

PDF Titles 101

Note: The following instructions assume that you have a version of Adobe Acrobat that will allow you to create PDF files—the free Acrobat reader does not allow this. If you are using some other type of software to create your PDF files, contact webteam@kerncounty.com.

[Why to add a PDF title](#)

[How to add a PDF title](#)

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Why to add a PDF title:

The PDF title is used in a few different places on a document that has been posted on the web:

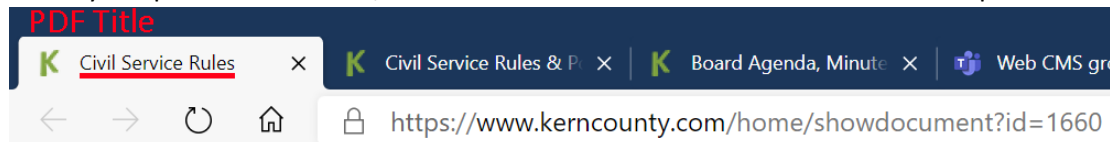
- If the document shows up as a search result, for instance in Google, the link label will be the PDF title

www.kerncounty.com › home › showdocument ▾ PDF

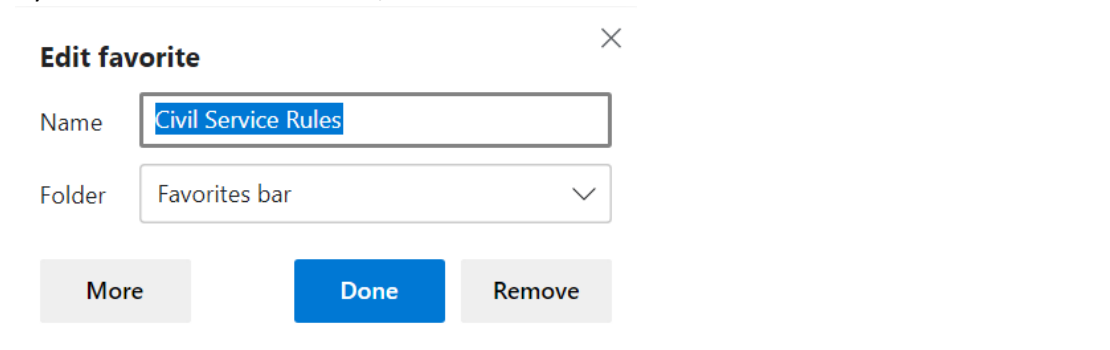
Civil Service Rules - Kern County

May 14, 2018 - 307.00.09 Other Violation of **Civil Service Rules**. 307.05 Violation of Section 307.00 Pertaining to Existing Safety Employees. 307.06 Right of ...

- When you open the document, in some browsers the PDF title will show at the top of the document



- If you bookmark the document, the bookmark name will be the PDF title



If you do not add a good PDF title, then either the document name will be used in the above examples, or in some cases a default title like “MS Word doc” will be used.

How to add a PDF title:

Option 1:

1. While in Word, select the Acrobat option.
2. After saving the document as a PDF, the resulting PDF will open in Acrobat.
3. In Acrobat, select File from the menu followed by Document Properties to add the title. In most cases you probably do not need to include author.

Document Properties ×

Description Security Fonts Initial View Custom Advanced

Description

File: Building Reservation Terms and Conditions Review

Title:

Author:

Subject:

Option 2: If the PDF already exists, just open Acrobat and then follow the above instructions for adding a title.

Tip: If you are replacing a PDF and want the new PDF to have the same title, here is an easy way to achieve this:

1. Open the new PDF in Acrobat and bring up the file properties as explained above
2. Bring the old document up in Microsoft Edge
3. Select to bookmark it
4. Copy and paste the bookmark name over to the new PDF

Edit favorite ×

Name

Folder

If you do not have Microsoft Edge—the other browsers do not handle the bookmark names the same way—another option would be to just open both documents in Acrobat and then copy the title from one to the other.

PDF title naming standards

Meeting Documents

Standard: [date][document type]: [Committee name including Kern County if applicable]

Example: 06/05/2019 Agenda: Kern County Heritage Commission

Other Documents

Standard: [document type/details]: [department name or area]

Example: 2019 - 2020 Grand Jury Demographic Report: Kern County Grand Jury