

(Archives) Adobe Acrobat 9 Pro: Reorganizing Bookmarks

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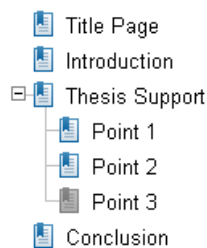
This article is based on legacy software.

Bookmarks allow you to sort through your PDF document pages and locate information therein quickly while maintaining the actual page order. When reorganizing bookmarks, the position of the cursor while releasing the mouse button is very important. This document contains examples of bookmarks before, during, and after re-organization.

NOTE: Reorganizing your bookmarks will not reorganize the pages of your PDF file. For more information on reorganizing your pages, please refer to [Organizing PDF Pages](#).

Original Organization

In the example shown here, *Title Page*, *Introduction*, *Thesis Support*, and *Conclusion* are all bookmarks on the same level. *Points 1*, *2*, and *3* are all shown in a sublevel of *Thesis Support*.

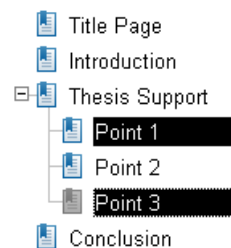


Moving: Same Level

This example shows *Point 1* being relocated to be the last point in the *Thesis Support* sublevel.

Before the Move

Point 1 appears above *Point 3*.



Making the Move

1. Click *Point 1* and drag it until a black line and arrow appear directly underneath and to the left of the *Point 3* bookmark icon.

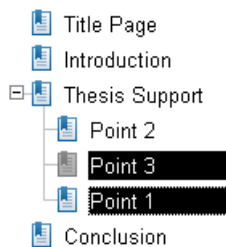
NOTE: Be sure that the black line and arrow do not indent from the Thesis Support branch, or Point 1 will be moved into the sublevel of another point.

2. Release the mouse button.

Point 1 appears underneath *Point 3*.

After the Move

Point 1 appears underneath *Point 3* while remaining in the *Thesis Support* sublevel. If *Point 1* branches off of *Point 3*, you have accidentally moved it into the sublevel of *Point 3*.

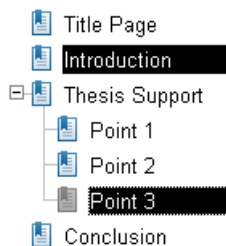


Moving: Different Level

This example shows *Point 3* being relocated into the *Introduction* sublevel.

Before the Move

Point 3 appears in a sublevel of *Thesis Support*.



Making the Move

1. Click *Point 3* and drag it until a black line and arrow appear underneath and to the right of the *Introduction* bookmark icon.

2. Release the mouse button.

Point 3 appears on a branch from the *Introduction* bookmark.

After the Move

Point 3 is located in the *Introduction* sublevel.

