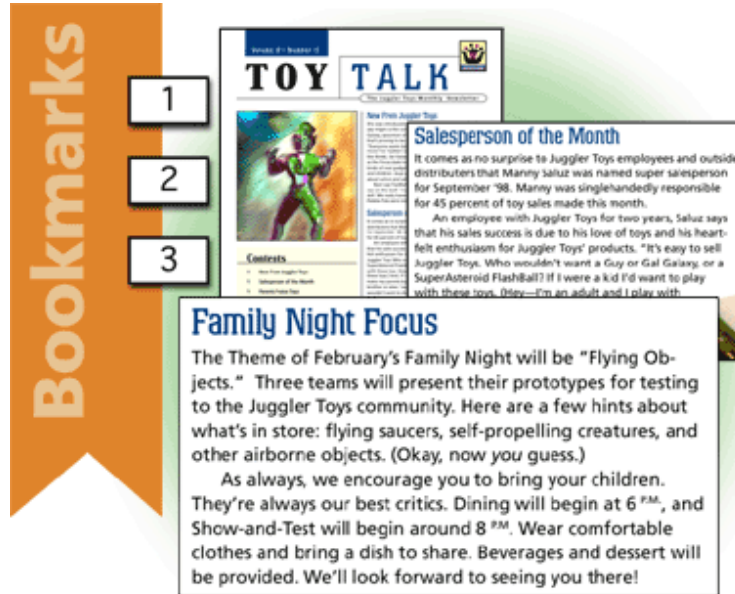


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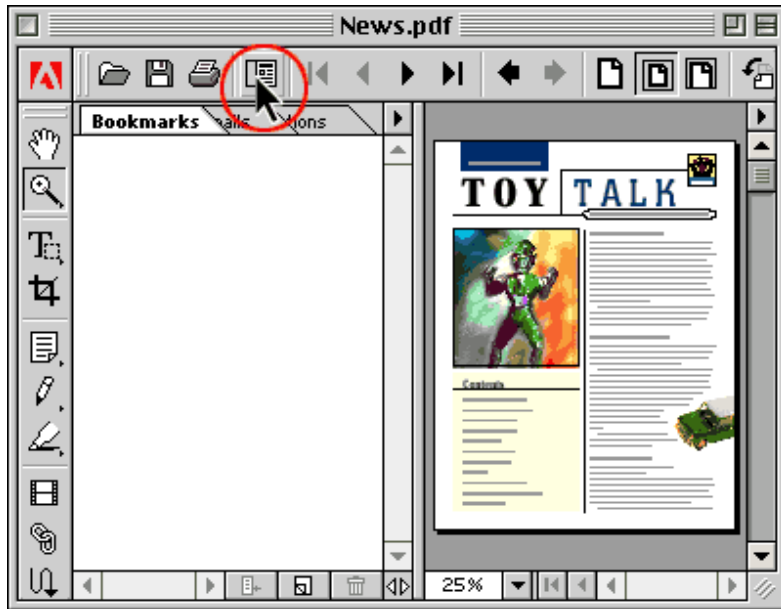
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Step 1. Display the Bookmarks palette. Click the **Show/Hide Navigation Pane** button in the command bar to display the navigation pane. When bookmarks are displayed, they appear in the Bookmarks palette, which is docked in the navigation pane. Click the **Bookmarks tab** to bring the Bookmarks palette to the front.

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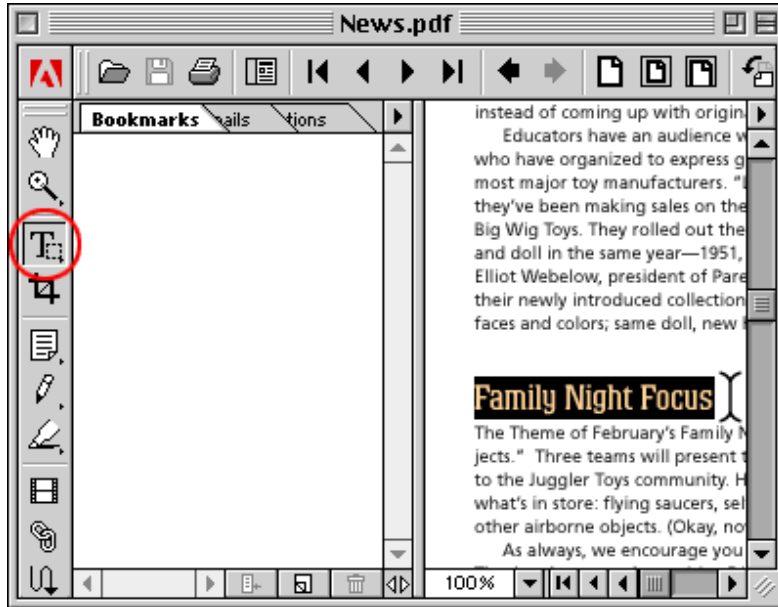
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Step 2. Select text for the bookmark's title.

One way to begin creating a bookmark is to select text in your document that you want to become the bookmark's title. This method can save you time and reduce spelling errors.

Select the **text select tool** in the tool bar.

Move the I-beam into the page, and drag to highlight the text for the bookmark's title. If you have trouble highlighting the text, hold down Option/Ctrl, and drag a marquee around it.

Note: Throughout this tip, "Option/Ctrl" means Option on the Macintosh® and Ctrl on Windows®.

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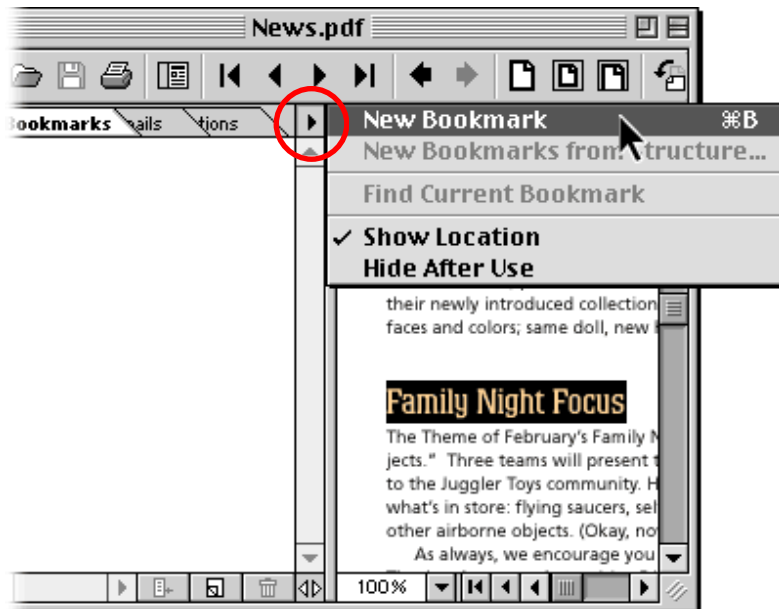
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Step 3. Create the bookmark. Click the triangle in the upper right corner of the Bookmarks palette to display the Bookmarks palette menu, and choose [New Bookmark](#). A new bookmark appears with the highlighted text as its title. By default, the new bookmark links to the current page view displayed on your screen. Click in the blank space beneath the bookmark to deselect the bookmark text. You can also create a bookmark by pressing Command/Ctrl+B.

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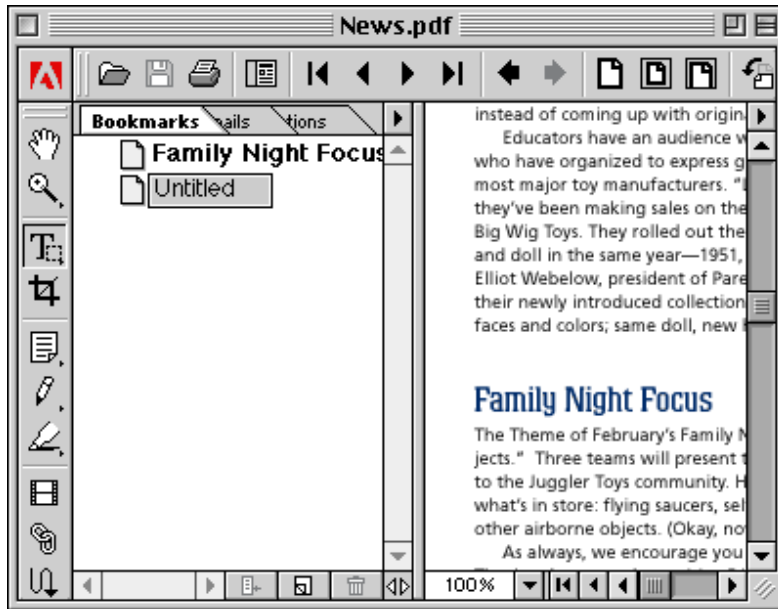
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Step 4. Now you'll learn how to create a bookmark that links to a magnified view of a page. Choose New Bookmark from the Bookmarks palette menu. A new untitled bookmark appears below the last bookmark you created. Type the new bookmark's title. Then deselect the bookmark text.

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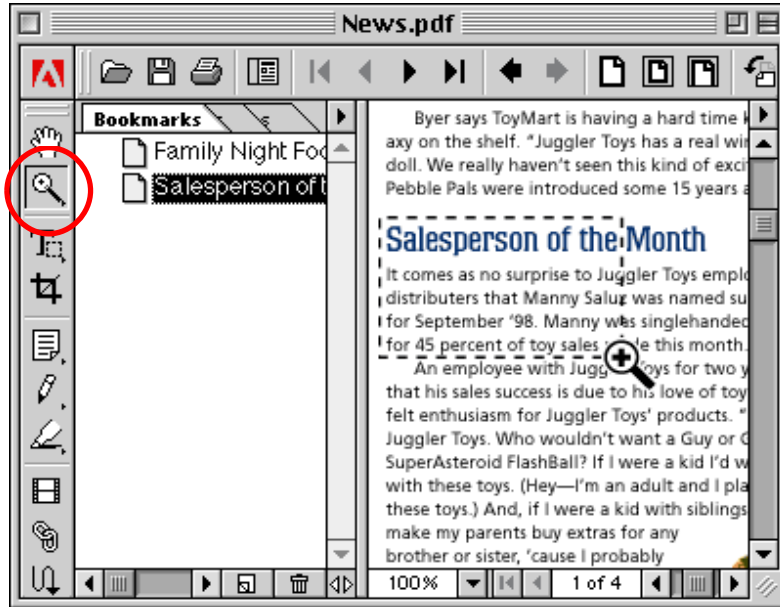
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Step 5. To set the bookmark's destination, select the bookmark you've just created. Go to the page that you want to be the bookmark's destination. Select the **zoom-in tool**, and drag a **marquee** around an area of the page that you want to magnify. Choose **Set Bookmark Destination** from the Bookmarks palette menu to reset the destination to the view currently displayed on-screen, and click Yes.

Note: You can also set the bookmark's destination using the **Bookmark Properties** dialog box, which provides you with a menu of preset magnifications. With your bookmark selected, choose **Bookmark Properties** from the Bookmarks palette menu. In the dialog box that appears, choose an Action Type, click **Edit Destination**, choose a Magnification, and click **Set Action**.

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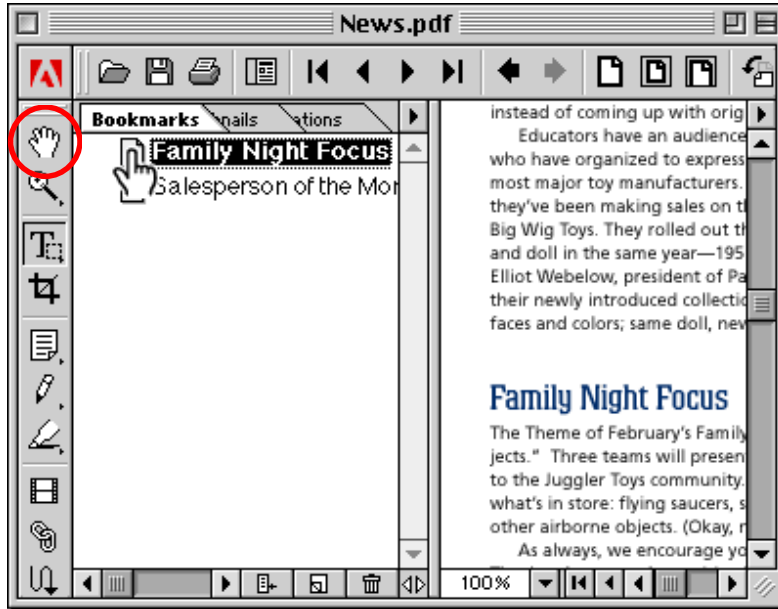
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Step 6. After creating a bookmark, it's a good idea to [try it out](#) so that you know it goes to the right destination. Go to a page or view that isn't your bookmark's destination. Select the [hand tool](#) in the tool bar, and click the bookmark to jump to its corresponding topic.

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