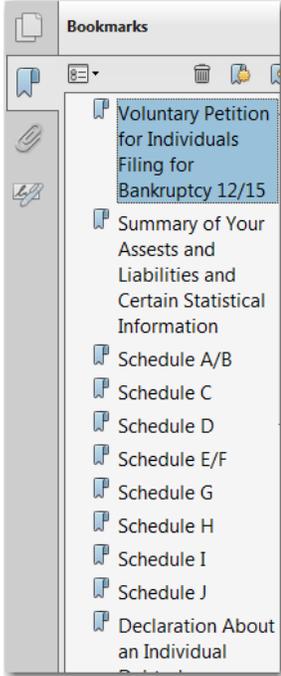
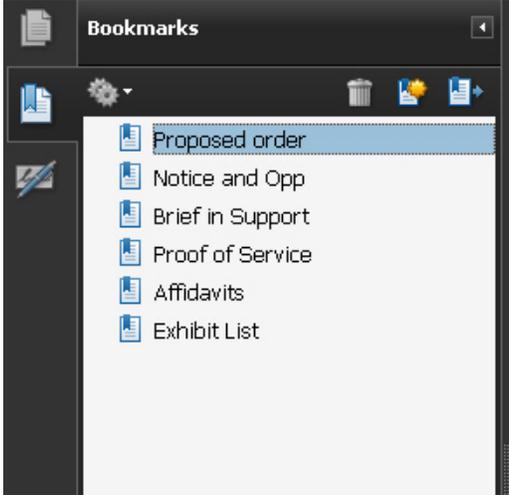
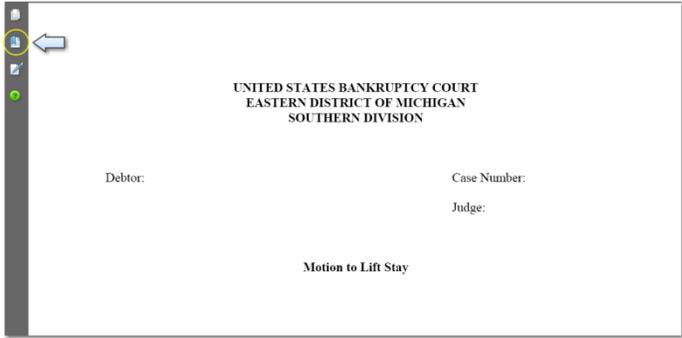
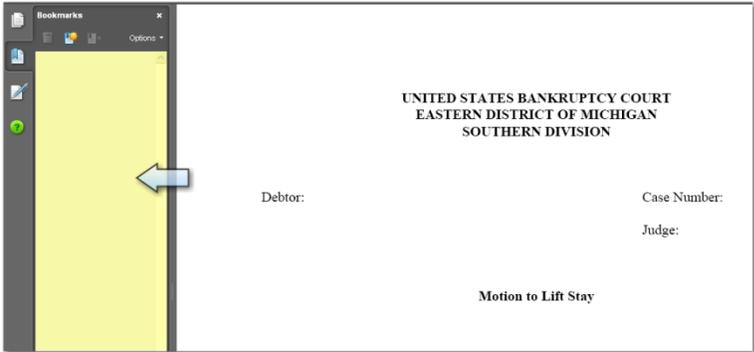
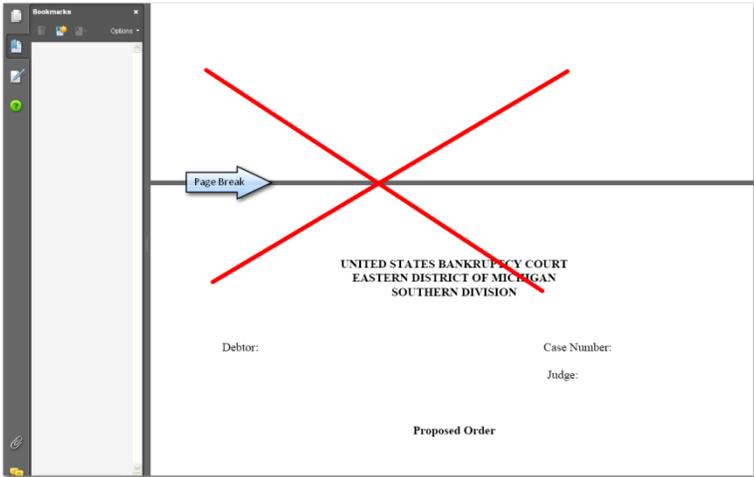
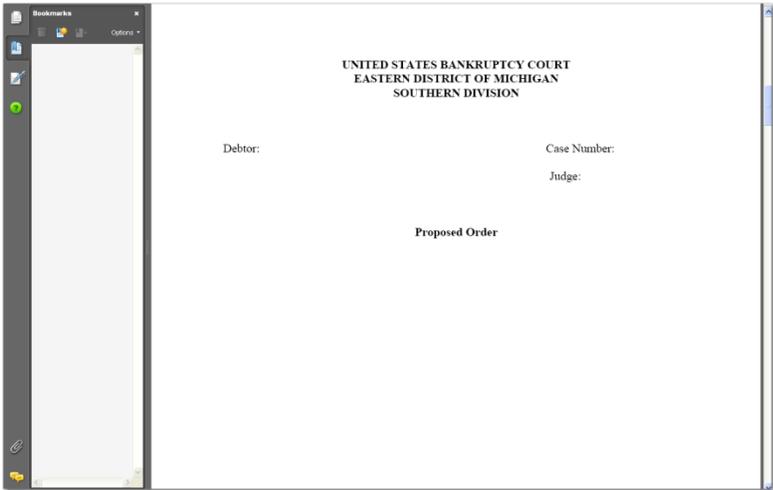
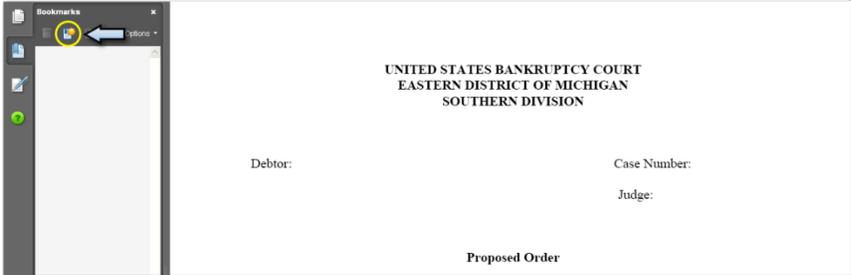


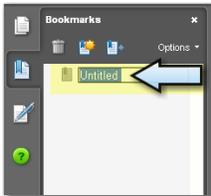
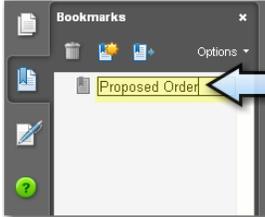
How to Set a Bookmark

<p><u>WHAT IS A BOOKMARK?</u></p>	<p>A bookmark is a link to a specific page in a PDF document that is associated with an ECF entry.</p> <p>A group of bookmarks acts as a table of contents displaying the different documents that are included with the petition or motion/application that has been filed.</p>
<p><u>WHEN DO YOU BOOKMARK A PDF DOCUMENT IN ECF?</u></p>	<p>When filing a:</p> <ul style="list-style-type: none">• Petition <p>OR</p> <ul style="list-style-type: none">• Motion/Application that follows LBR 9014-1 (see Administrative Procedures for Electronic Case Filing – ECF Procedure 6)
<p><u>Sample of a Petition Bookmarked</u></p> 	<p><u>Sample of a Motion Bookmarked</u></p> 

How to Set a Bookmark;

STEP	SCREEN
<p>In Adobe, Open the document to add bookmarks.</p>	
<p>Click the “Bookmarks” icon</p>  <p>or</p> <p>on the left hand side of the window. The icons may vary depending on what version of Adobe you have or the program you are using. (Note: If the icon is not displayed, select: View > Navigation Panels > Bookmarks.)</p>	
<p>A side panel window will display.</p>	

STEP	SCREEN
<p>Make sure the page to be bookmarked is fully displayed in the window. No page breaks should be displayed.</p>	<p><u>Incorrect</u></p>  <p><u>Correct</u></p> 
<p>Click the “New Bookmark”  icon on the top of the side panel window.</p>	

STEP	SCREEN
<p>An “Untitled” box will display in the side panel window. Enter the name of the page you are bookmarking and press the enter key.</p>	 <p style="text-align: right;">UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN SOUTHERN DIVISION</p>
<p>Continue this process, repeating Steps 4 through 6, until all desired pages are bookmarked.</p>	<p>The name of the bookmark will display.</p>  <p style="text-align: right;">UNITED STATES BANKR EASTERN DISTRICT O SOUTHERN DIV</p> <p>Note: <i>Do not bookmark all the pages of the PDF document.</i></p> <ul style="list-style-type: none"> • For a petition, bookmark the first page of the petition and each additional official form that is filed. If Schedule F is 5 pages long, just bookmark page 1. • For a motion/application, bookmark only the pages with court captions. For example, if the Brief in Support is 10 pages long, just bookmark page 1.

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