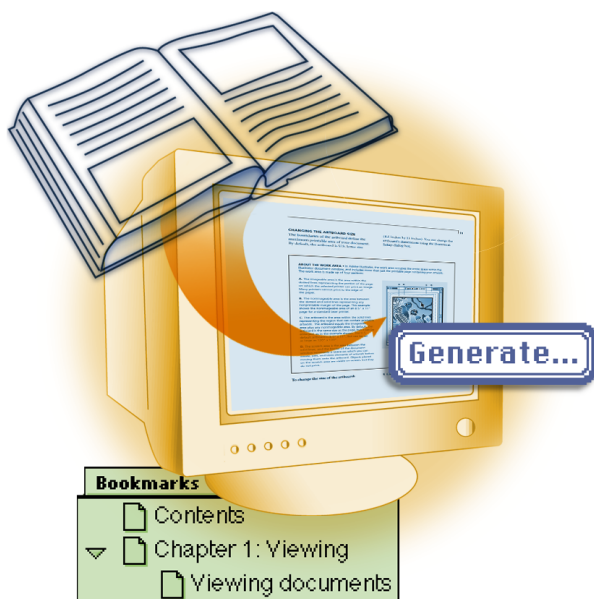


Creating an Online Version of a Book



This lesson guides you through the process of converting a printed book to online format. You'll start with a PDF document from the electronic files of the original book layout, and add a variety of hyperlink features to enhance your electronic publication. In the course of this project, you'll review many of the concepts and techniques that were introduced in previous lessons.

In this lesson, you'll review and learn how to do the following:

- Create custom bookmarks.
- Create an article thread.
- Replace a page of a PDF file.
- Compare the design differences between online and print publications.

This lesson will take about 35 minutes to complete.

If needed, remove the previous lesson folder from your hard drive, and copy the Lesson06 folder onto it.

About this lesson

In this lesson, you'll work with a reference manual about Adobe Illustrator. You'll create an electronic print-on-demand version of it without altering the content or design of the original book. Then you'll compare your print-on-demand document with another electronic version that has been redesigned and optimized for online viewing.

Viewing the converted PDF file


You'll start by opening a PDF version of the Adobe Illustrator manual.

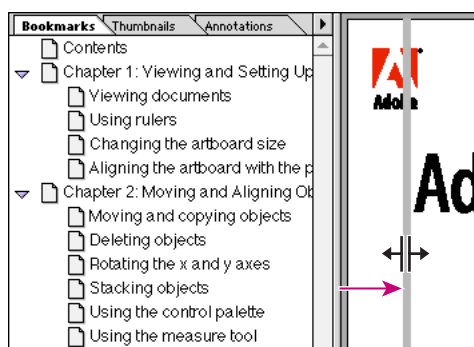
We created this version from the original Adobe FrameMaker file by first making a PostScript file and then using Acrobat Distiller to convert it to PDF. For information on using this technique to create a PDF, see Lesson 3, "Creating PDF from Authoring Programs," and Lesson 12, "Customizing PDF Output Quality."

- 1 Start Acrobat.
- 2 Choose File > Open. Select Ai.pdf in the Lesson06 folder, located inside the Lessons folder within the AA4_CIB folder, and click Open. Choose File > Save As, rename the file **Ai1.pdf**, and save it in the Lesson06 folder.

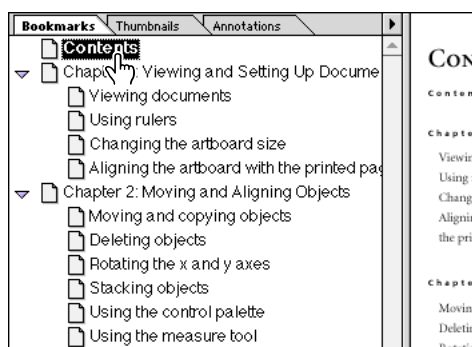
The PDF file contains two chapters, a table of contents, and an index, just as in the original FrameMaker file. The table of contents entries, cross-references, index entries, and text flows in the FrameMaker file have been converted to bookmarks, links, and articles in the PDF file.

You can automatically generate PDF links from files that have been properly formatted in an application that supports this automation capability, such as Adobe FrameMaker or Adobe PageMaker.

- 3 If needed, drag the right border of the Bookmarks palette (a double-headed arrow appears) to resize the Bookmarks palette so that you can see the complete bookmark text.
- 4 Select the hand tool () and click the Contents bookmark to view the table of contents. If needed, adjust the view magnification to display the entire page on your screen.

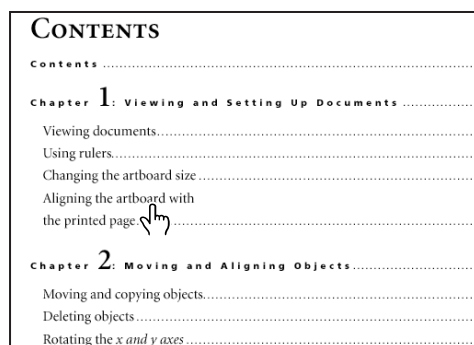


Drag double-headed arrow to resize palette.

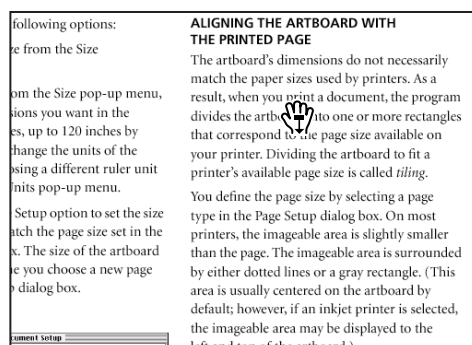


Click to view Contents.

- 5 Move the pointer over the contents list and notice that the pointing finger appears over each linked entry.
- 6 Click the text of a contents entry to jump to its corresponding section of information. Then move your pointer over a column of text and notice the downward pointing arrow inside the hand pointer that indicates an article thread.




Click the text of a contents entry.



A downward arrow indicates an article thread.

- 7 Click once to enter the article. Press Enter or Return several times to follow the article thread.
- 8 Click the Index bookmark to view the index listings. Each page number listing links to the appropriate reference in the text.
- 9 Position your pointer over the number next to the “artboard” entry so that the pointing finger appears. Click to jump to the section about the Illustrator artboard.

Actual Size command 5	fields, adding and s
adding values in fields 10	10
Align Objects command 19	Fit In Window cor
aligning objects 19	
angle of constraint 21	General Preference
arrow keys, moving objects with 18	Constrain Angle
artboard 11	Cursor Key 17
Artwork  nmand 4	Paste Remembe
Artwork view 3	Ruler Units 9
Artwork View Speedup filter 4	Snap to Point of
	Transform Patte

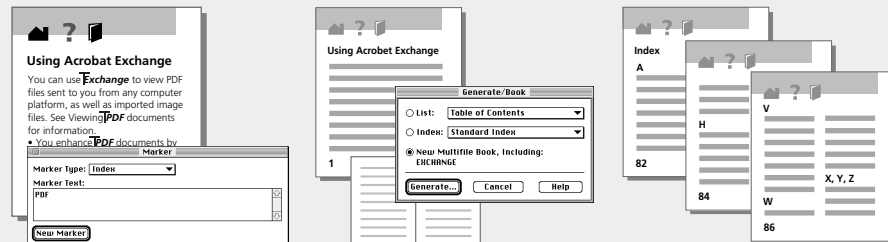
Click the artboard entry

- 10 Choose File > Save As, make sure that Optimize is selected, and save Ai1.pdf in the Lesson06 folder. Click Yes (Windows) or Replace (Mac OS) to confirm replacing the file. The Save As command lets you save a smaller, optimized version of your finished file.

The index for this user guide was originally created in Adobe FrameMaker and then converted automatically to a linked PDF index during the Distiller conversion process. The following chart outlines the procedure for generating a PDF index from a FrameMaker file.

Index creation from a FrameMaker book file

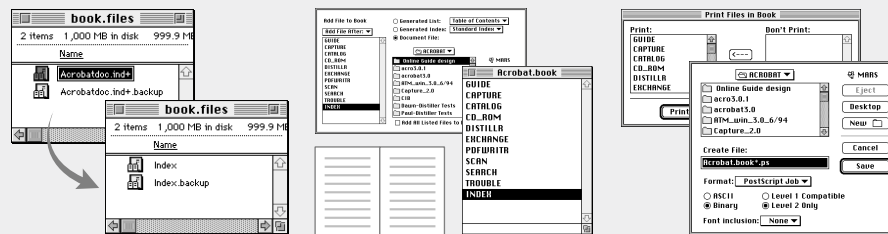
You can convert an index generated in FrameMaker to an interactive PDF index whose entries link to the referenced document pages.



1. Add index markers to FrameMaker documents.

2. Name documents exactly as you want PDF filenames to appear. For example, rename "Exchange.fm" to "Exchange." Then create the book file for these documents.

3. Generate index.



4. In Windows Explorer or the Finder, rename generated index to final PDF name.

5. In book file, redirect index path to renamed index.


6. Print book file to PostScript. Enter * (asterisk) as book filename to preserve original document filenames and create links.

Adding bookmarks

Although the basic bookmarks and links for the book have already been generated, you can still add your own custom bookmarks and links using the tools in Acrobat. In this part of the lesson, you'll add some new bookmarks that link just to the charts, or sidebars, in the book.

Creating bookmarks

You'll create three new bookmarks under the Index bookmark.

- 1 Click the Index bookmark or its page icon to select the bookmark. Any bookmarks you create appear below the selected bookmark.
- 2 Click the Create New Bookmark button () at the bottom of the Bookmarks palette. Or hold down the mouse button on the triangle in the upper right corner of the Bookmarks palette to display the Bookmarks palette menu, and choose New Bookmark. A new bookmark appears beneath the Index bookmark and is selected.
- 3 Type **Sidebars** to name the bookmark.

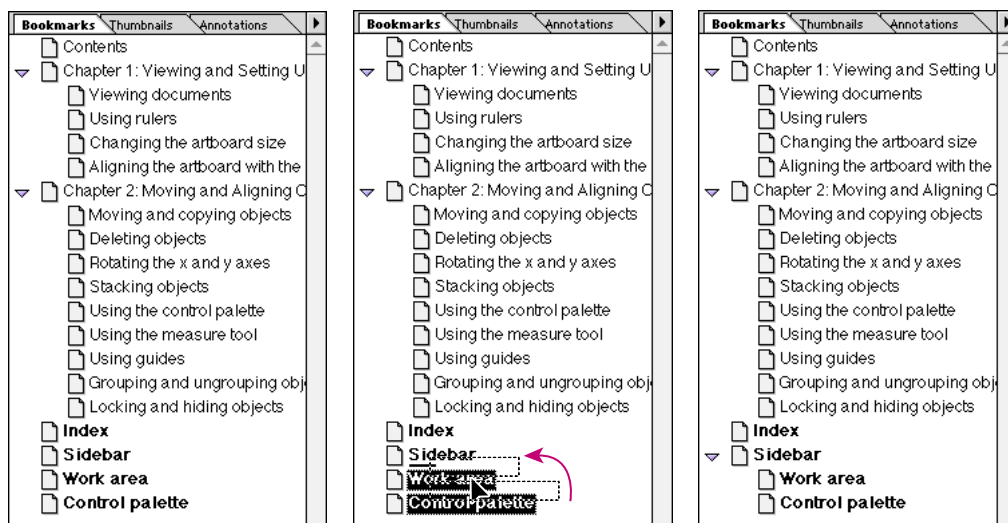
You'll create the remaining two bookmarks using the keyboard shortcut for the New Bookmarks command. Many Acrobat commands can be executed using keyboard shortcuts, which appear next to the command names in the menus.

- 4 Press Ctrl+B (Windows) or Command+B (Mac OS) to create a new bookmark, and name it **Work area**.
- 5 Press Ctrl+B (Windows) or Command+B (Mac OS), and name the new bookmark **Control palette**.

Now you'll nest the Work area and Control palette bookmarks under the Sidebars bookmark.

- 6 Hold down Shift and click the Work area and Control palette bookmarks to select them both, and then release Shift.

7 Position the pointer on one of the selected bookmarks, hold down the mouse button, and drag the bookmarks up and to the right. When the black bar appears under the “S” in the Sidebars bookmark, release the mouse. Click OK at the prompt.



New bookmarks

Drag bookmarks up and to the right.

Result

8 Click in the blank area of the Bookmarks palette to deselect the bookmarks.



9 Choose File > Save to save your work.

Resetting bookmark destinations

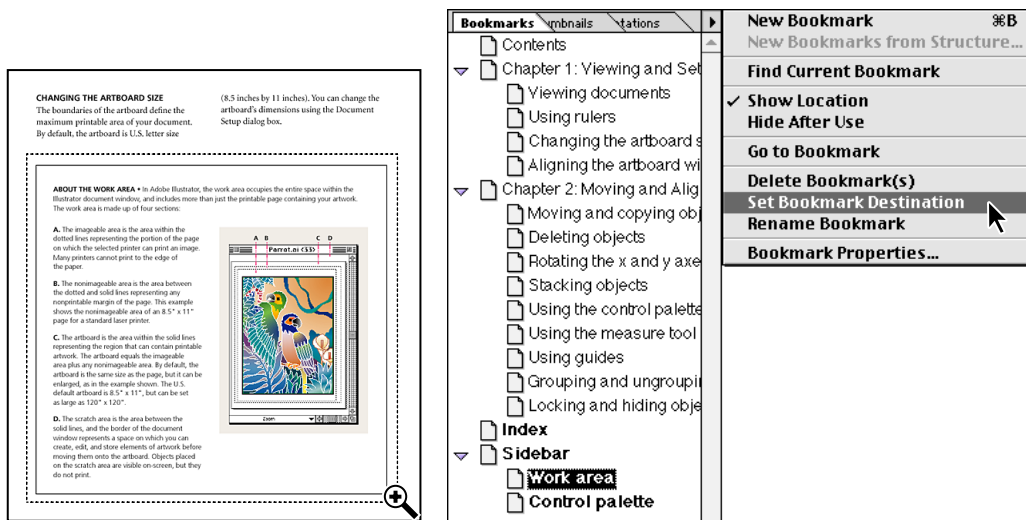
Remember from Lesson 5 that bookmark destinations are set automatically to the current document view that your screen displays. Now you'll assign a correct destination or action to each of the new bookmarks that you have created.

1 Click the Work area bookmark to select it.

2 Go to page 11 by dragging in the scroll bar or by choosing Document > Go to Page, entering **11**, and clicking OK.

3 If needed, click the Fit in Window button () to display the whole page. Then use the zoom-in tool () to magnify the sidebar. (A sidebar is a text insert, with or without graphics, that is formatted differently from the rest of a document.)

4 Choose Set Bookmark Destination from the Bookmarks palette menu. At the prompt, click Yes.



Using zoom-in tool to magnify sidebar

Setting bookmark destination

5 Click the Control palette bookmark to select it. Repeat steps 2 and 3, going to page 25, clicking the Fit in Window button, and then using the zoom-in tool to marquee-drag around the sidebar titled “Using the Control palette.”

6 Choose Set Bookmark Destination from the Bookmarks palette menu. At the prompt, click Yes.

Next, you’ll turn the Sidebars bookmark into a placeholder heading for its sub-bookmarks.

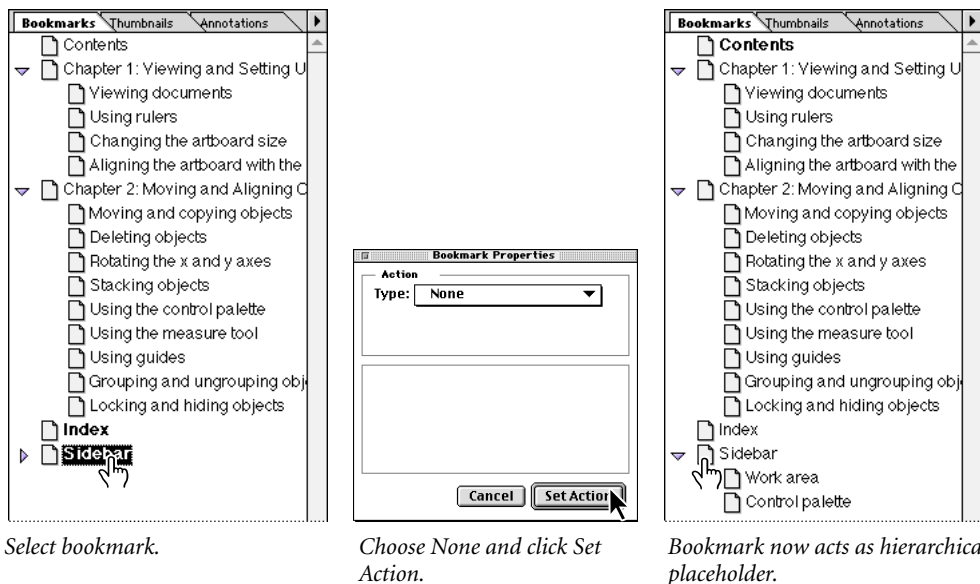
7 Click the icon to the left of the Sidebars bookmark to hide its nested sub-bookmarks.


8 Click the Sidebars bookmark or its page icon to select the bookmark.

9 Choose Edit > Properties. From the Type pop-up menu, choose None as the action type, and click Set Action.

10 In the Bookmarks palette, click in the blank area to deselect all bookmarks. Click the icon next to the Sidebars bookmark to display its nested sub-bookmarks.

11 Use the hand tool to test your new bookmarks. Notice that nothing happens when you click the Sidebars bookmark. This bookmark functions not as a link but as a hierarchical placeholder.





12 Click the Show/Hide Navigation Pane icon () to close the Bookmarks palette.

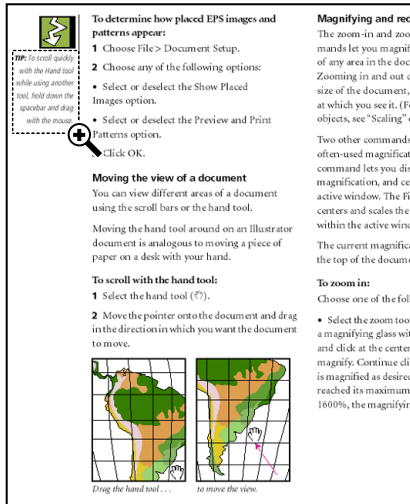
Creating an article thread

At the beginning of this lesson, you followed an automatically generated article thread to follow text that spanned a number of nonconsecutive columns and pages. Now you'll define an article and edit the thread.

Defining the article

You use the article tool to define articles. You'll create your own thread to connect several short tip segments that appear throughout the user guide.

- 1 Use the scroll bar or choose Document > Go to Page to go to page 5. Click the Fit in Window button () to view the entire page.
- 2 Select the zoom-in tool (), and marquee-zoom to magnify the top left corner of the page, where a tip appears.



3 Select the article tool (¶). When you first use the article tool, it appears as a cross-hair pointer in the document window.

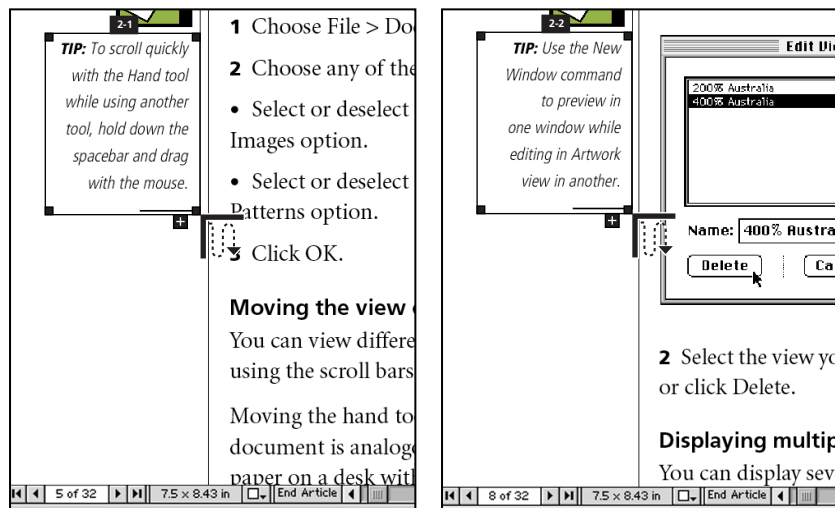
4 Drag a marquee around the tip text. An article box appears around the enclosed tip, and the pointer changes to the article pointer (¶).

The "2-1" label at the top of the article box indicates that this is the first section of the second article in the file. Now you'll add another article box to continue the thread.

5 Go to page 8 using the scroll bar or by choosing Document > Go to Page. If needed, use the scroll bars to bring the tip in the left margin of the page into view.

Note: Don't use the status bar to advance to another page, to avoid breaking the article thread.

6 Drag an article box around the tip on this page. You point with the top left corner of the article pointer.



Use article tool to create first article.

Drag to create second article in article thread.

Note: If you make a mistake and the label doesn't state "2-2," select the hand tool. Then reselect the article tool, select the incorrect thread, press Delete, and at the prompt, click Box. Then go back to the first article, click the plus sign, and repeat steps 5 and 6.

7 Go to page 27 using the scroll bar or by choosing Document > Go to Page. Drag an article box around the tip on that page.

8 Click End Article in the status bar to end the article thread.

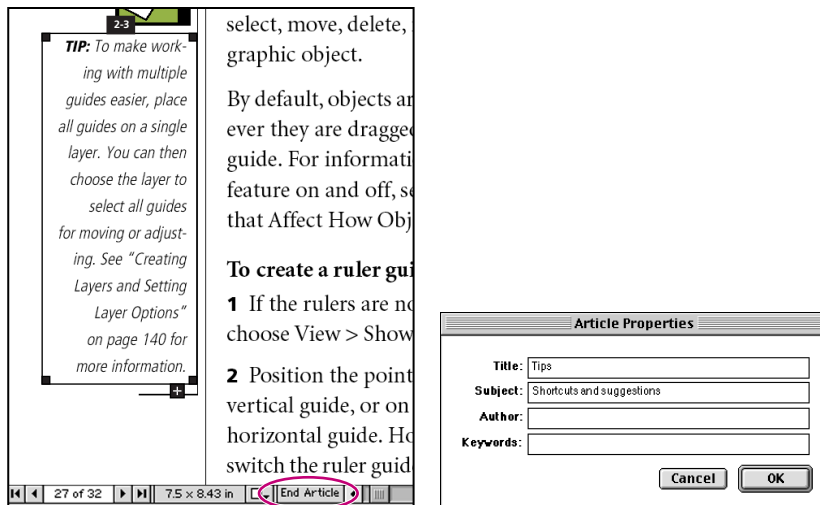
The display returns to the first article box you created, and the Article Properties dialog box appears.

Note: You can also display the Article Properties dialog box by selecting an article with the article tool and choosing Edit > Properties.

9 Do the following:

- For Title, enter **Tips**, and press Tab.
- For Subject, enter **Shortcuts and suggestions**.

- Leave the Author and Keywords fields blank, and click OK.



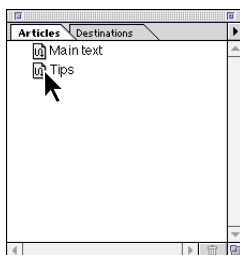
Click to end article thread.

Enter information about article.

Reading the article


You can move through an article in various ways.

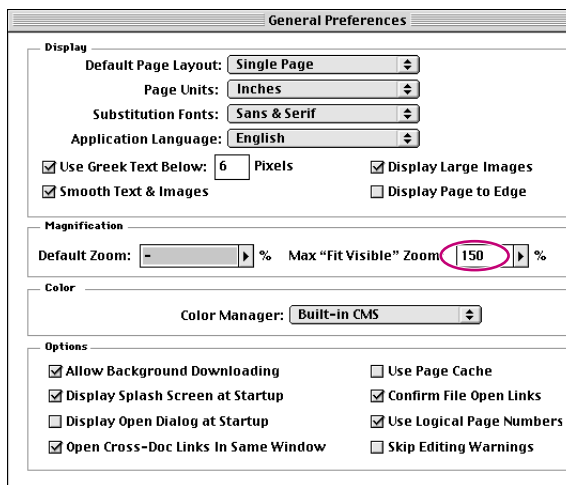
- 1 Choose Window > Show Articles to display a palette listing available articles.
- 2 Drag the Articles palette so that the Ai1.pdf document remains visible on-screen.



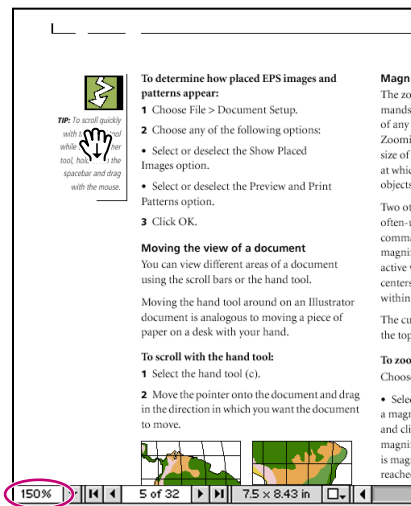
- 3 Double-click Tips.

The contents of the first article box you created appears on-screen. You can control the magnification of article boxes by adjusting the Max “Fit Visible” Magnification preference, which you set in the General Preferences dialog box.

- 4 Click the Fit in Window button () to exit the article.
- 5 Choose File > Preferences > General to display the General Preferences dialog box.
- 6 For Max “Fit Visible” Magnification, choose 150, and click OK.
- 7 Move the hand pointer over the tip on the top left corner of the page, and click to enter the article. Look at the status bar and notice that the article box now appears at 150% magnification.



Set Max “Fit Visible” Magnification of 150%...





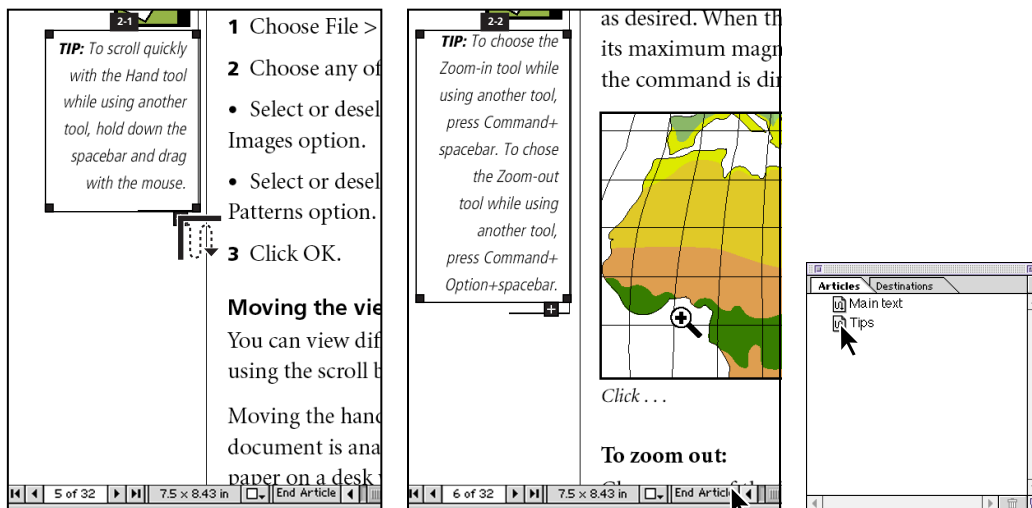
...to constrain view to 150%.

- 8 Move through the article using any of these techniques:
 - To advance to the next article section, press Enter or Return.
 - To move backward through the article, hold down Shift and press Enter or Return.
 - To move to the beginning of the article, hold down Ctrl (Windows) or Option (Mac OS) and click inside the article.
- 9 Click the Fit in Window button to exit the article.
- 10 If desired, experiment with different Max “Fit Visible” Magnification settings and notice how they affect your article view.

Inserting an article box

You can edit an existing article thread using the article tool at any time. For example, you can delete an article box by clicking inside the box with the article tool and pressing Delete. In this part of the lesson, you'll insert another tip into the article thread you just created.

- 1 Navigate to page 5, and click the Fit in Window () button.
 - 2 Click the article tool to select it. Click inside the tip to select the article box. Handles appear at the corners of an article box when it is selected.
- You'll insert a new article box after box 2-1.
- 3 Move your pointer over the plus sign at the bottom of box 2-1 so that the article pointer appears, and click. Click OK at the alert.
- From now on, the pointer appears as the article pointer. In addition, "End Article" appears in the status bar, indicating that you are editing the article thread.
- 4 Click the Next Page button () to go to page 6. Use the article pointer to drag a box around the tip in the left margin. Notice that this new article box is labeled "2-2."
 - 5 Click End Article in the status bar.
 - 6 Select the hand tool. In the Articles palette, double-click Tips to examine your edited article thread.



First article in thread

Second article in thread

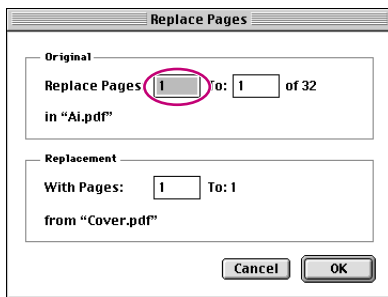
Articles palette

- 7 Press Enter or Return to view the new article box you inserted. Click the Fit in Window button to exit the article when you have finished viewing it.
- 8 Close the Articles palette.

Replacing a page

The plain title page that currently opens the document represents the first page that appears in the printed version of the user guide. To make your PDF user guide look more like an actual book, you'll replace this title page with the full-color illustration that was used to create the front cover of the printed guide.

- 1 Click the First Page button to display the current title page, and click the Fit in Window button.
- 2 Choose Document > Replace Pages.
- 3 Select Cover.pdf in the Lesson06 folder, and click Open (Windows) or Select (Mac OS).
- 4 In the Replace Pages dialog box, make sure that you are replacing page 1 with 1, and click OK. The new cover illustration appears as page 1 of the document.



- 5 Choose File > Save to save the Ai1.pdf file. Leave the file open.

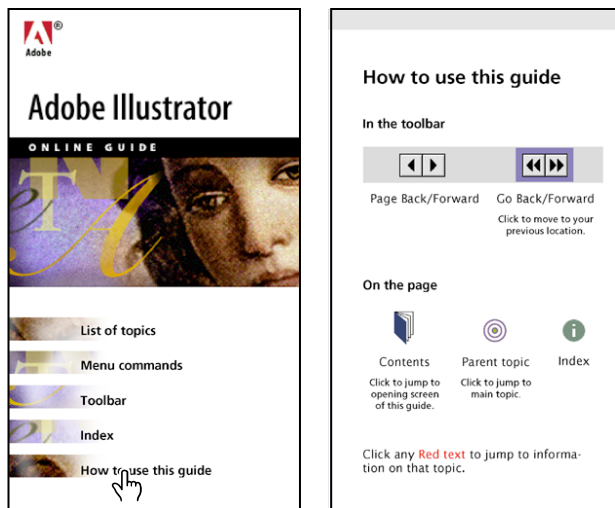
Comparing different online versions of the same book

You may have noticed that you did not revise the content or layout of the user guide in creating the Ai1.pdf document. This print-on-demand document represents the quickest and least expensive option for converting a printed book to online. Now you'll open another PDF version of the user guide that has been redesigned and optimized for online use.

- 1 Choose File > Open, select Online.pdf in the Lesson06 folder, and click Open. Then choose File > Save As, rename the file **Online1.pdf**, and save it in the Lesson06 folder.
- 2 Choose Window > Tile > Vertically to view the two open documents side by side.
- 3 If needed, adjust the magnification to fit Online1.pdf on-screen. The tall and narrow page size has been designed for side-by-side viewing next to the Adobe Illustrator application window. This view lets users conveniently look up reference information without closing their illustration window.

Notice also that Online1.pdf contains a hypertext list of elements in the document. A few book elements have been created specially for the optimized online guide.

- 4 In the online guide artwork, click How to Use This Guide to jump to the section that explains basic navigational techniques to the user. Click the Go to Previous View button (◀) in the tool bar when you have finished viewing the instructions.



Jumping to How to Use This Guide instructions

Result

- 5 Click “List of Topics” to view the text contents of the document. Notice that you jump to a screen listing the main topic titles.
- 6 Click “Viewing and Setting up Documents” to display the subtopics under this topic.
- 7 Now click the Ai1.pdf document window to make it active, and go to page 2, the Contents page. Click the Actual Size button (□) to display this page at 100%.

Compare the table of contents in Ai1.pdf (the print-on-demand guide) with the topic screens in Online1.pdf (the optimized online guide). Online1.pdf arranges its content listings in nested, hierarchical screens, while Ai1.pdf lists the main topics and their subtopics linearly on the page. Although the linear arrangement follows the conventional organization of a printed book, the hierarchical structure is better suited for an online environment where the most intuitive action involves clicking a link to follow a trail of information.


Viewing and Setting Up Documents	
Viewing modes	
Previewing and printing patterns and placed EPS images	
Moving the view of a document	
Magnifying and reducing the view	
Creating custom views	
Displaying multiple views of a document	
Using rulers	
About the work area	
Changing the artboard size	
Aligning the artboard with the printed page	
Choosing tiling options	
Moving the page boundaries	
Setting up standard and custom pages	

*Contents of Online.pdf
online guide*

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Changing the artboard size	11
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Moving and copying objects	17
Deleting objects	21
Rotating the x and y axes	21
Stacking objects	22
Using the control palette	24
Using the measure tool	26
Using guides	26
Grouping and ungrouping objects	28
Locking and hiding objects	29
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Contents of Ai.pdf printed guide

8 Click “Using rulers” under the Chapter 1 heading to jump to that page of text. If needed, use the scroll bars to move the right column of the page into view.

9 Now return to Online1.pdf, and click “Using rulers” in the list of subtopics. If needed, click the Fit in Window button () to view the entire page.

Notice that pages in the optimized online guide have been redesigned so that each topic has its own page. Related topic titles appear as red, linked text.

10 Now click the target icon at the top of the page to return to the parent list of subtopics, and then click “About the Work Area,” about midway in the list.

This link jumps you to an overview text section that contains its own links to subtopics and art. Click the Jump to Art icon to view a diagram of the work area with all of its components labelled and linked.

11 Return to Ai1.pdf, and navigate to page 11 to view the linear equivalent of the “About the Work Area” section. If needed, adjust the magnification and use the scroll bar to view the entire section. Compare the text-intensive pages of Ai1.pdf with the more balanced text blocks in Online1.pdf.

By breaking longer topics into their subtopic components and placing these sections on separate pages, you minimize the amount of text shown on each page. As a result, you can display text in a larger, clearer typeface that users can read more easily. In addition, the smaller, self-contained pages reduce the need for scrolling and readjusting the page view. Ideally, a user of Online1.pdf should be able to navigate to any part of the document solely by clicking linked text and icons in the page.

12 Return to Online1.pdf, and click the book icon at the top of the page to return to the opening contents screen. Then click Index.


Like the index for the print-on-demand guide, the page-number listings in the online index link to their referenced section. However, the online index also includes an alphabet tab along the left of the page, which lets you jump to specific parts of the index quickly.

13 Choose File > Save As, make sure that Optimize is selected, and save the Online1.pdf file in the Lesson06 folder. Close the file. Repeat this step for the Ai1.pdf file. The Save As command lets you save a smaller, optimized version of your finished file.

This completes the lesson. For more practice in organizing and preparing documents for electronic distribution, see Lesson 13, “Distributing PDF Documents.”

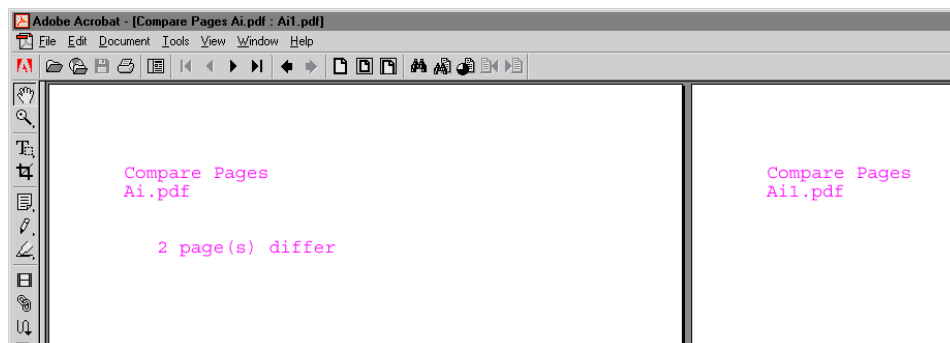
Exploring on your own

Here’s an idea you can try on your own to compare pages in two PDF documents. To identify content changes between documents more precisely, use the Compare Pages command. This command compares every page in two documents, looking at PDF information that describes the pages precisely and can find even the most subtle differences between pages. You can use Compare Pages to identify both content changes between documents and changes that may not be visible.

 *This command is especially useful for comparing PDF documents that are nearly identical, such as document versions that have been digitally signed.*

Compare Pages looks at the two most recently active PDF documents and produces a third document, a comparison file that shows every page that differs between the documents and highlights the differences on the pages.

- 1 Choose File > Open, select Ai.pdf in the Lesson06 folder, and click Open. Close the navigation pane.
- 2 Choose File > Open, select Ai1.pdf in the Lesson06 folder, and click Open. Close the navigation pane.
- 3 Make active the original Ai.pdf document; this document will be on the right in the comparison file. Then make active the Ai1.pdf document; this document will be on the left.
- 4 Choose Tools > Compare Pages. The two documents appear side by side in a read-only comparison file.




Each document in the comparison file begins with a summary page that gives the document's filename and describes how many pages were altered, added, moved, or deleted. The rest of the file shows the pages that differ between the documents. In the document on the left, the pages are listed in ascending order and are paired with pages from the document on the right.

Note: The pages on the right may not be in ascending order if any content or pages have been rearranged in the documents.

The differences are highlighted in magenta on the pages. Acrobat identifies differences in these ways:

- If any pixels differ on the two pages, the specific differences are highlighted on both pages. For example, a word may have been edited or deleted, or an annotation may have been added. The change may also be one that is barely noticeable, such as a slightly different tab stop or a small shift to one side of the page's content.
- If no pixels differ but the PDF information on the pages differs, both pages are entirely highlighted. For example, some PDF marking behind an opaque object may have changed, or the crop box may have changed without any additional cropping being obvious.
- If a page has been added, it is paired with a new blank page. If a page has been deleted, it is represented by a blank page and paired with its corresponding page in the other document.

The highlighted differences are stored as pencil annotations in the comparison file. You can use the Annotations palette to see a list of all the differences, and you can double-click a difference in the palette to go to that place on a page. To display the Annotations palette, click the Annotations tab. If the annotations do not appear in the palette, click the Start Annotation Scan button () at the bottom of the palette.

Each page in a comparison file is labeled in magenta with *A* (for pages on the left) or *B* (for pages on the right), plus the page's number in the actual PDF document. You can find this information on both lower corners of a page, surrounded by equal signs (for example, =A4=). The page number is helpful for matching these pages with those in the PDF document, especially when pages on the right side are not in ascending order.

Note: *The side-by-side display of pages in comparison files is designed for two-up printing. If you are printing only one page, select Fit to Page in the Print dialog box to be sure you include all highlights and the page numbering in the printed copy.*

Review questions

- 1 How do you generate a PDF index automatically when converting a FrameMaker file?
- 2 How do you create bookmarks in a document?
- 3 How can you control how a bookmark behaves?
- 4 How do you create an article thread?
- 5 How do you insert a new article box into an existing article thread?
- 6 How do you end an article thread?
- 7 How can the table of contents for a printed publication differ from the table of contents for a strictly online publication?

Review answers

- 1 Acrobat Distiller generates a linked PDF index automatically from the index markers inserted in a FrameMaker file.
- 2 To create a bookmark, click the Create New Bookmark button at the bottom of the Bookmarks palette or choose New Bookmark from the Bookmarks palette menu. Go to the page containing the information you want to bookmark. Then choose Set Bookmark Destination from the Bookmarks palette menu and verify the destination.
- 3 To control a bookmark's behavior, you select a bookmark, choose Edit > Properties, and specify the bookmark's action using the Type pop-up menu.
- 4 To create an article thread, you use the article tool and drag an article box. Then you go to the next desired page in the article using the scroll bar or the Document > Go To Page command, and drag another article box; you repeat this step for as many article boxes as desired. To end the article, you click End Article in the status bar.
- 5 To insert a new article box into an existing article thread, you select the article box using the article tool, move the pointer over the plus sign at the bottom of the article box, and click. Then you draw an article box around the new article that you want to include, and click End Article in the status bar when you have finished.

6 To end an article thread, you click End Article in the status bar.

7 The table of contents for a printed publication lists the main topics and their subtopics linearly on the page, whereas an online publication arranges its content listings in nested, hierarchical screens. Although the linear arrangement follows the conventional organization of a printed book, the hierarchical structure is better suited for an online environment where the most intuitive action involves clicking a link to follow a trail of information.