

KURZWEIL ACADEMY: k1000 HANDOUT

Bookmark

What it does: Specifies sections within a PDF file.

What is it used for:

- Creating document navigation
- Annotation for shortcuts
- Opening Files
- Select a page range for scanning or recognition

How to use it: Go to a bookmark: Control+R; opens the Bookmark dialog. (If shortcuts emphasize Format Editing, use Control+Shift+R.)

Create a single bookmark: Control+B. (If shortcuts emphasize Format Editing, use Control+Shift+B.)

Create a bookmark with the current paragraph, use Control+Shift+G.

Create multi-level bookmark: Control+B+B; opens a dialog. (If shortcuts emphasize Format Editing, use Control+Shift+B+B. If shortcuts emphasize Format Editing, use Control+Shift+R+R.) In the dialog, enter the description. To select a Chime for the bookmark: Alt+C. To select a Level: Alt+L.

Edit or delete bookmark: Control+R; opens the Bookmark dialog. In the Bookmark dialog, select the bookmark by using list or treeview navigation to find it (Control+F also works). To delete the bookmark: Press letter D key. To edit the description: Alt+P. To change the Chime: Alt+C. To change the Level Alt+L.

Create an internal link: Control+Shift+F7, then follow the voiced instruction.

Edit a link: Control+F7; opens the Link dialog. In the dialog, select the link. To edit the description: Alt+P. To delete a link: Alt+D.

Open a File: To open a file using the bookmark feature, select the file and press Right arrow. In the Bookmark window that opens, use bookmark navigation to go to the desired one, then press Enter.

The following are shortcuts you can use while in the Bookmark dialog:

- Search for a specific bookmark description: Control+F, then enter a word or phrase from the description you would like to find.
- Search forward for the next bookmark description that matches your search: F3.
- Search backwards for the bookmark description that matches your search: Shift+F3.
- Sort bookmarks list: Control+S; sort by Page Number, Subject, Page Number and Level.
- Hear the level, the page number, and the description of the selected Bookmark: use F7.