How to create Bookmark for PDF file?

Every day, you have to work with a lot of PDF document pages and often take a lot of time in finding the right file you need. Therefore, a good solution in this case is to create a Bookmark. Like on web browsers, Foxit Reader also allows you to create bookmarks to re-mark them for later retrieval. Moreover, you can sort them by table of contents for convenient search and editing as needed.

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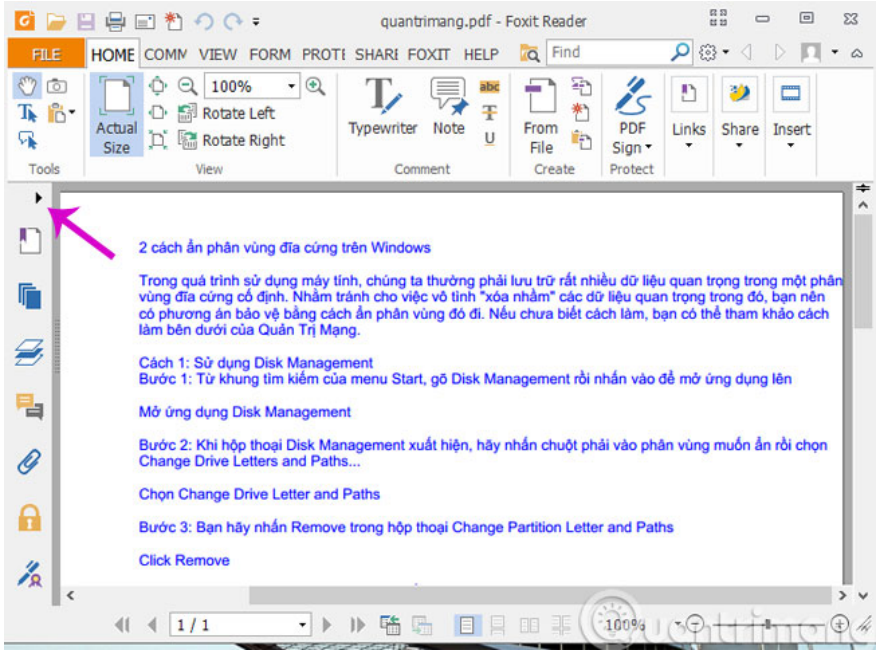
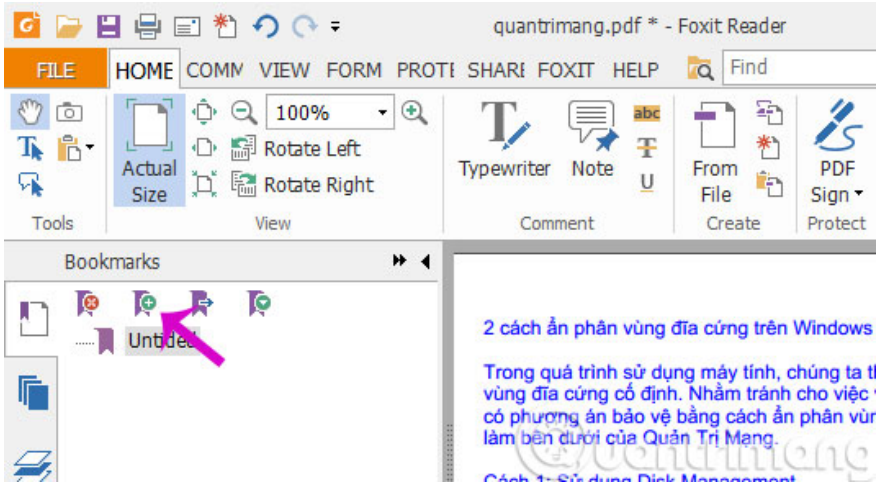
If you do not know how to do it, please refer to our below.

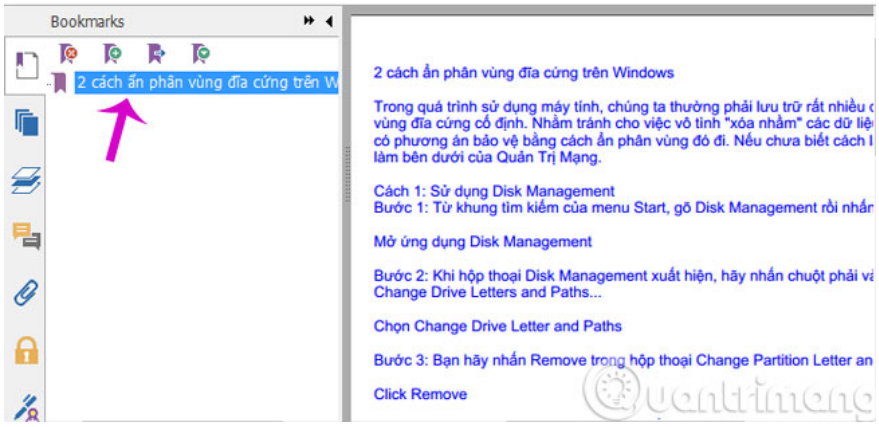
Step 1 : Open the PDF file you want to create Bookmark and click on the black arrow in the upper left corner



Step 2 : Click **New Bookmark** (*paper page icon and plus sign*) to bookmark the current page. The item **Untitled** will then appear.

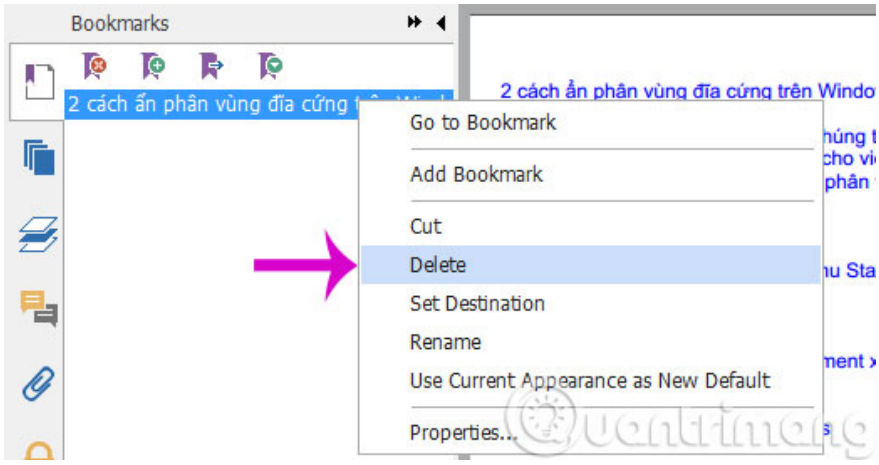


Step 3 : Change the name of the Untitled file that is the same as the PDF file name you want to remember and press **Enter**

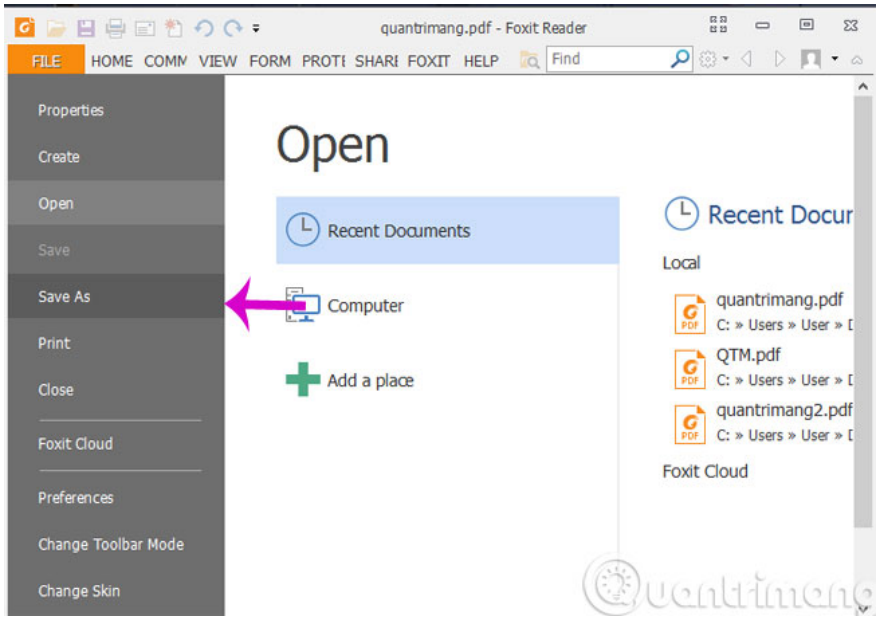


With other PDF files you want to create Bookmark, you do the same way.

Step 4 : To delete the bookmarked files, right-click on it and select **Delete**



Step 5 : After you've created the bookmarks of the PDF document you need to create, click **File** > **Save** (*Ctrl* + *S*) to save to the old PDF document. If you still want to keep the PDF without Bookmark, you can click **File** > **Save As** to save the PDF file with Bookmark into a new PDF file.



With the way to create Bookmark for PDF files as above, you can quickly find the location of the documents you need, saving a lot of time and effort.

1. How to stamp copyright PDF files
2. Instructions for notes in PDF files
3. Disable self-reading PDF files in Firefox and Chrome

Good luck!

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