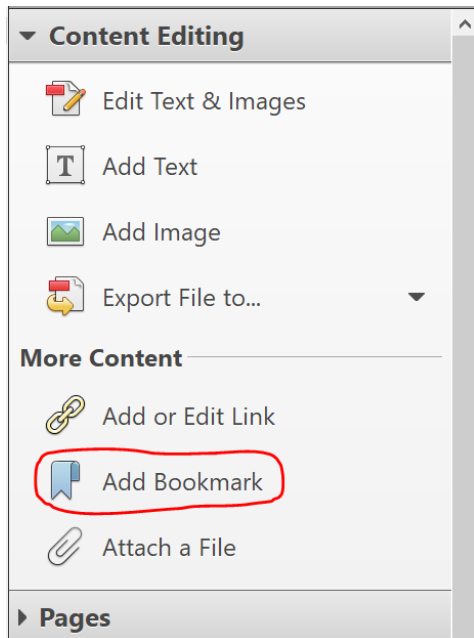
Click **Content Editing**. The dropdown menu will provide you with more options for your document editing.



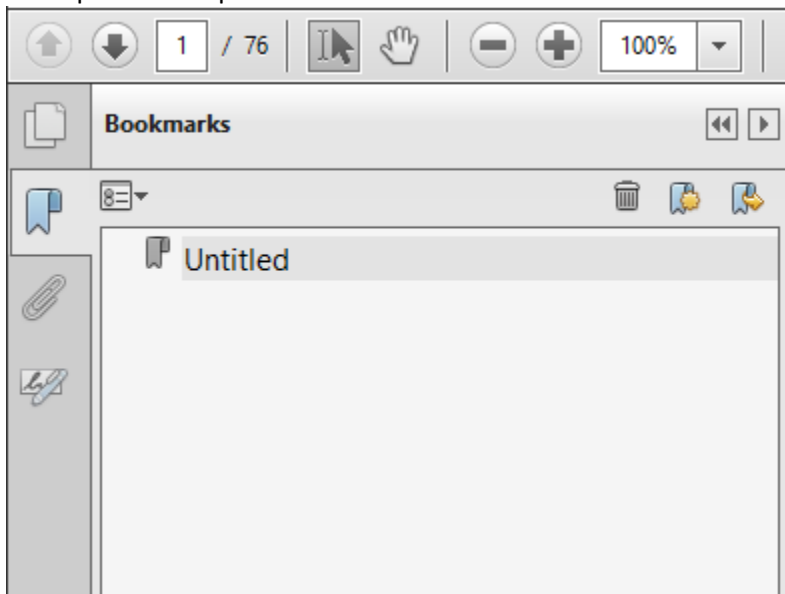
Among the new options you will find **Add Bookmark** under **More Content**.



Click **Add Bookmark**.



This opens a new panel on the left side of the screen. This is the **Bookmarks** panel.



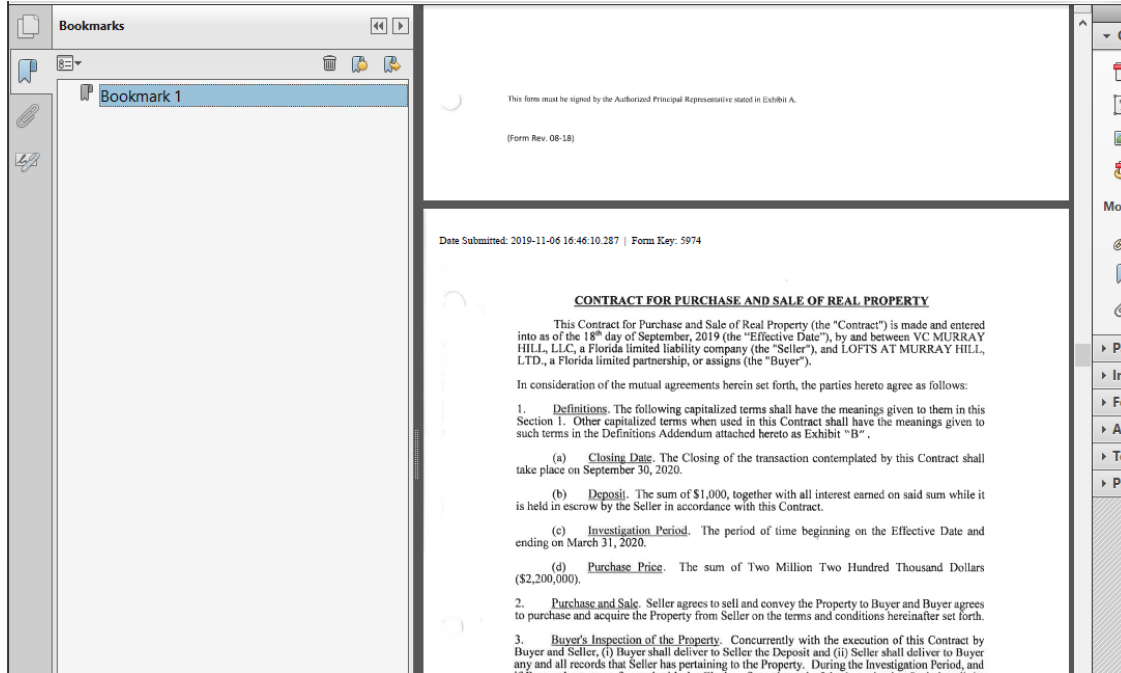
Remember our blue-ribbon icon from earlier? It serves to list every bookmark that is added to your document. Each one can be titled and sorted as you see fit.

BOOKMARKS: HOW AND WHERE TO PLACE THEM

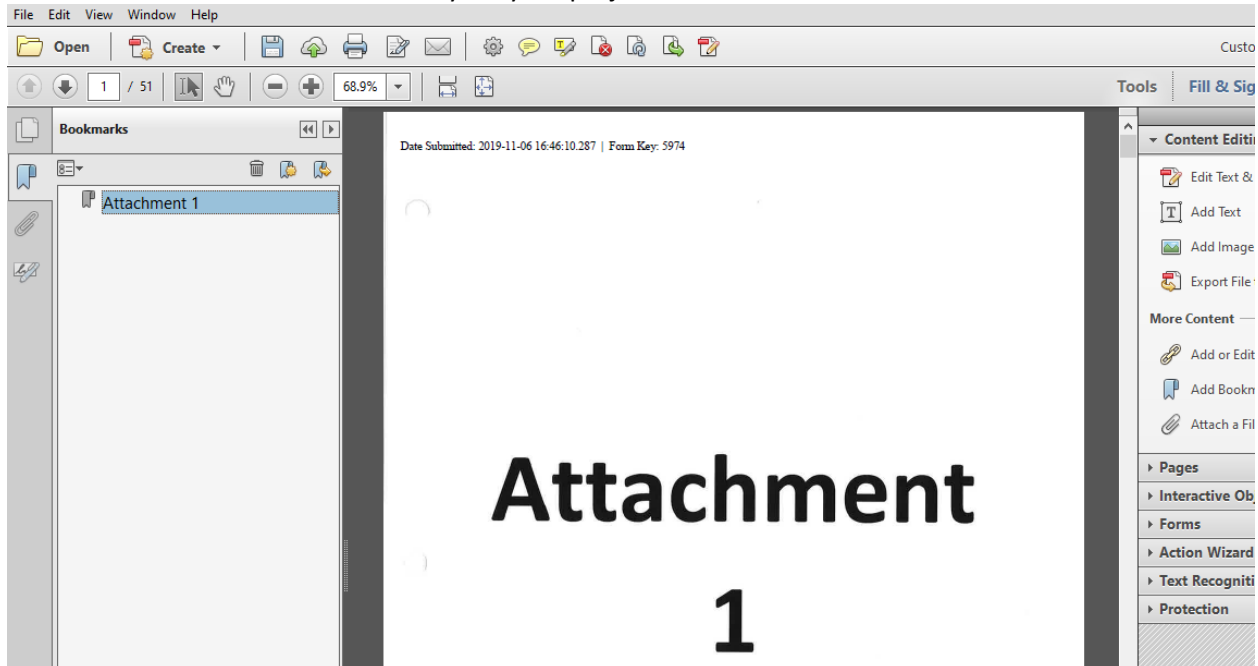
Bookmarks work like a freeze frame – wherever the current page is fixed, when you click “**Add Bookmark**” that is the exact fixed position which your bookmark will hold. Then the next time you click the bookmark, the document will immediately return to that fixed page position.

Type in the name of the placeholder (for example, “Bookmark 1”) in the panel on the left and hit “Enter” to secure your new bookmark!

The only exception to the fixed position rule is if the page break is above the halfway point when scrolling. If a bookmark is placed at this point, it will hold a place at the top of the next page in sequence.

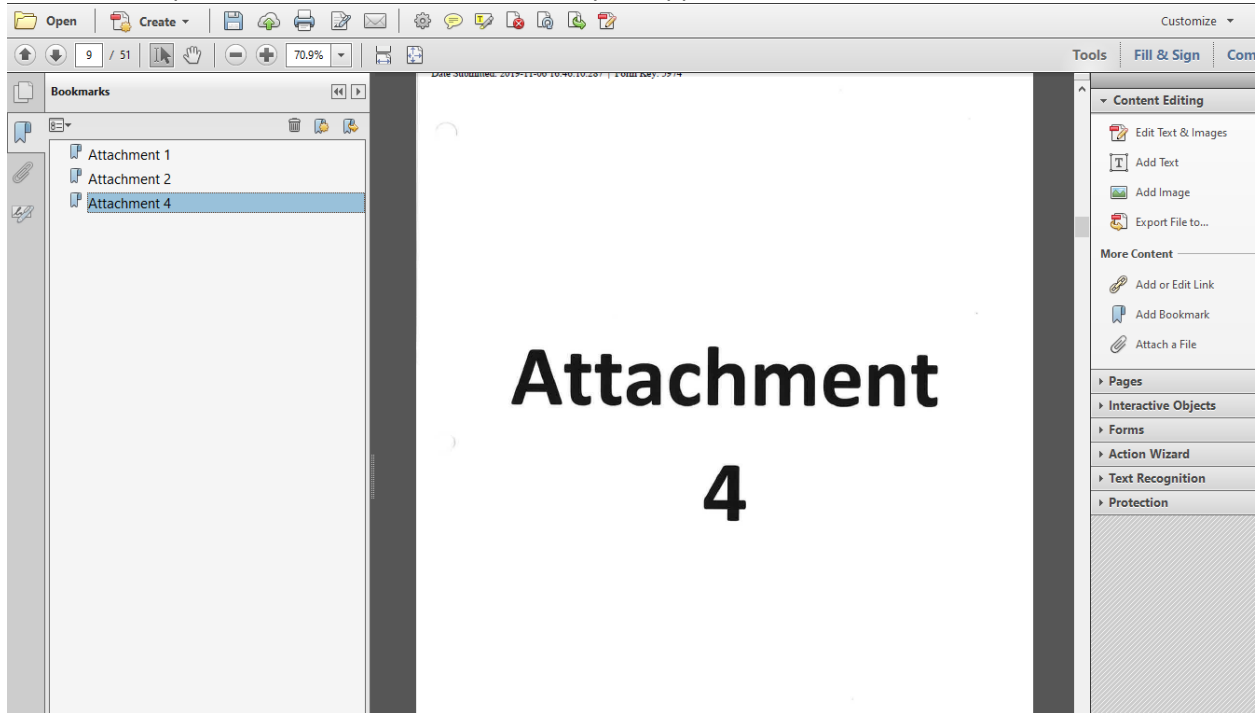


As you know, not all attachments may be required for your specific application. However, make sure to bookmark each attachment necessary for your project. We'll start with Attachment 1.

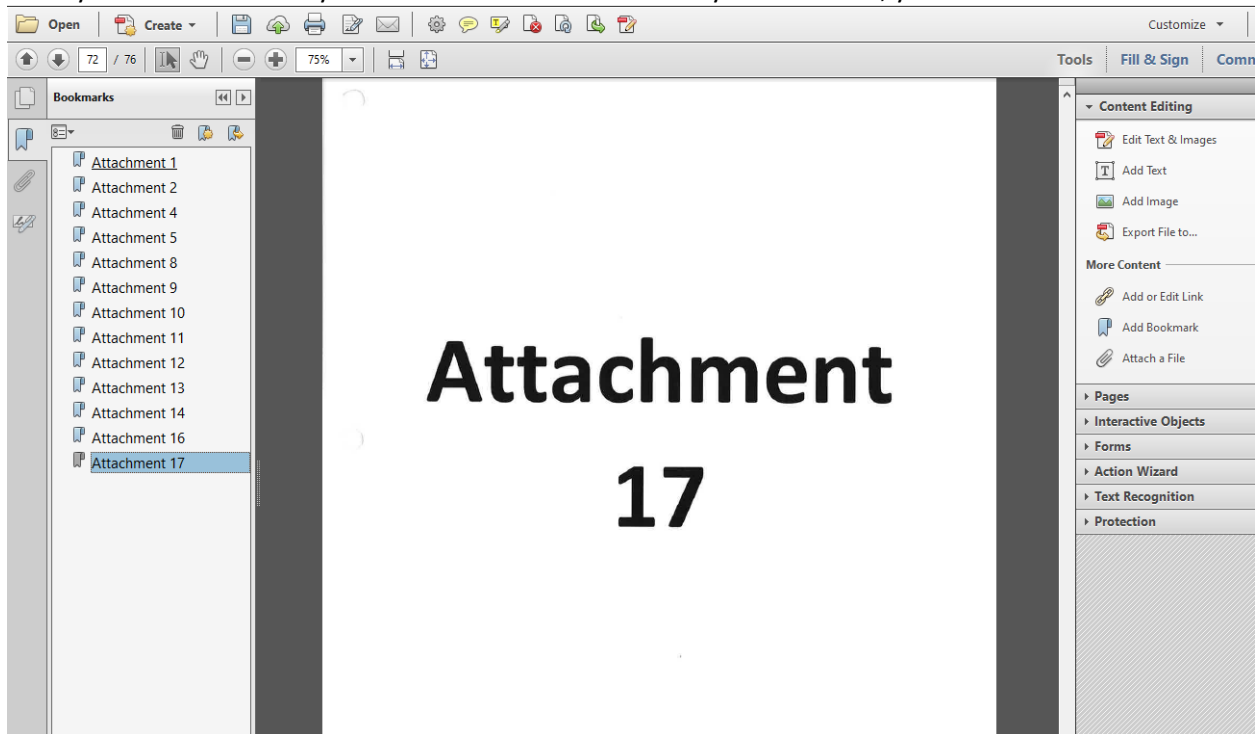


Attachment 1 should always be necessary due to the Applicant Certification and Acknowledgment Form.

Continue this process for all the attachments for your application.



Once you have successfully bookmarked all of the necessary attachments, you are finished!



We hope this information was helpful!