

# Bookmarking PDF Documents with AutoBookmark™ Plug-in for Adobe® Acrobat®

Step-by-step introduction to bookmarking PDF documents by text style

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## What is AutoBookmark Plug-in?

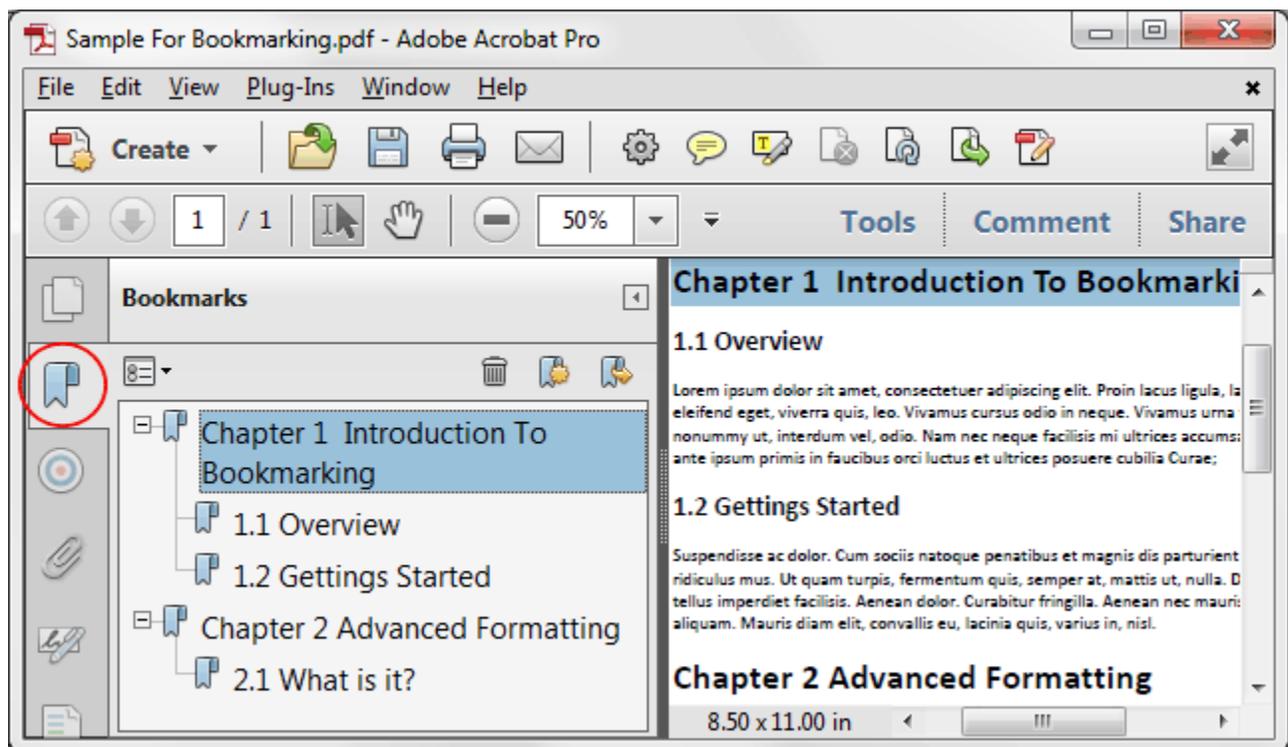
The AutoBookmark™ is an advanced plug-in for Adobe® Acrobat® and Adobe® Acrobat Professional® software. The plug-in is designed to create, edit and maintain all navigational elements of a PDF documents such as links, bookmarks, named destinations and highlights.

## What do I need to start?

You need a copy of Adobe® Acrobat® or Adobe® Acrobat® Professional installed on your computer as well as a copy of AutoBookmark plug-in. The plug-in is available as a 30 day free trial version for evaluation. You can download a trial version from <http://www.evermap.com/downloads.asp>.

## What are PDF Bookmarks?

Bookmarks are navigational elements of PDF files that allow the displaying of specific places of interest using bookmark links. Bookmarks are located on the “Bookmarks” navigational panel:



Bookmarks can point to a location within the same PDF document or to pages in other PDF files, open external files or link to web pages. The most common use for bookmarks is linking to pages within the same document similar to a table of contents.

## Bookmarking text by example (by text styles)

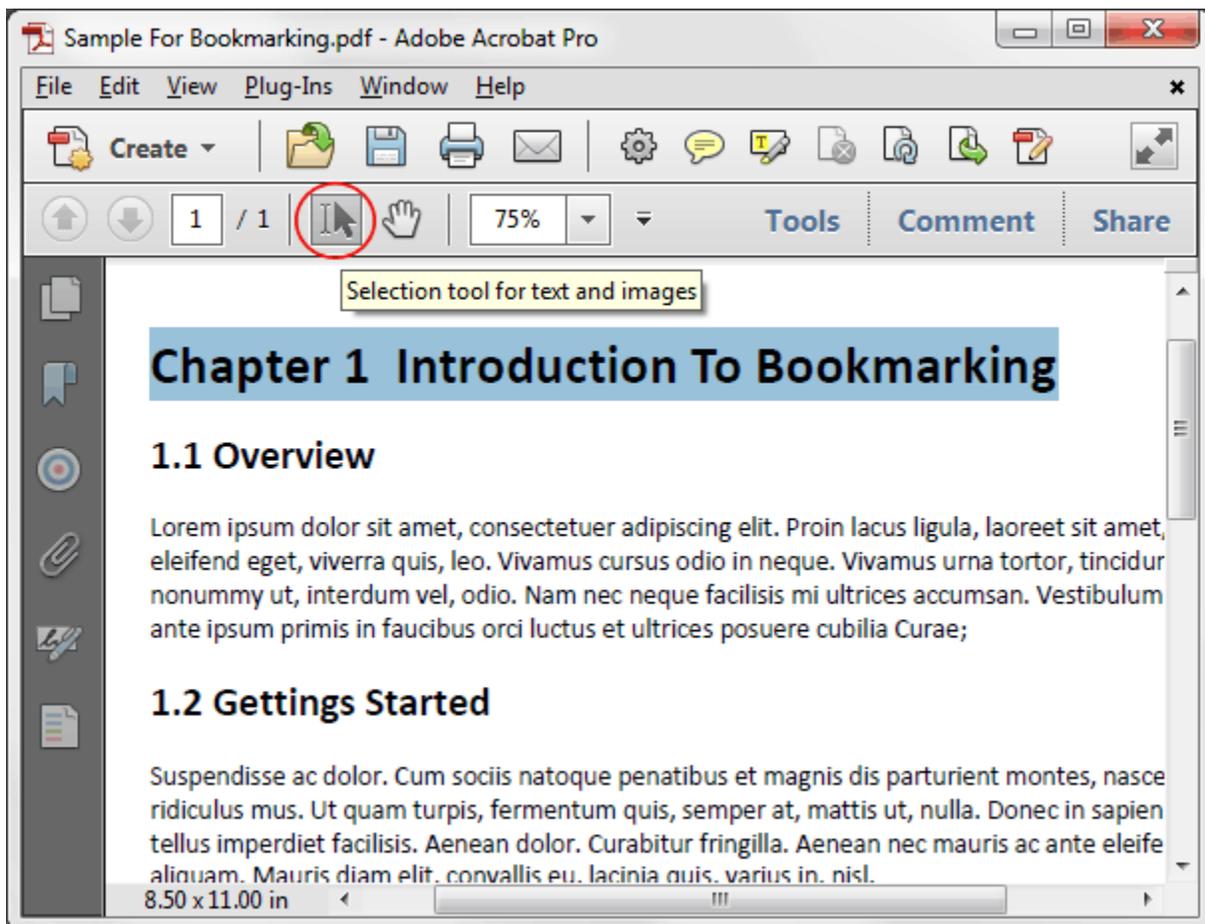
The AutoBookmark is a powerful plug-in that provides a lot of different methods and options for bookmarking. This chapter provides a simple step-by-step introduction to building bookmarks from text samples. This is the simplest method that you can use to add bookmarks even to very complex PDF documents. Use this method if the text you want to bookmark uses a specific font style (text size and font name) and is different from other text in this document. All text that uses the selected font and text size will be automatically bookmarked.

### Checking the file for searchable text

First, check that your PDF document does contain searchable text elements. If the document has been scanned from a paper then you need to run OCR (Optical Character Recognition) on this document to create a searchable text. The easiest method to check if a document has text elements is to use your cursor to select any text on a page. If you can highlight a text string and use the copy/paste functionality to copy it to another text editor (such as Notepad), then it does contain searchable text elements.

#### 1. Selecting sample text

Use the selection tool to select a text string that needs to be bookmarked.

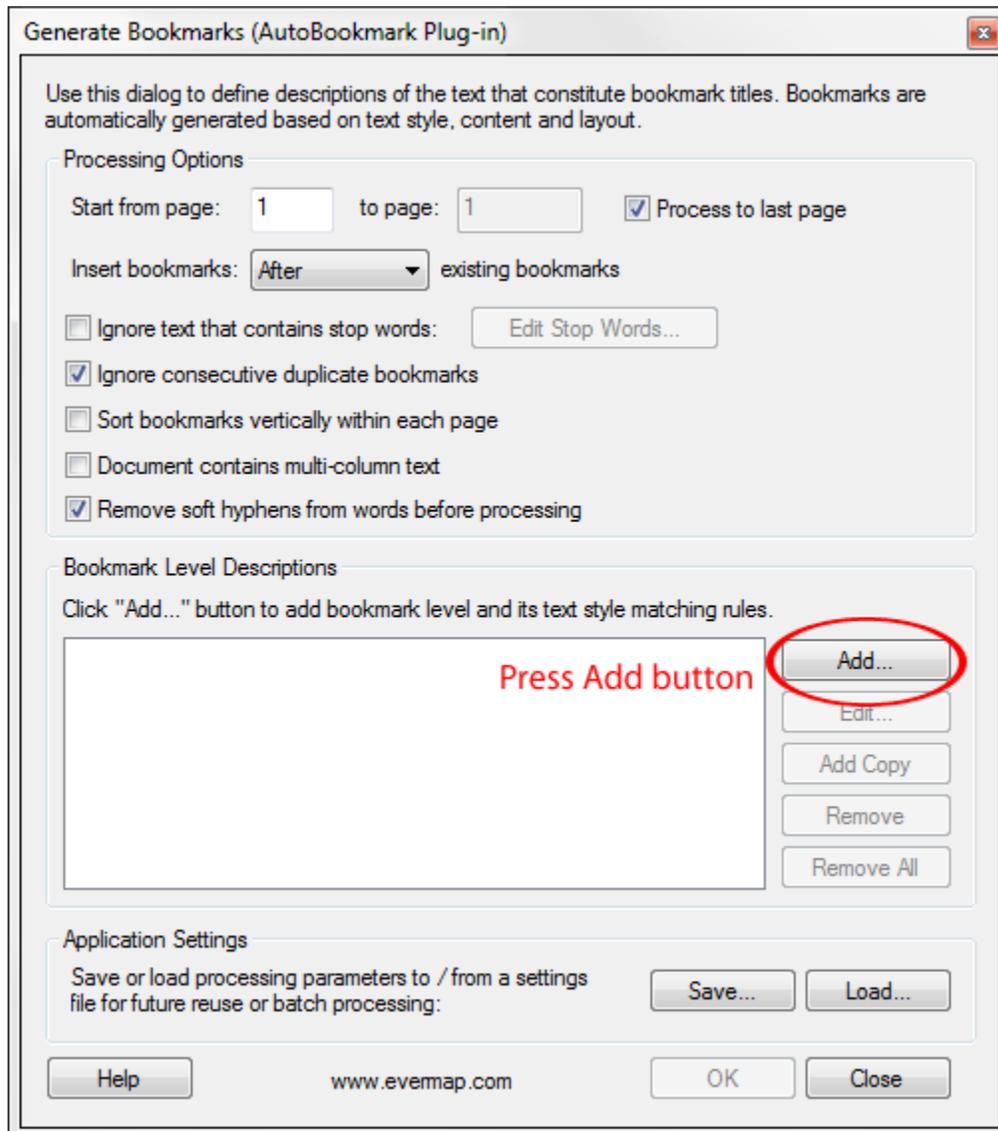


## 2. Starting bookmark generation

Select “Plug-ins > Bookmarks > Generate...” from the Acrobat menu. The “Generate Bookmarks” dialog should appear on the screen.

## 3. Adding a new bookmark level

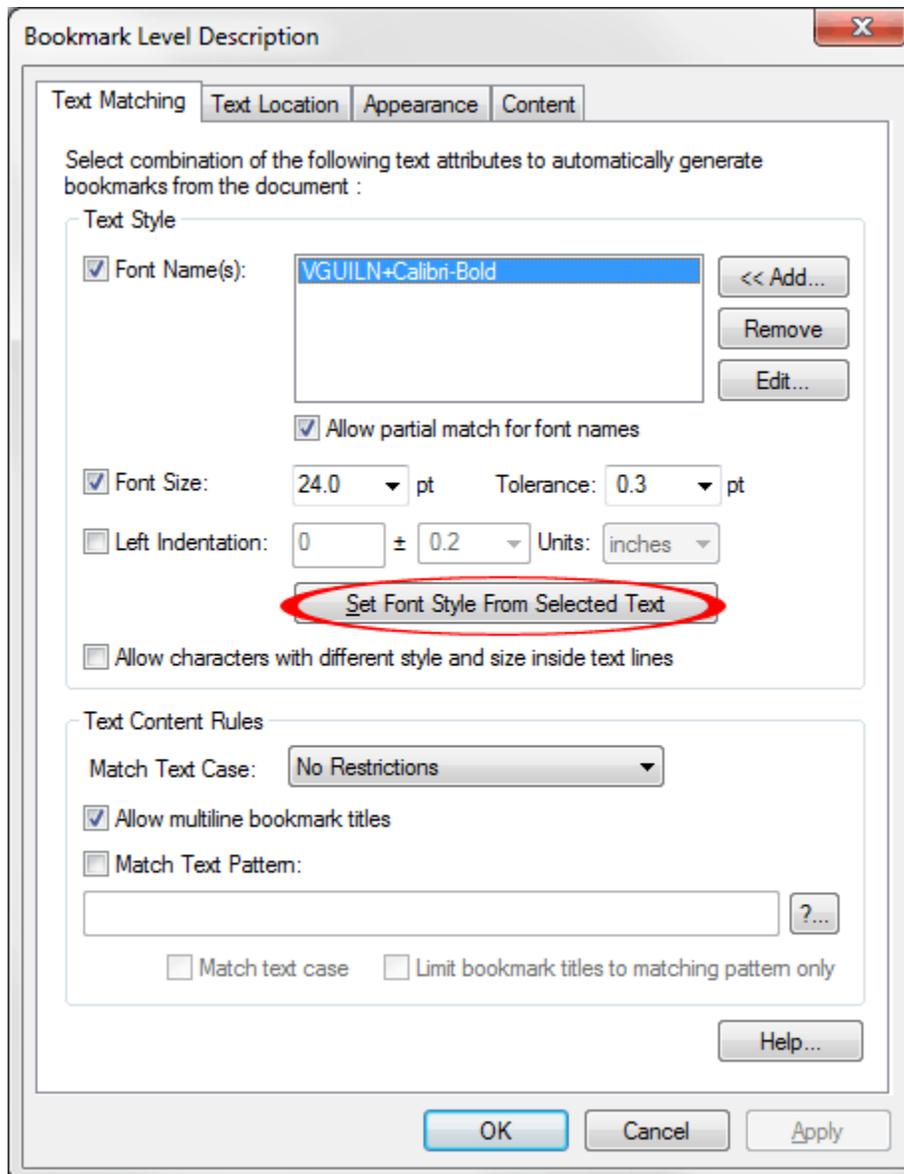
Press the “Add...” button to create a new bookmark level description.



The “Bookmark Level Description” dialog will appear on the screen.

#### 4. Setting font style from selected text

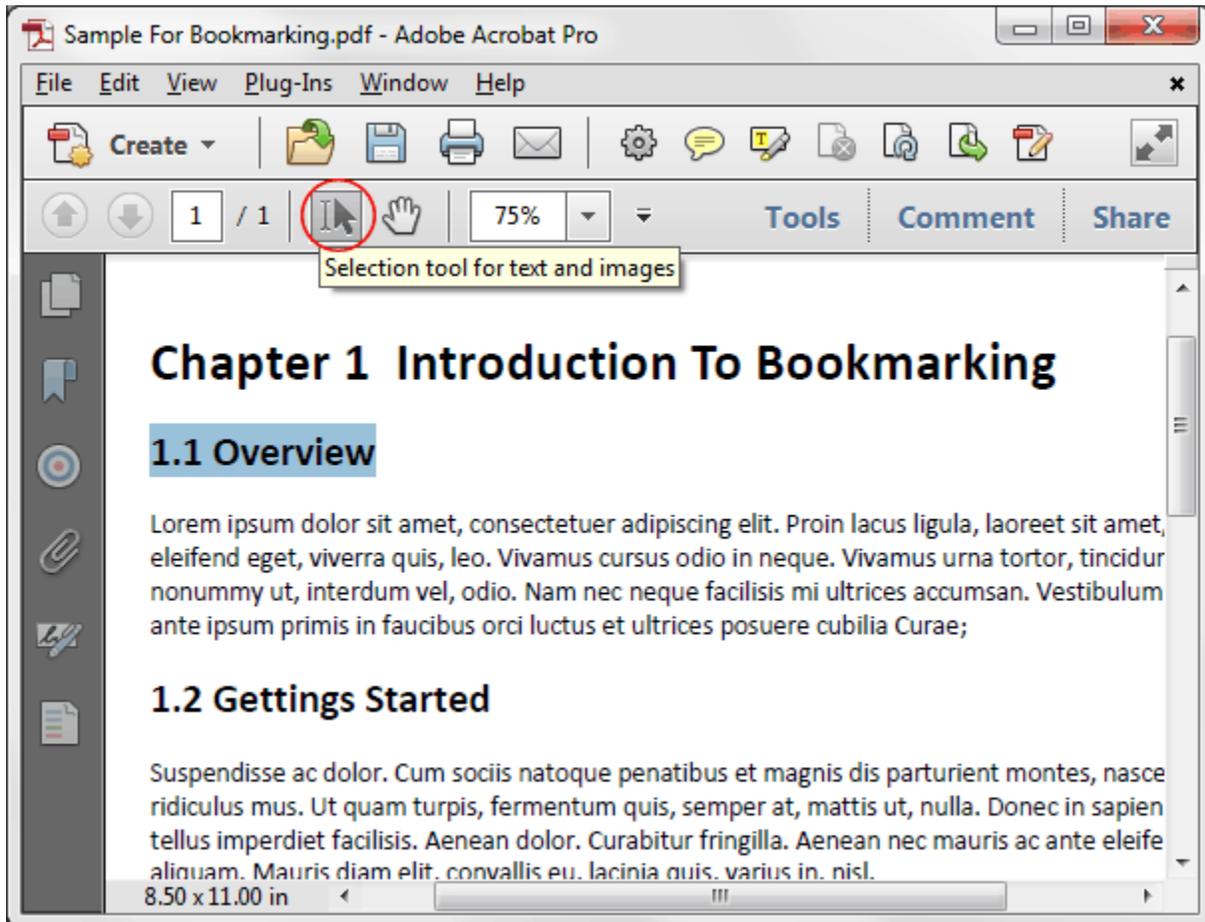
Press the “Set Font Style from Selected Text” button to set font name and size based on the currently selected text.



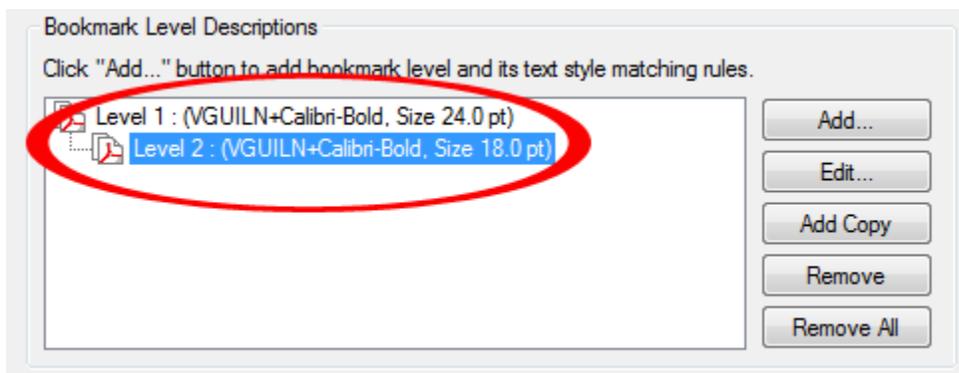
Press OK to close the “Bookmark Level Description” dialog and save this bookmark level description. If you want to bookmark only text with a selected style press “OK” in the “Generate Bookmarks” dialog to start bookmarking. If you want to add a second level, then move the “Generate Bookmark” dialog to the side of the screen and use the selection tool to highlight a sample text for the second level of bookmarks.

## 5. Selecting sample text for a second level of bookmarks

Select a text sample and repeat steps 3-4 to create a new bookmark level description.

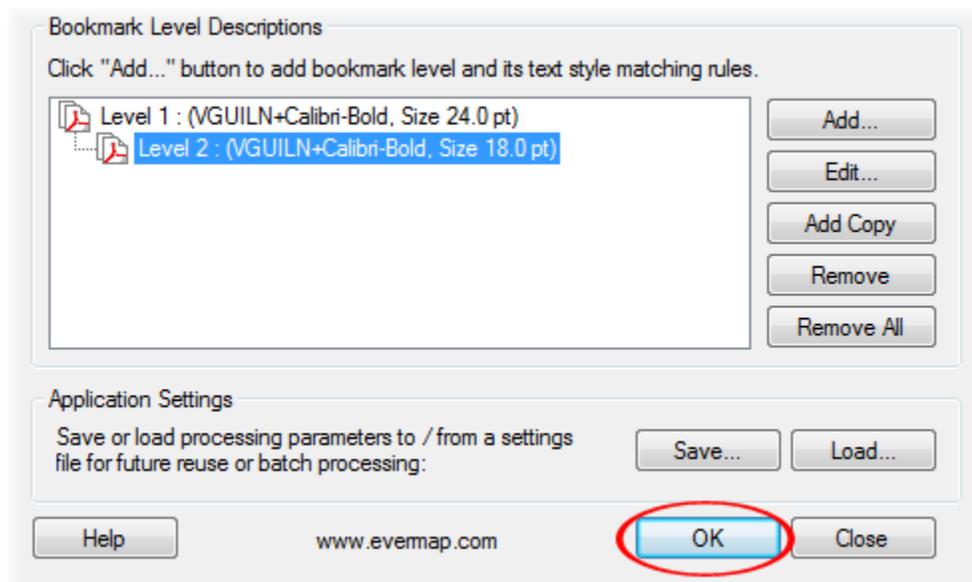


Once a new bookmark level is added, you should see two bookmark levels in "Generate Bookmarks" dialog:

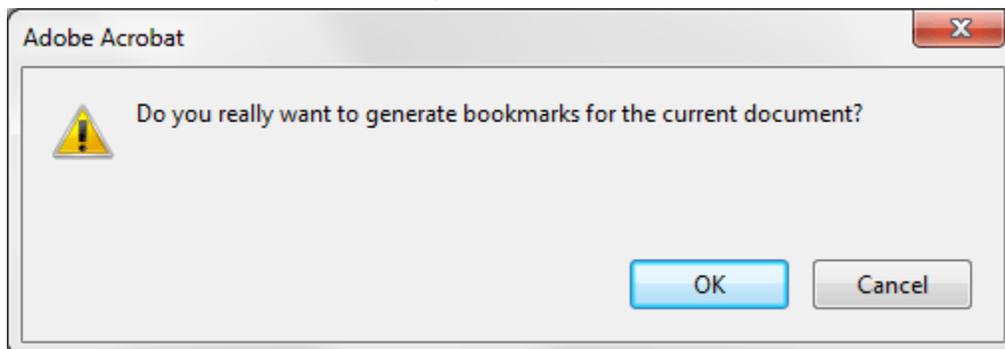


## 6. Performing bookmarking

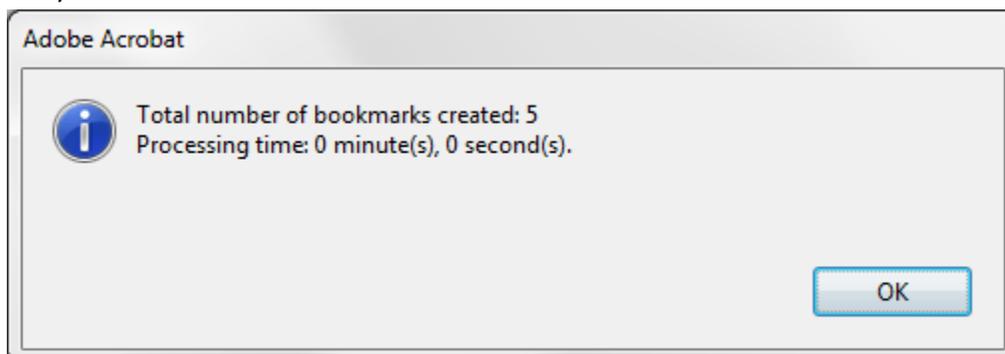
Press "OK" to start bookmarking, or repeat step 5 for the third level of bookmarks.



Press "OK" in the confirmation dialog:

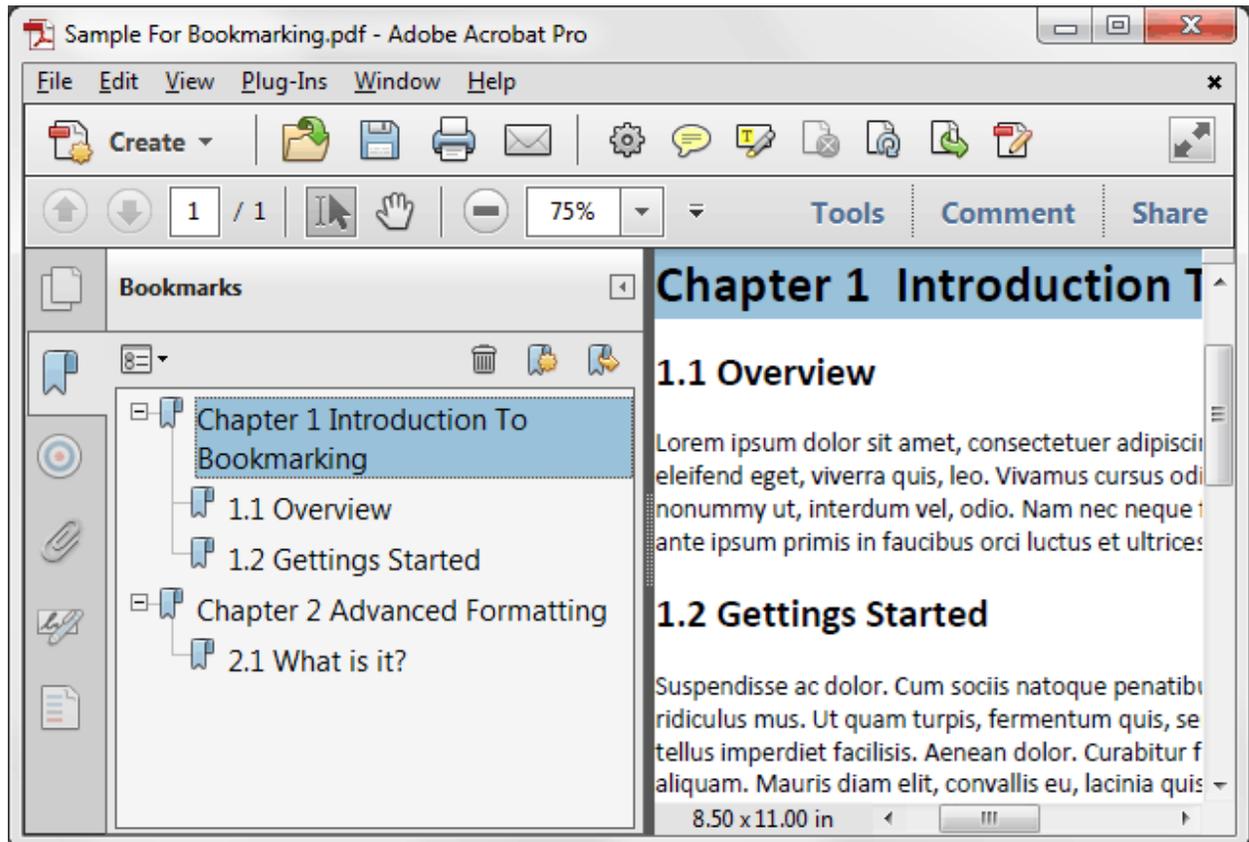


The report dialog appears on the screen once the bookmarking is completed to inform you how many bookmarks were created:



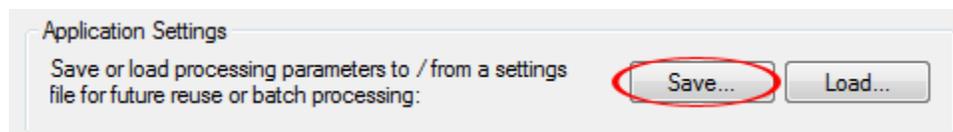
## 7. Inspecting bookmarks

The bookmark panel is automatically opened at the end of processing to show the bookmark results. Inspect the bookmarks to make sure everything is bookmarked correctly. If there are any problems, adjust processing settings accordingly.



## 8. Saving bookmarking settings

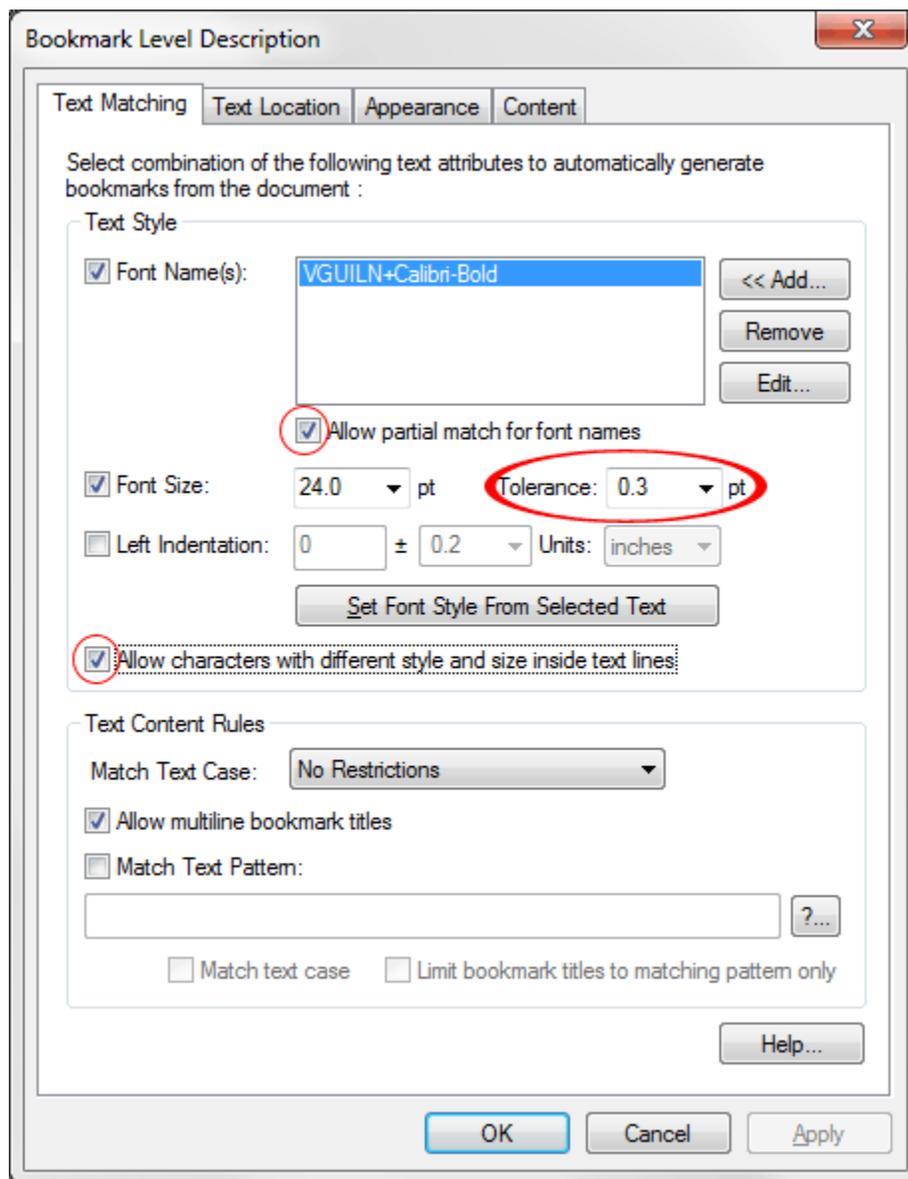
Press the "Save..." button located at the bottom of the "Generate Bookmarks" dialog to save the currently created settings into a settings file. You can load these settings for processing later by using the "Load..." button:



## 9. Troubleshooting

### 9.1. Missed titles: some titles are not bookmarked.

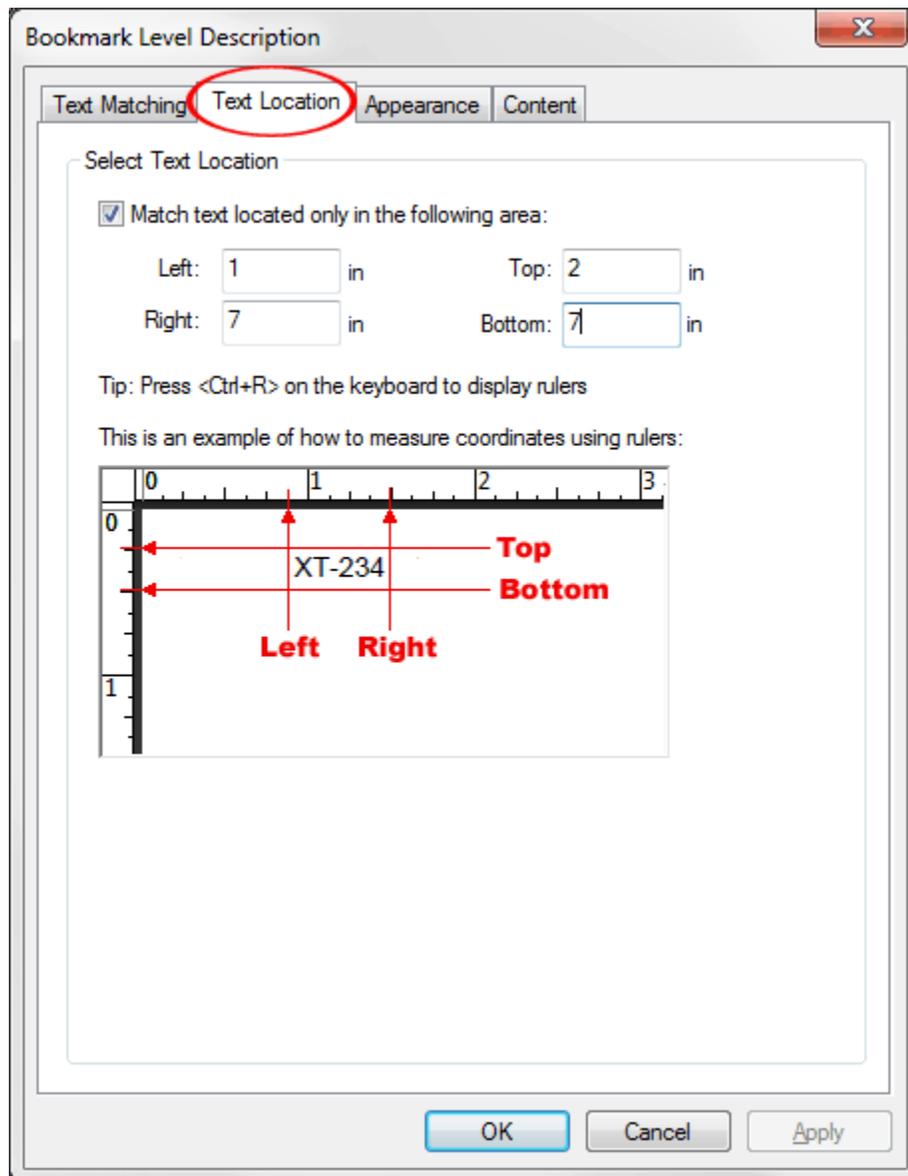
You may need to adjust the "Tolerance" parameter ( in the "Bookmark Level Description" dialog) to allow for a wide range of font sizes that can be matched. The tolerance parameter controls the minimum and maximum size of the font. For example, if the font size parameter is set to 10pt and tolerance is set to 1pt, then the software will match all text that uses font size between 9 and 11 pt.



You may also check the "Allow partial match for font names" option to expand font name matching and the "Allow characters with different style and size inside text line" to relax text matching rules.

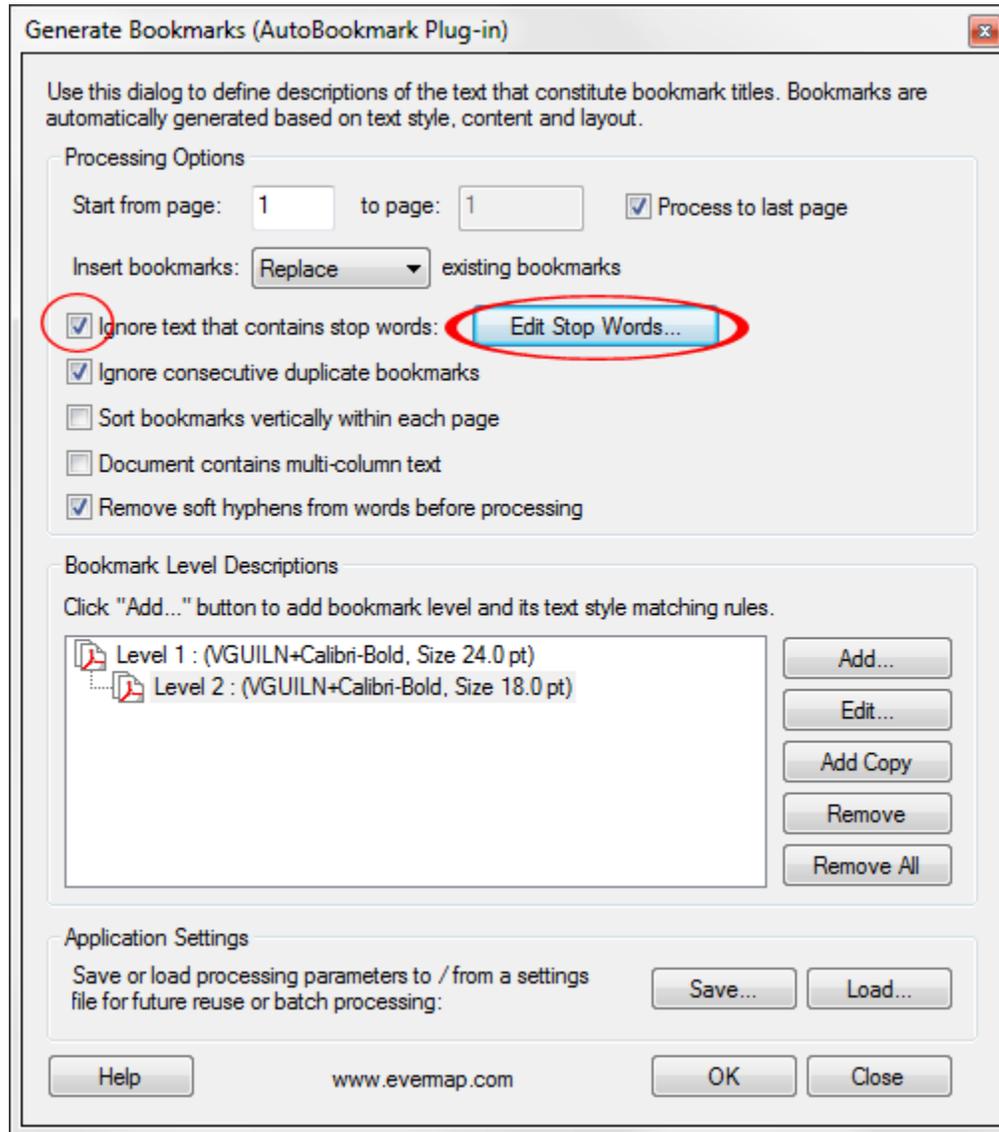
## 9.2. Unwanted text is bookmarked

Sometimes, an unwanted text may get bookmarked because it is using the same font style as a legitimate text. First, identify if this text always occurs in a separate area of the page (for example in the footer or header). If this is the case, then use the “Text Location” tab of the bookmark level description dialog to specify a page area where legitimate text may occur on the page. You would measure the coordinates using Acrobat’s “Ruler” feature. Press **Ctrl+R** (while in the regular page view) to display page rulers that will allow you to precisely measure the locations on the page.



If unwanted text appears in the same page area as a legitimate one, then see if you can filter it out

by using the “Stop Words” feature. If unwanted text always contains a specific word that can be used to identify it, then enter such words into the “Stop Words” list:



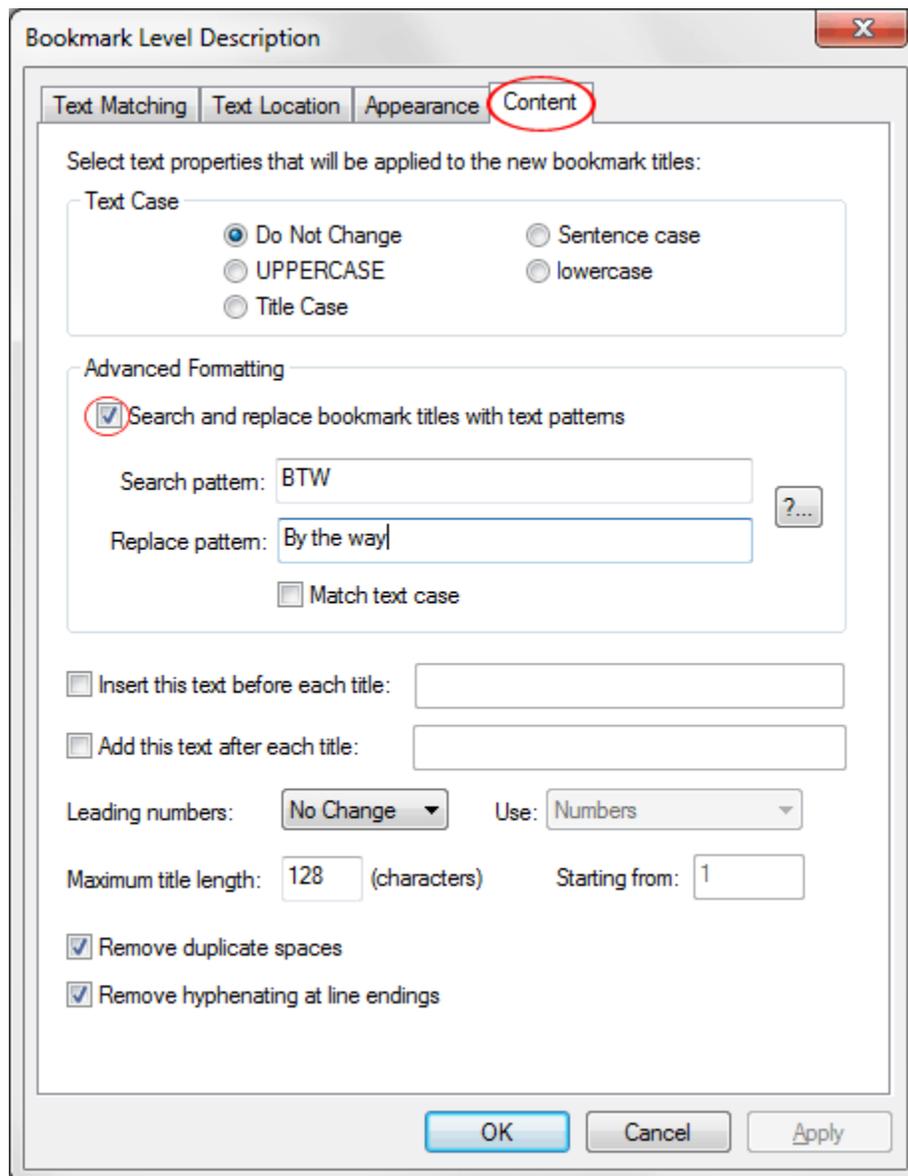
### 9.3. No bookmarks are generated

Some PDF documents may have missing font information that makes them viewable, printable but not searchable. A typical indication of this condition, is that you can highlight a text string in the document, but you cannot find it (or copy/paste it into another application) using the "Find" feature. It is not possible to easily fix such documents. The best solution is to go back to the original document and re-create a PDF from it, making sure that all font information is embedded into the PDF. If the source document is not available, you can try to use the following hack: export this document to a TIFF format (a separate file will be created for each page), re-create a new document from TIFF files and run OCR on it to make it searchable. This method can only be used as a last

resort, because it degrades document quality and OCR processing inevitably introduces errors. However, you can try to build bookmarks using this newly created document and later copy bookmarks to the original PDF (use the "Plug-ins > Bookmarks > Copy From..." feature).

#### 9.4 Bookmarked text contains unwanted words or needs different formatting

Use the "Content" tab to search and replace unwanted words with a desired text. This is an advanced functionality that utilizes regular expressions – a special syntax commonly used for the searching and replacing of complex text patterns. It is possible, for example, to replace all phone numbers or email addresses with something else and perform advanced formatting such as to move words in the bookmark titles. Consult AutoBookmark documentation for details:



If you have difficulties or technical questions about using AutoBookmark, contact EverMap technical support at [tech@evermap.com](mailto:tech@evermap.com). Make sure to include all relevant PDF files and examples.