



A Tradition of Stewardship
A Commitment to Service

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How to add a Bookmark to a Plan Set:

Introduction:

Napa County's Electronic Document Review system requires that all construction drawings, plan sets, civil plans, etc. to be upload in one file. Each plan sheet will consist of a sheet NUMBER and sheet TITLE to become a bookmark.

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. Please note that troubleshooting suggestions and screenshots included in this section have been created using Adobe Acrobat Pro. Other PDF tools (e.g. Nitro, Foxit, Bluebeam, Sejda, ilovepdf, etc.) may offer similar solutions that have not been outlined in this document.

What is a Sheet Number and Sheet Title:

A sheet number is alphanumeric that provide the sheet page with a unique value. A sheet title is a short description of the page. Examples:

A1.0 Site Plan

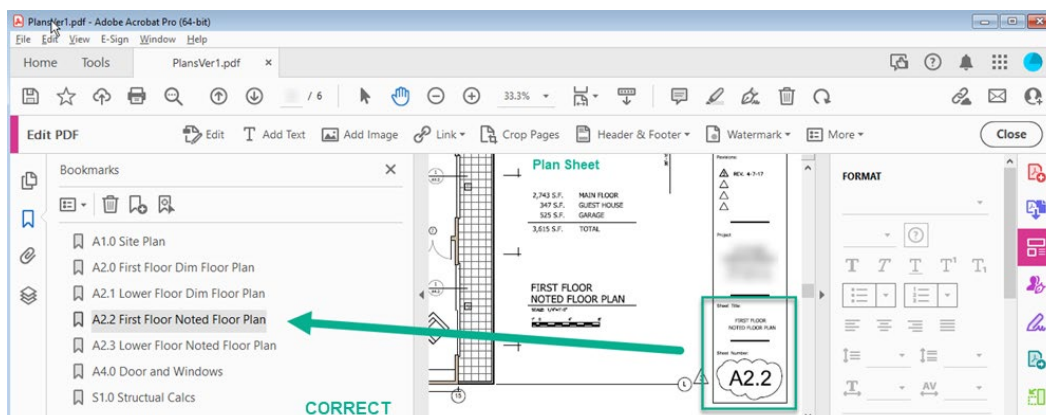
A2.0 First Floor Plan Notes

A2.1 First Floor Plan Details

What is a Bookmark:

A PDF bookmark is a feature within a PDF document that allows users to quickly navigate to specific sections or pages of the document. Essentially, a PDF bookmark is a link or pointer to a particular point within the PDF document.

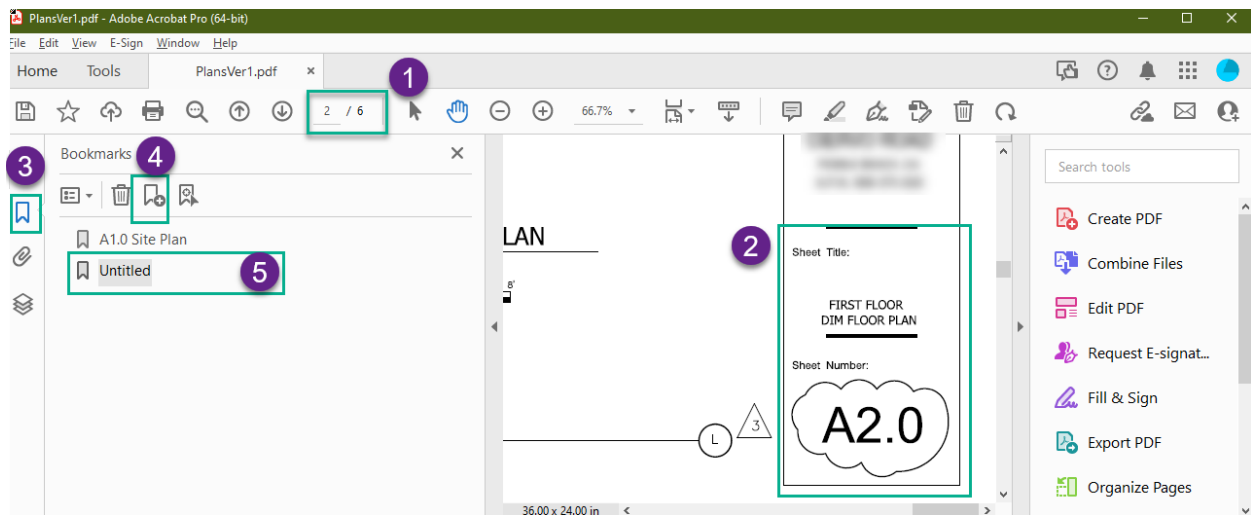
Example of correct bookmarks/sheet number/sheet titles:



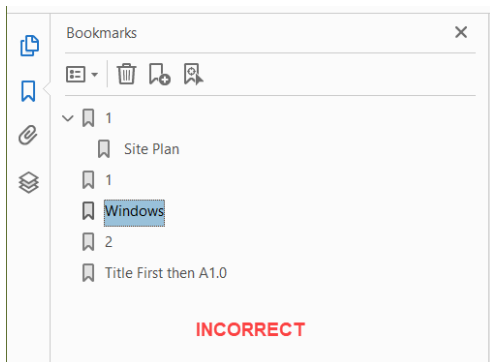
To add a bookmark:

Open Document File in PDF Adobe Editor.

1. Navigate to the page you want to create a bookmark for, all plan sheets will need a bookmark.
2. Confirm the sheet number and sheet title.
3. Select the 'Bookmark' Icon
4. Select 'Add' Bookmark
5. Edit the bookmark field with the appropriate sheet NUMBER and sheet TITLE.
6. Repeat the above steps for all additional plan sheets.



Please note that all bookmarks must be on the same level as the topmost bookmark. Bookmarks cannot be indented, or nested as shown in the example below. To un-nest bookmarks, simply select the nested bookmarks and drag them to the same level as the topmost bookmark. Incorrect bookmarks will cause a delay in processing.



Need help with bookmarking (Free):

For applicants that do not have PDF complier software such as Adobe PDF Editor, Bluebeam, Nitro, etc. Use the [free PDF Editor](#) to create bookmarks for your plan sets. This tool allows you to add a bookmark, *not to edit an existing bookmark(s)*.

Once each plan sheet has a bookmark title (ex. A0.1 Cover Page), click on process file that will create a modified plan set pdf file. You will need to save and rename the file prior to uploading to your application/record via OPC.

1. Choose File to upload your PDF plan set.
2. Insert page number.
3. Add a bookmark title.
4. Click the + plus sign to add a new section, repeat 2 and 3 for every plan sheet/pages.
5. Can use to toggle to next page.
6. Navigation tools can be used, select hand to go to or minimize the plan sheets.
7. Once completed, process file. This will be downloading to your PC.
8. Make sure to update the file name. Can not include special characters or be longer than 30 characters is length.

