

An artistic illustration of two hands holding a tablet. The background is a soft watercolor wash in shades of blue, green, and pink. The hands are rendered in a sketchy, light grey style. The tablet screen shows a similar watercolor pattern.

Adobe InDesign

# CREATING BOOKMARKS

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EDUCATION  
TRAINER



CAMPUS  
LEADER



CERTIFIED  
EDUCATOR



CERTIFIED  
ASSOCIATE



# Creating Bookmarks

“A bookmark is a type of link with representative text that makes it easier to navigate documents exported as Adobe PDF. Bookmarks you create in the InDesign document appear in the Bookmarks tab on the left side of the Acrobat or Adobe Reader window. Each bookmark jumps to a text anchor or a page”  
(Anton & DeJarld, 2020)

# Creating Bookmarks

“You use paragraph styles when having InDesign generate a navigational TOC (table of contents). In a fixed layout EPUB, you may not have chapter heads or even text on certain pages, but you want the pages to be part of the TOC. When you generate a table of contents, you can use bookmarks for the source” (Padova, 2017).



# Creating Bookmarks

“Entries in a generated table of contents are automatically added to the Bookmarks panel. In addition, you can further customize your document with bookmarks to direct a reader’s attention or make navigation even easier. Bookmarks can be nested under other bookmarks” (Anton & DeJarld, 2020)

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Table of Contents

TOC Style: [Default]

Title: Contents

Style: Title

OK

Cancel

Save Style...

More Options

Styles in Table of Contents

Include Paragraph Styles:

Title

Sub title

2nd title

<< Add

Remove >>

Other Styles:

[No Paragraph Style]

Bibliography

En Text

Figers

Style: 2nd title

Entry Style: Text

Options

☒ Create PDF Bookmarks

☐ Replace Existing Table of Contents

☐ Include Book Documents

☐ Make text anchor in source paragraph

☐ Remove Forced Line Break

Numbered Paragraphs:

Include Full Paragraph

Bookmarks

Introduction

Visual System

- Eye
- Retina
- Optic nerve
- Visual cortex

Sensation and Perception

- 1- Reception:
- 2- Transduction:
- 3- Transmission:
- 4- Selection:
- 5- Organization:
- 6- Interpretation:

The principles of visual perception

Selection and organization of visual sti...

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# Creating Bookmarks

“You may want bookmarks to appear in the Bookmarks tab of the PDF document, but you don’t want the table of contents to appear in the PDF. In this case, generate a table of contents on the last page of the document. When you export to PDF, don’t include the last page. Or, if you include the last page of the exported PDF, delete it in Acrobat” (Anton & Dejarld, 2020)

# Creating Bookmarks

“To add bookmarks to your document, do the following:

1. Choose Window ► Interactive ► Bookmarks to display the *Bookmarks panel*.

2. Click the *bookmark under which you want to place the new bookmark*. If you don't select a bookmark, the new bookmark is automatically added to the end of the list.” (Anton & Dejarld, 2020)



# Creating Bookmarks

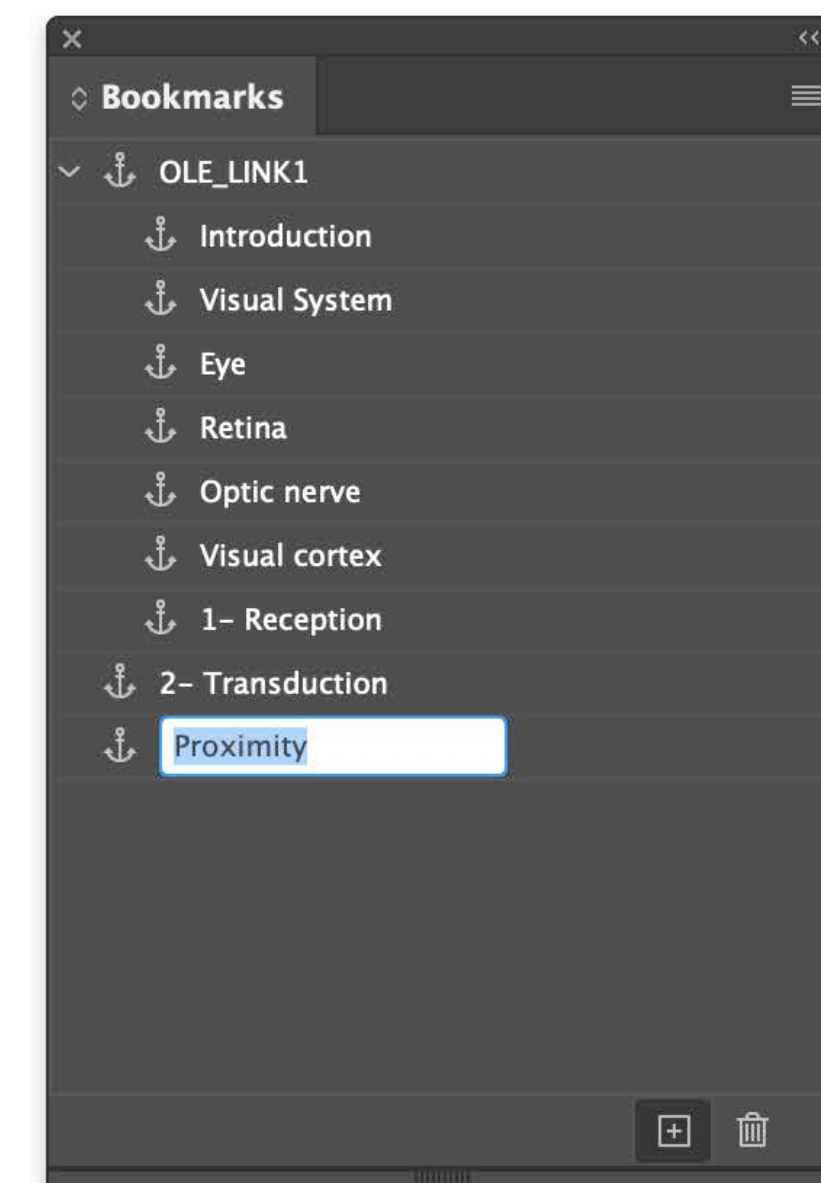
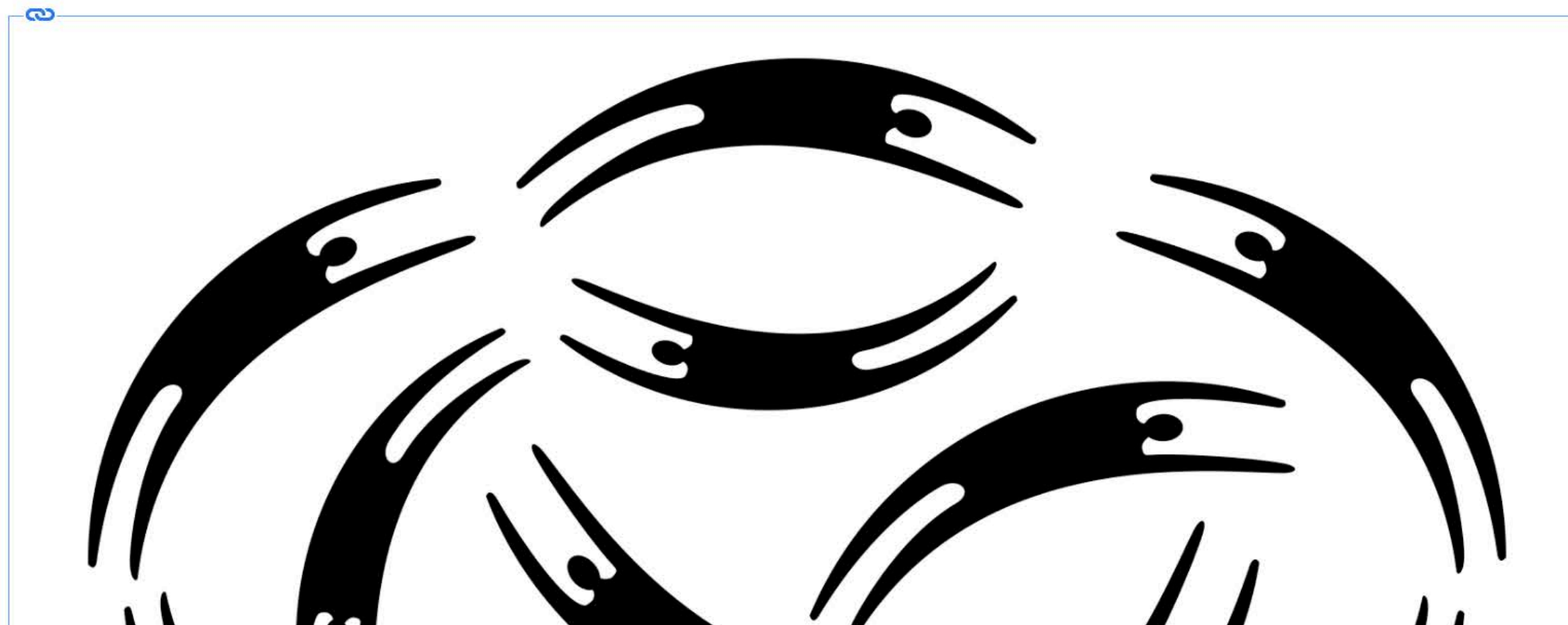
“3. Do one of the following to indicate where you want the bookmark to jump:

- Click an insertion point in the text.
- Select text. (By default, the text you select becomes the bookmark label.)
- Double-click a page in the Pages panel to view it in the document window.” (Anton & DeJarld, 2020)



## ***Proximity***

The law of proximity states that when an individual perceives objects they perceive objects that are close to each other as for other words ,When the individual parts of a stimulus pattern are close to each other, we tend to group them together as a meaningful ‘whole’—a single unit.





# Creating Bookmarks

“4. Do one of the following to create the bookmark:

- Click the Create New Bookmark icon on the Bookmarks panel.
- Choose New Bookmark from the panel menu.

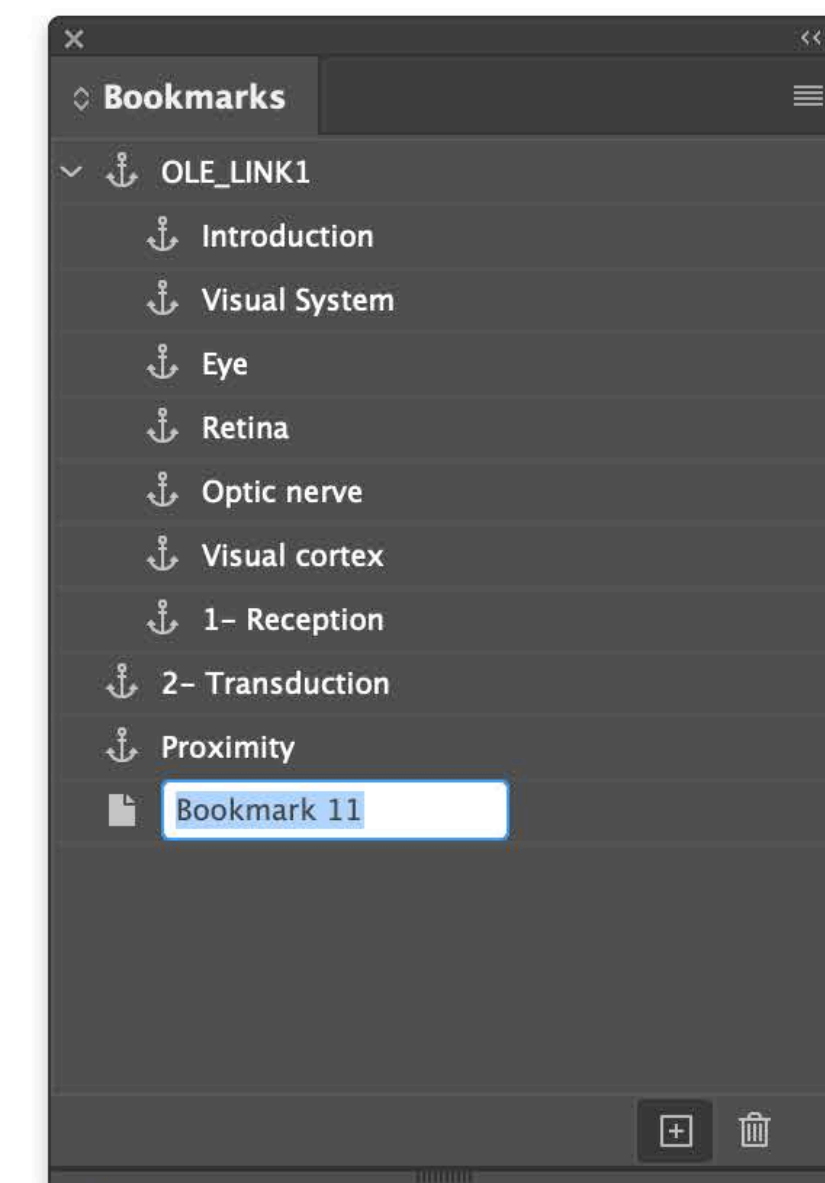
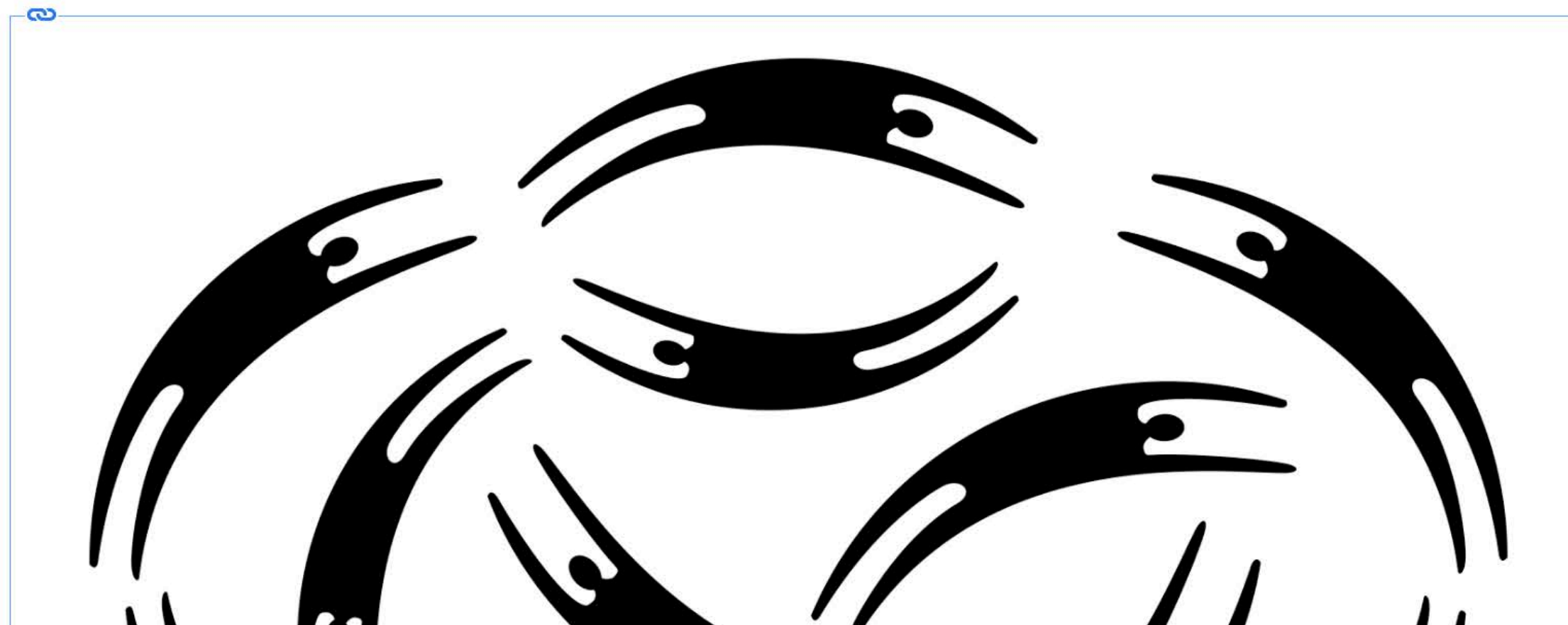
Bookmarks appear in the Bookmarks tab when you open the exported PDF file in Adobe Reader or Acrobat.

When you update the table of contents, the bookmarks are reordered, causing any bookmarks generated from a TOC to appear at the end of the list.” (Anton & DeJarld, 2020)



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# Creating Bookmarks

“5. Continue navigating through the document and adding bookmarks. Scroll through your document and add a bookmark for each page that you want to appear in your table of contents”  
(Anton & DeJarld, 2020)



# Creating Bookmarks

## “Manage bookmarks

Use the Bookmarks panel to rename, delete, and arrange bookmarks.

### Rename a bookmark

Click the bookmark in the Bookmarks panel, and choose Rename Bookmark from the panel menu.

### Delete a bookmark

Click a bookmark in the Bookmarks panel, and choose Delete Bookmark from the panel menu.” (Anton & DeJarld, 2020)



# Creating Bookmarks

## “Arrange, group, and sort bookmarks

You can nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired. Changing the order or nesting order of bookmarks does not affect the appearance of your actual document” (Anton & DeJarld, 2020)



# Creating Bookmarks

“Do one of the following:

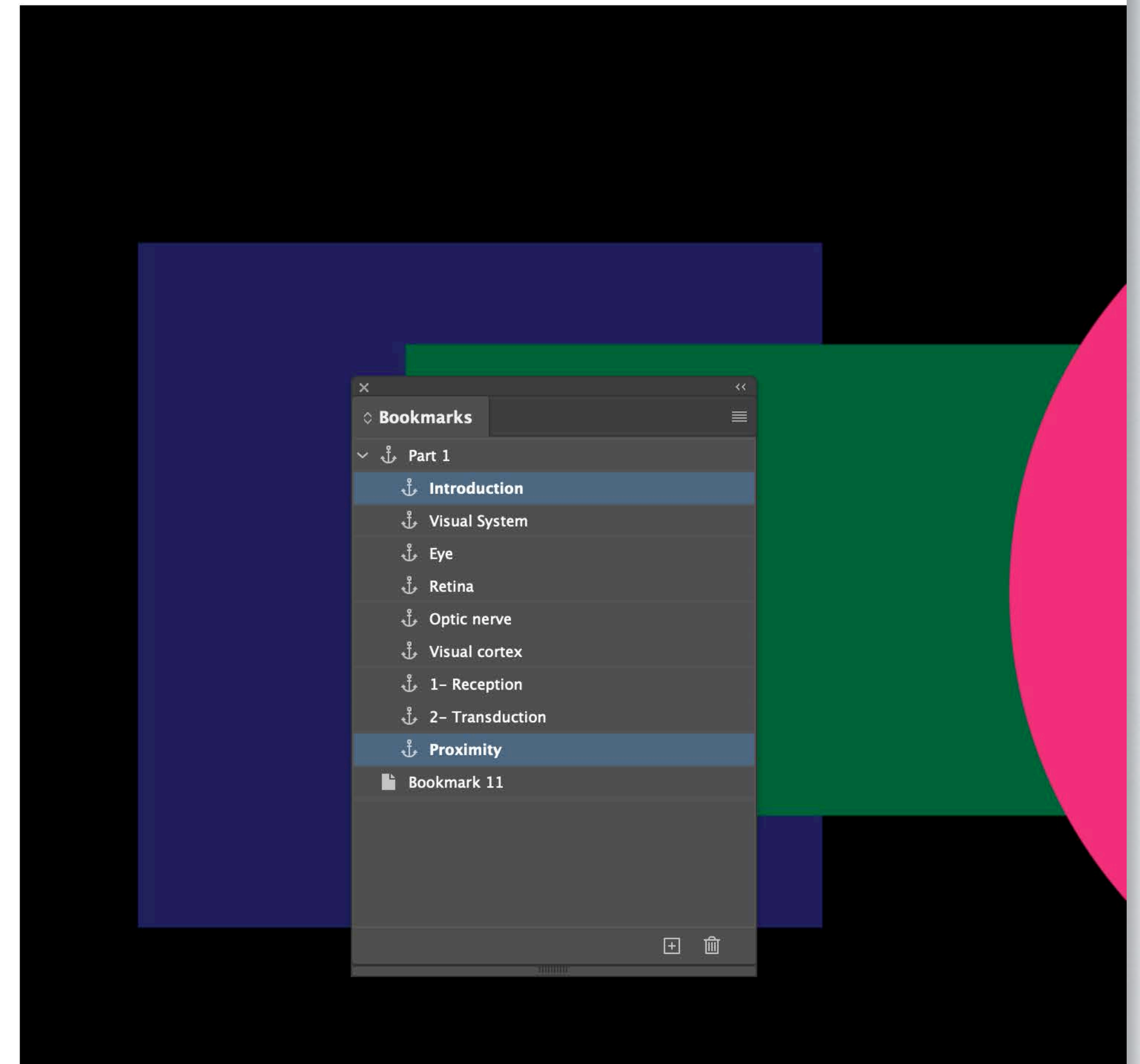
- To expand and collapse the bookmark hierarchy, click the triangle next to the bookmark icon to show or hide any children it contains.
- To nest a bookmark under another bookmark, select the bookmark or range of bookmarks you want to nest, and then drag the icon or icons onto the parent bookmark. Release the bookmark.

The bookmark or bookmarks you dragged are nested under the parent bookmark; however, the actual page remains in its original location in the document” (Anton & DeJarld, 2020)



**Interposition (overlap)** is based on the partial blocking or obscuring of one object by another.

The obscured object appears to be further away than the object obscuring (overlapping) it. This is an effective cue for determining which objects are closer than others, but it is not as effective for actually judging





# Creating Bookmarks

- “• To move a bookmark out of a nested position, select the bookmark or range of bookmarks you want to move. Drag the icon or icons below and to the left of the parent bookmark. A black bar appears indicating where the bookmark will be moved. Release the bookmark.
- To change the order of bookmarks, select a bookmark and move it to a new location. A black bar appears indicating where the bookmark will be placed.
- To sort bookmarks, choose Sort Bookmarks from the Bookmarks panel menu. Bookmarks appear in the same order as the pages they jump to” (Anton & DeJarld, 2020)



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