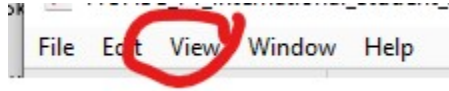**Instructions for adding Bookmarks to a PDF (Parent Child Bookmarked Directory)**
   Why bookmark? They allow students to navigate the content of a document quickly so that they can find the information they're looking for more quickly.

1. Open your PDF in Acrobat, and click on the View button's dropdown menu.

2. Click Show/Hide → Navigation Panes→ Bookmarks

3. Have a look at the example document's Bookmark Navigation Pane below:
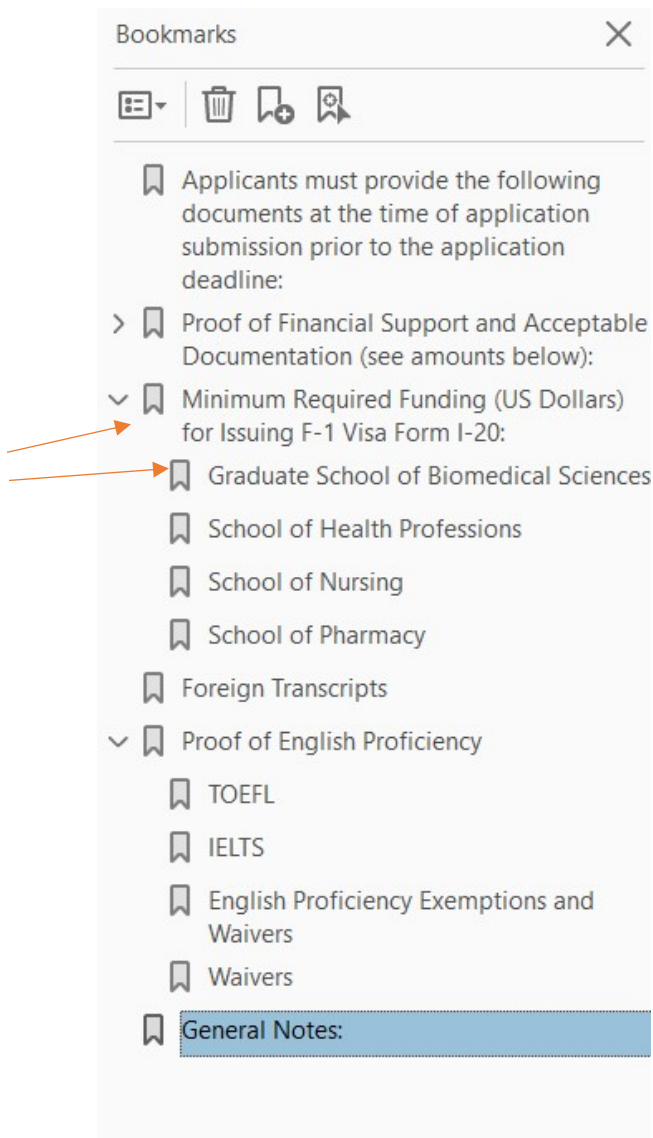
4. Note that in the example above, there are two levels of bookmarks, i.e. the 2nd level headings are indented, forming a hierarchically-ordered directory or a parent-child relationship. To create this type of directory, follow the steps below.

5. First, note that when you insert a new bookmark, it will appear under the bookmark you've selected for its targeted placement.

6. For example, click on a bookmark in the directory to highlight it, and then open the drop-down menu for the options button shown below. Click on New Bookmark. A new bookmark will appear in your directory tree directly under the bookmark you originally clicked on.
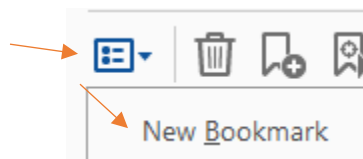
7. Now click on the new bookmark that appears in your directory. It will prompt you to enter a name for your new bookmark. Enter a name for your new bookmark.

8. Now, in the PDF's main document pane, highlight the heading you'd like your new bookmark to reference (point to).
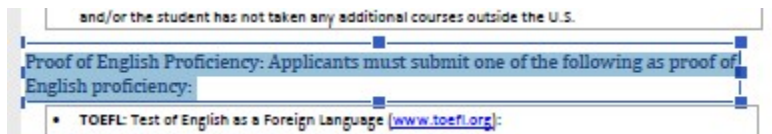
9. Back in your bookmark directory, right click on your newly named bookmark. From the flyout menu, select Set Destination. You will be asked if you're sure that the highlighted text is your preferred bookmark destination. Click yes.

10. Now you have a new bookmark that points to your highlighted subheading in the PDF document. Back in the bookmark directory, click and drag your new bookmark into the tag above it to make a parent and child relationship.

Parent

Child

11. Continue to add bookmarks in this manner until you're satisfied with the navigability of your PDF.