



## How to Add Bookmarks

Napa County's Electronic Document Review system requires that all construction drawing sheets be bound into files. Providing ways to effectively and efficiently navigate through these files is one way that you can assist in the successful and expeditious plan review of your project. Therefore we require that all files containing multiple sheets be bookmarked using both the **sheet NUMBER** and **sheet NAME**.

Each PDF compiler software has its own way of bookmarking pages or sheets within a file so the specifics of how to do this should be directed to the support functions of the software you are using.

### **Bookmarks:**

Bookmarks are generally created automatically from the table-of-contents entries or sheet names of documents during binding of your construction drawings and the PDF creation. Although it is always possible to manually rename the bookmark listing to our standards, we recommend that you adopt the practice of naming your sheets by their "sheet number sheet name" to help facilitate when binding the sheets into files.

The example below shows how to manually add a bookmark using PDF Editor:

1. Open Document Files in PDF Adobe Editor > Edit PDF
2. Select the 'Bookmark' Icon
3. Select the page, example below on page 1 > Select 'Add' Bookmark
4. Edit the bookmark field with the appropriate sheet NUMBER and sheet NAME.

Each file page would need its separate bookmark, repeat steps 3 & 4 for remaining pages.

The screenshot displays the Adobe Acrobat Pro DC interface. The main window shows a PDF document titled "Plan Set- August 04 2021.pdf". The left sidebar contains a "Bookmarks" panel with a list of documents, including "A2.0 First Floor Dim Floor Plan" which is highlighted. The main content area shows a technical drawing of a "FIRST FLOOR DIM. FLOOR PLAN" with a table of areas and a scale bar. The table lists: 2,743 S.F. MAIN FLOOR, 347 S.F. GUEST HOUSE, 525 S.F. GARAGE, and a TOTAL of 3,615 S.F. The drawing includes a "SUITE" area and a grid. The right side of the page contains a "Revisions" section with three empty triangles, a "Project" section with the address "Example Dwelling, 1 Example Drive, Napa CA 94559", and a "Sheet Number" section with the number "A2.0" in a cloud shape. Red circles with numbers 1, 2, and 3 are overlaid on the interface to indicate specific steps: 1 is on the "Edit PDF" button, 2 is on the "Bookmarks" icon, and 3 is on the "Bookmarks" panel header.

2,743 S.F.	MAIN FLOOR
347 S.F.	GUEST HOUSE
525 S.F.	GARAGE
3,615 S.F.	TOTAL

**FIRST FLOOR  
DIM. FLOOR PLAN**  
SCALE: 1/4"=1'-0"  
1" 0' 4" 8"

Revisions:  
△  
△  
△

Project  
Example Dwelling  
1 Example Drive  
Napa CA 94559

Sheet Title:  
FIRST FLOOR  
DIM FLOOR PLAN

Sheet Number:  
A2.0