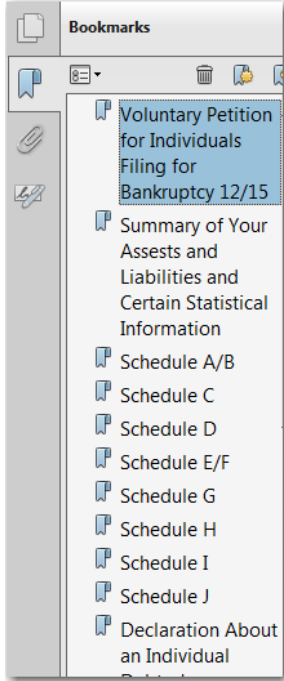
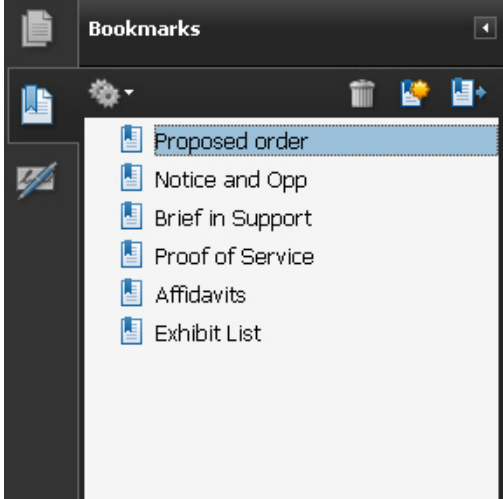

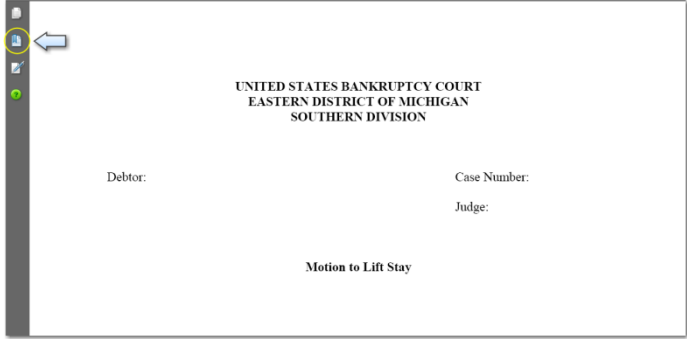
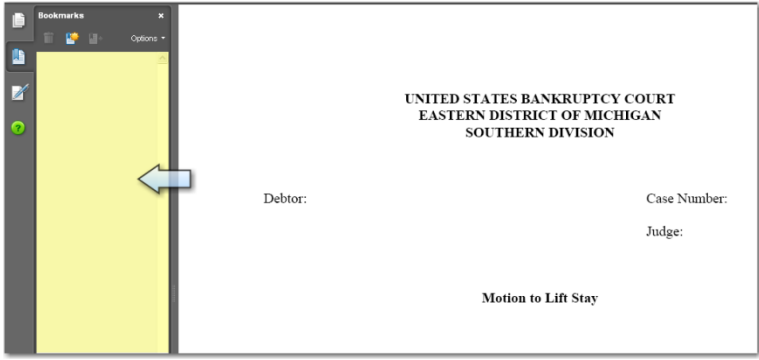


How to Set a Bookmark

<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> 

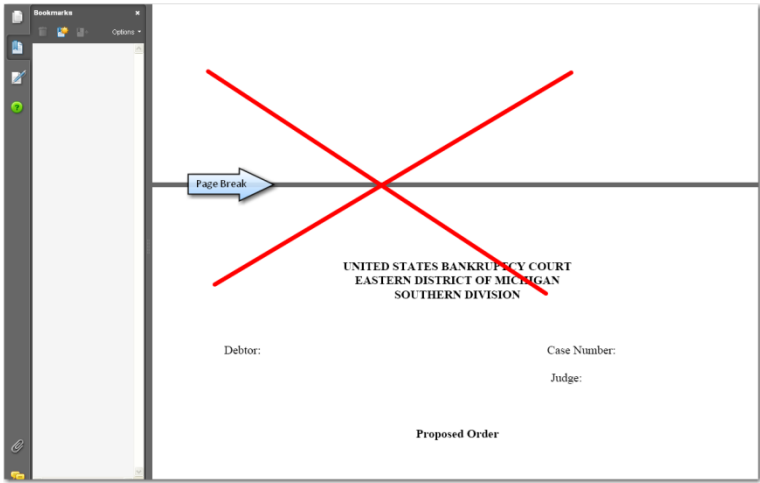
How to Set a Bookmark;

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>	

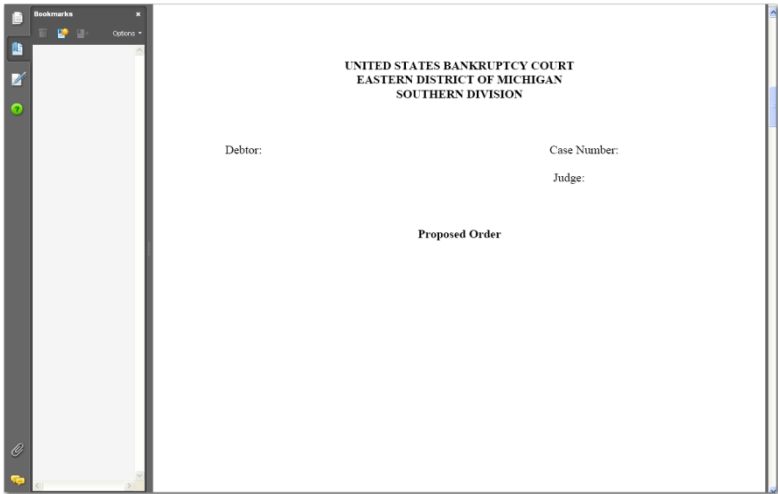
STEP	SCREEN
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Make sure the page to be bookmarked is fully displayed in the window. No page breaks should be displayed.

Incorrect



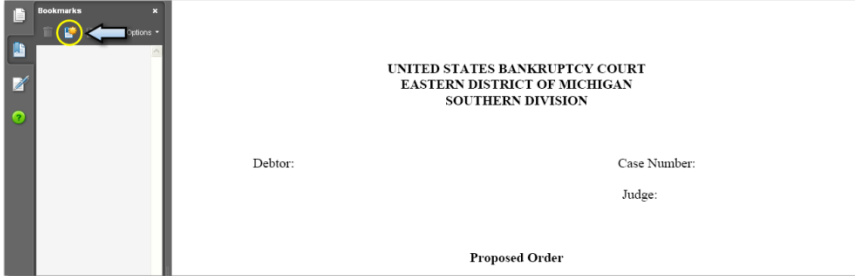
Correct

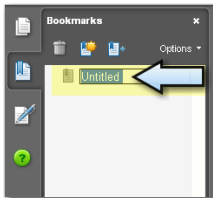
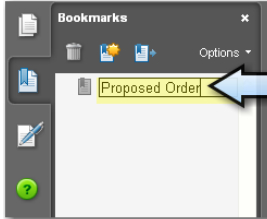


Click the “New Bookmark”



icon on the top of the side panel window.



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>The name of the bookmark will display.</p>  <p style="text-align: right;">UNITED STATES BANKR EASTERN DISTRICT O SOUTHERN DIV</p>
<p>Continue this process, repeating Steps 4 through 6, until all desired pages are bookmarked.</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.