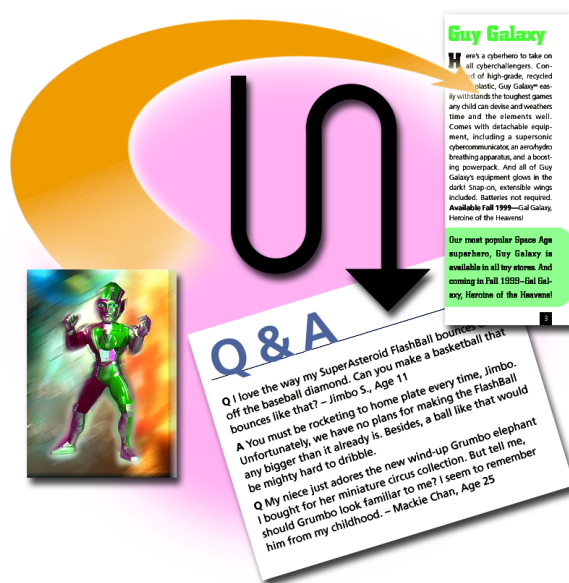


Lesson 4

Creating Navigational Structures



Acrobat includes several features that let you organize and navigate a document from an overview perspective.

Bookmarks represent headings that link to their corresponding sections in the document, thumbnails let you preview the contents of and navigate each page, and articles let you follow a thread of information that spans more than one column on a page or across pages.

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

- Create bookmarks that link to specific views in a document.
- Use thumbnails to navigate through a document.
- Use thumbnails to change the magnification level and viewed area.
- Create a link that jumps to a different PDF document.
- Replace a page with another page from a different PDF document.
- Follow an article thread.

This lesson will take about 35 minutes to complete.

If needed, remove the previous lesson folder from your hard drive, and copy the Lesson04 folder onto it.

Opening the work file

You'll start by opening an online newsletter published by a fictitious company called Juggler Toys.

- 1 Start Acrobat.
- 2 Choose File > Open. Select News.pdf in the Lesson04 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open. Then choose File > Save As, rename the file **News1.pdf**, and save it in the Lesson04 folder.

Using bookmarks

A bookmark is a link represented by text in the Bookmarks palette. Instead of creating an activation area on the document page, you create a text list in the Bookmarks palette that is linked to different views or pages in the document.

You can use electronic bookmarks as you would paper bookmarks—to mark a place in a document that you want to recall or return to later. You can also use bookmarks to create a brief custom outline of a document or to open other documents.


Working with bookmarks

Acrobat generates bookmarks automatically from the table of contents of documents created by most desktop publishing applications. The creator (or sometimes the user) of a PDF document can also set up additional bookmarks in an existing PDF document to link to another PDF document or to a Web page. In addition to the bookmarks Acrobat generates automatically from a table of contents and index, Acrobat can create structured bookmarks from Web pages (HTML) and Microsoft Word documents converted to PDF using PDFMaker.

—From the online Adobe Acrobat User Guide, Chapter 6

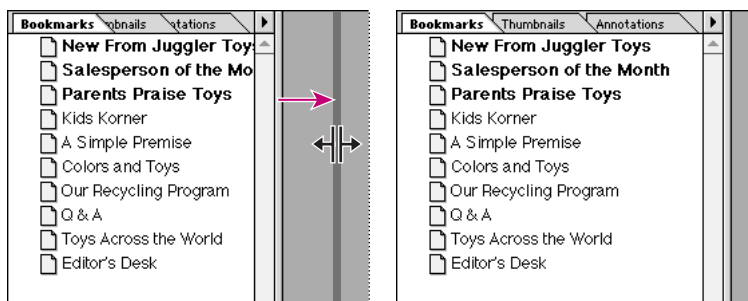
Looking at existing bookmarks

When bookmarks are displayed, they appear in the Bookmarks palette, which is docked in the navigation pane to the left of the document pane. To maximize the screen area used for display, the Juggler Toys newsletter is set to open with the navigation pane closed. You use the Show/Hide Navigation Pane button in the command bar to display the navigation pane.

- 1 Click the Show/Hide Navigation Pane button () in the command bar. If needed, click the Bookmarks tab to bring the Bookmarks palette to the front.

A list of bookmarks representing stories in the newsletter appears. You may not be able to read all of the bookmark text on your screen. You'll resize the navigation pane to display the bookmarks completely.


- 2 Adjust the width of the navigation pane by dragging its right border.



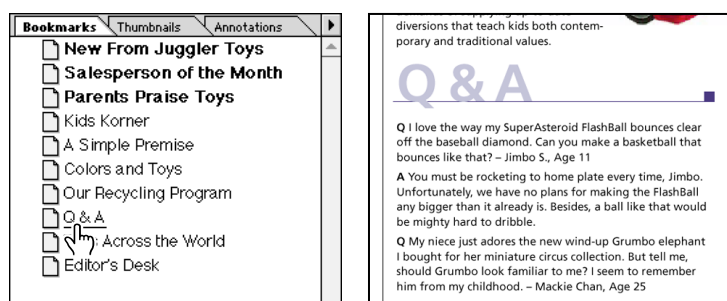
Drag right border of navigation pane.

Result

Notice that the text for some bookmarks is bold. Bookmarks with bold text have destinations that are located on the current page of the document. If desired, you can hide the location indicators of bookmark destinations. To do so, 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 Show Location. (A check mark appears next to the command name when this feature is enabled.)

3 Select the hand tool () in the tool bar, and click the Q & A bookmark to go to the page where the corresponding topic appears.

You should be viewing the Q & A topic on page 3.



Click Q & A bookmark.

Result


Adding bookmarks

The current bookmark list lacks a few needed entries. You'll add some of the missing bookmarks to the list.

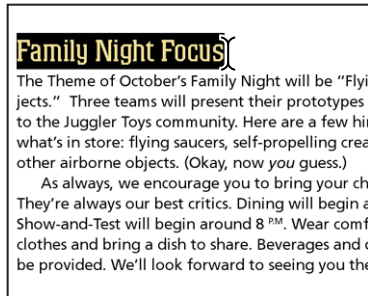
1 Click the Kids Korner bookmark to go to the corresponding topic on page 2.

2 If needed, scroll up to bring the "Family Night Focus" topic into view.

Notice that the "Family Night Focus" topic does not have a corresponding bookmark in the Bookmarks palette. You'll add a bookmark for this topic to the list.

3 Select the text select tool () in the tool bar.

- 4 Move the I-beam into the page, and drag to highlight the title “Family Night Focus.”



If you have trouble highlighting the title, hold down Ctrl (Windows) or Option (Mac OS) and drag a marquee around the title.

- 5 Choose New Bookmark from the Bookmarks palette menu. A new bookmark appears with the highlighted text as its title.

The Family Night Focus bookmark appears at the bottom of the bookmark list. If no bookmarks are selected when you create a new bookmark, the new bookmark appears at the bottom of the list.

By default, the new bookmark links to the current page view displayed on your screen.

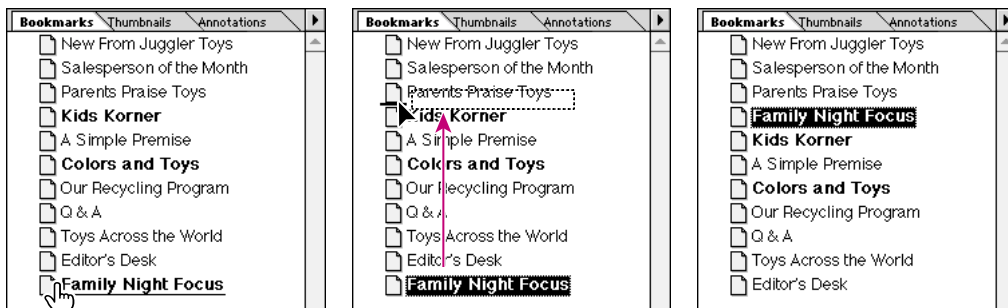
- 6 Click in the blank space beneath the bookmark list to deselect the bookmark text. Then click the First Page button (⏮) to go to the start of the newsletter.
- 7 Select the hand tool (🖱), and click the Family Night Focus bookmark to jump to the corresponding topic.

Moving a bookmark

After creating a bookmark, you can move it to its proper place in the list. You reorder bookmarks by dragging them.

- 1 Drag the Family Night Focus bookmark upward until a bar appears under the page icon for the Parents Praise Toys bookmark. (Make sure the bar appears under the page icon, not the bookmark text.) The bar indicates the new location for the selected bookmark.

2 Release the mouse button to reorder the bookmark. Then click OK to confirm moving the selected bookmark.



Position pointer over bookmark.

Drag bookmark upward until bar appears.

Release mouse.

3 Click in the blank space beneath the bookmark list to deselect the bookmark.

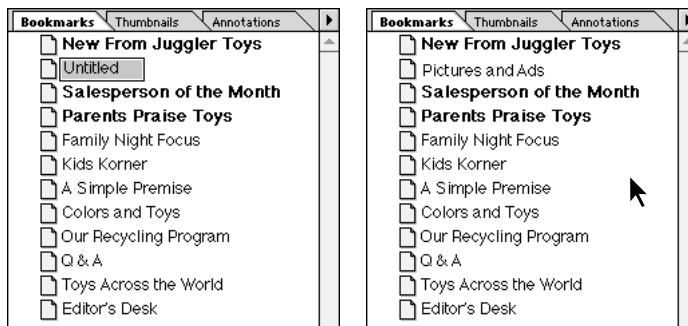
Setting bookmark destinations

Bookmark destinations default to the view that you are looking at when you create a bookmark. Although you can set bookmark destinations as you create each bookmark, it is sometimes easier to create a group of bookmarks, and set the destinations later. For example, if you are creating a table of contents, you can create the bookmark list first, and then page through the document to set the destinations.

In this section, you'll add the bookmarks for the pictures and advertisements in this newsletter. You'll add three bookmarks and then set their destinations.


- 1 Click the New From Juggler Toys bookmark to select it.
- 2 Choose New Bookmark from the Bookmarks palette menu. A new untitled bookmark appears below the previously selected bookmark.

3 Type **Pictures and Ads** as the bookmark title. Then click in the blank space beneath the bookmark list to deselect the bookmark text.



New untitled bookmark

*Type title, and click in blank space to
deselect text.*

- 4** Click the Pictures and Ads bookmark to select it.
 - 5** Choose New Bookmark from the Bookmarks palette menu to create another untitled bookmark, and type **Guy Galaxy** as the bookmark title. Then click in the blank space beneath the bookmark list to deselect the bookmark text.
 - 6** Click the Guy Galaxy bookmark to select it.
 - 7** Choose New Bookmark from the Bookmarks palette menu again, and type **Retro Toys Ad** as the bookmark title. Then click in the blank space beneath the bookmark list to deselect the bookmark text.
 - 8** Use the hand tool to try out your new bookmarks.
- Notice that by default all the bookmarks link to the current page view. Next, you'll reset the destinations for the Guy Galaxy and Retro Toys Ad bookmarks.
- 9** Click the Guy Galaxy bookmark to select it.
 - 10** Click the Fit in Window button () to view page 1 in its entirety.

11 Select the zoom-in tool (🔍) in the tool bar, and marquee-zoom around the Guy Galaxy picture.



Marquee-zoom around picture.

Result

- 12 Choose Set Bookmark Destination from the Bookmarks palette menu to reset the destination to the view currently displayed on-screen. Click Yes to confirm resetting the bookmark destination.
- 13 Click the Retro Toys Ad bookmark to select it.
- 14 Choose Document > Go to Page. Then enter 3 and click OK.
- 15 Click the Fit in Window button, and use the zoom-in tool to marquee-zoom around the Retro Toys advertisement at the bottom of the page.



Marquee-zoom around picture.

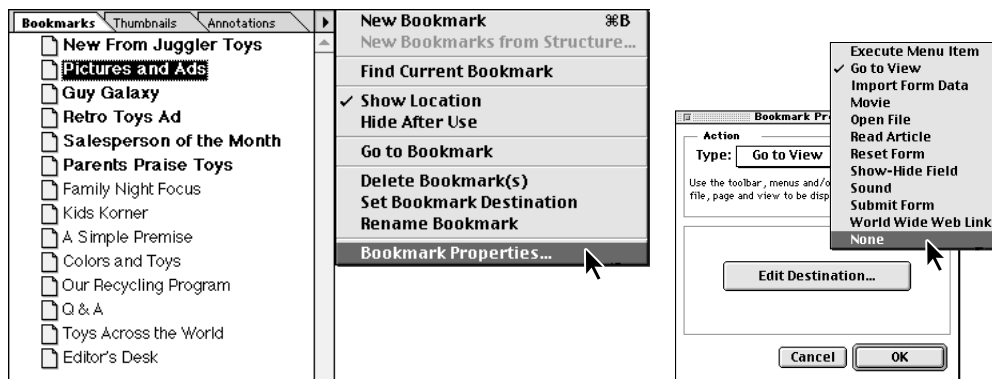
Result

16 Choose Set Bookmark Destination from the Bookmarks palette menu, and click Yes to the message.

Instead of assigning a view destination for the Pictures and Ads bookmark, you'll make the bookmark into a heading for the Guy Galaxy and Retro Toys Ad bookmarks.


17 Click the Pictures and Ads bookmark, and choose Bookmark Properties from the Bookmarks palette menu.

18 For Type, choose None, and click Set Action.



The default bookmark action is to link to a page view. Choosing None as the action type for the Pictures and Ads bookmark means that the bookmark does not link to any destination and acts solely as a heading.

19 Click in the blank space beneath the bookmark list to deselect the bookmark.

20 Select the hand tool () and try out your bookmarks. Notice that the Pictures and Ads bookmark does not change the page view.

Nesting bookmarks

Bookmarks can be used to create a hierarchical outline of a document, with several bookmarks nested under a common heading. In this section, you'll nest the Guy Galaxy and Retro Toys Ad bookmarks under the Pictures and Ads bookmark.

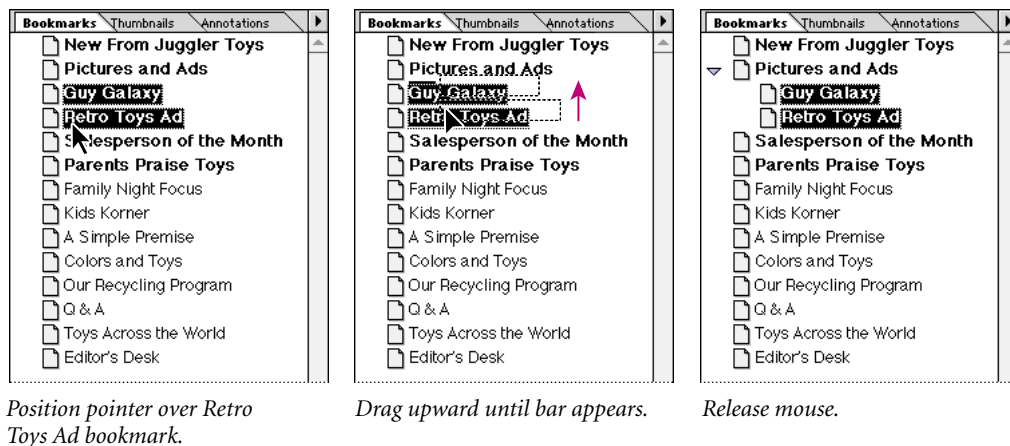
1 Click the Guy Galaxy bookmark to select it.

2 Hold down Shift, and click the Retro Toys Ad bookmark to add it to the selection. Then release Shift.

3 Position the pointer over the Retro Toys Ad bookmark.

4 Drag upward until a bar appears under the "P" in Pictures and Ads.

5 Release the mouse button. Then click OK to confirm moving the selected bookmarks.



The selected bookmarks appear as sub-bookmarks under the Pictures and Ads bookmark.

You have just learned how to create, move, and assign actions to bookmarks. In later lessons, you'll learn how to create bookmarks that play other actions such as movies and sounds.

6 Choose File > Save to save the News1.pdf file.

Using thumbnails

Thumbnails are miniature previews of your document pages. When thumbnails are displayed, they appear in the Thumbnails palette, which is docked in the navigation pane to the left of the document pane.

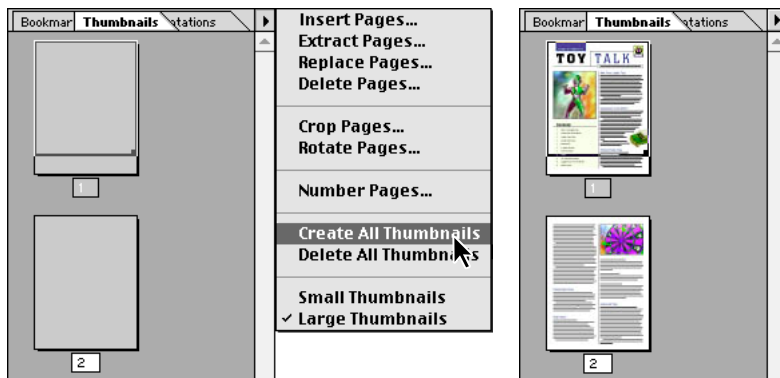
In this part of the lesson, you'll use thumbnails to navigate and change the view of pages in the newsletter. In Lesson 5, "Modifying PDF Documents," you'll learn how to use thumbnails to reorder pages in a document.

1 If needed, click the First Page button (⏮) to return to the start of the newsletter. Click the Actual Size button (📏) to view the page at 100% magnification.

2 Click the Thumbnails tab to bring the Thumbnails palette to the front.

Notice that gray thumbnail placeholders appear for each page in the document. Because thumbnails take up extra file space (about 3K per thumbnail), they are not automatically created with a document. You'll generate the actual thumbnails in the next step.

3 Hold down the mouse button on the triangle in the upper right corner of the Thumbnails palette to display the Thumbnails palette menu, and choose Create All Thumbnails.



Choose Create All Thumbnails from Thumbnails palette menu.

Result

Thumbnails for every page in the document are created. You can cancel thumbnail generation at any time by clicking Cancel (Windows) or pressing Command-period (Mac OS). The thumbnails created before you canceled will appear in the navigation pane.

4 If all the thumbnails are not visible in the navigation pane, use the scroll bar to scroll through them.

Notice that the thumbnails represent both the content and page orientation of the pages in the newsletter. Page-number boxes appear beneath each thumbnail.

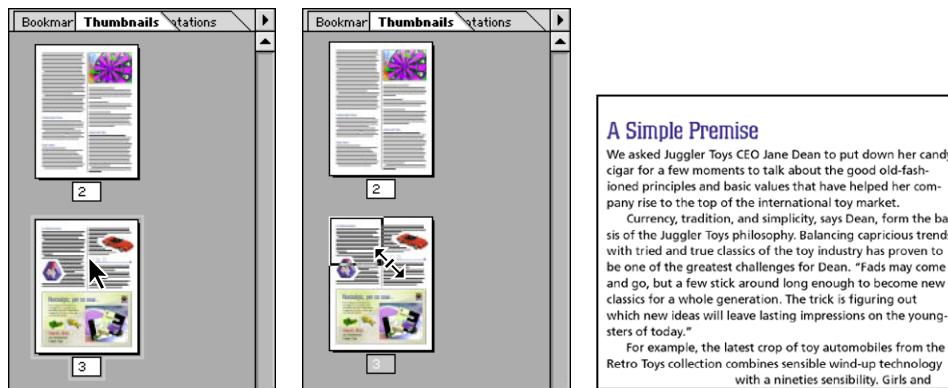
5 Double-click the page 3 thumbnail to go to page 3.

The page number for the thumbnail is highlighted, and a 100% view of page 3 appears in the document window, centered on the point that you clicked.

Take a look at the page 3 thumbnail. The rectangle inside the thumbnail, called the page-view box, represents the area displayed in the current page view. You can use the page-view box to adjust the area and magnification being viewed.

6 Position the pointer over the lower right corner of the page-view box. Notice that the pointer turns into a double-headed arrow.

7 Drag upward to shrink the page-view box and release the mouse button. Take a look at the status bar and notice that the magnification level has increased to accommodate the smaller area being viewed.



Double-click page 3 thumbnail.


Drag lower right corner of page-view box upward.

Result

8 Now position the pointer over the bottom border of the page-view box. Notice that the pointer changes to a hand.

9 Drag the page-view box within the thumbnail, and watch the view change in the document window when you release the mouse button.



10 Drag the page-view box down to focus your view on the ad at the bottom of the page. Thumbnails provide a convenient way to monitor and adjust your page view in a document.

11 Click the Show/Hide Navigation Pane button () to hide the navigation pane.

Creating a cross-document link

In Lesson 2, “Getting to Know the Work Area,” you learned how to create links to different page views and Web sites. Now you’ll learn how to create a link that jumps to a different PDF document.

In addition to the toy newsletter, Juggler Toys publishes a variety of documents to help advertise, catalog, and sell its products. You’ll create a link from the Retro Toys ad in this newsletter to an online brochure detailing the Retro Toys collection.

- 1 Click the Fit in Window button ().
- 2 Select the link tool () in the tool bar, and drag a marquee around the Retro Toys ad.

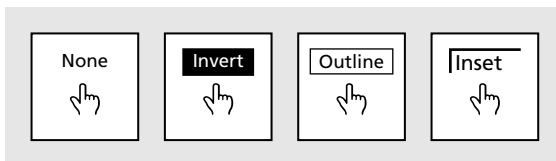


- 3 Under Appearance, for Type, choose Invisible Rectangle.

In addition to setting the appearance of a link's border, you can also specify the highlight appearance of a link when it is clicked.

- 4 For Highlight, choose Outline.

The Outline option displays the link as a black rectangle when clicked. The following illustration shows the different highlight appearances available in Acrobat.



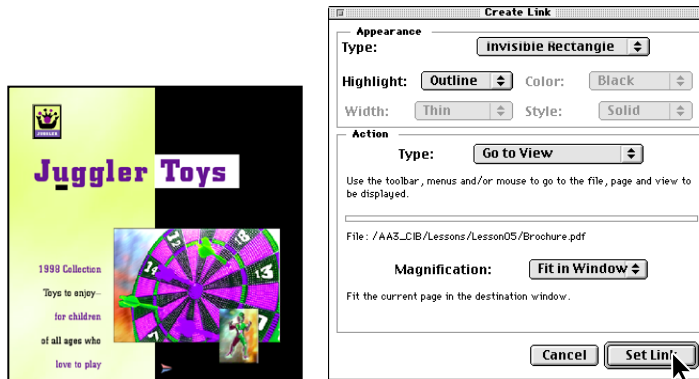
- 5 Under Action, for Type, choose Go to View.

In Acrobat, a view consists of a specific PDF page and magnification. The page can be part of the current document or an entirely different PDF document.

- 6 From the menu bar, choose File > Open. Select Brochure.pdf, located inside the Lesson04 folder, and click Open.

- 7 In the Create Link dialog box, for Magnification, choose Fit in Window to display the full brochure page when the link is activated.

8 Click Set Link.



Online Juggler Toys brochure

Click Set Link.

9 Select the hand tool (☞), and try out the link that you have just created.

10 Click the Go to Previous View button (◀) to retrace the link back to the original document and view.

Setting magnification options

You can specify a bookmark's or link's destination to be a particular view of a page. To do so, you set the magnification for the bookmark's or link's destination page. You can choose from the following magnification options:

Fixed Displays the destination at the magnification level and page position in effect when you create the bookmark or link. Use the zoom-in or zoom-out tool, the view buttons in the command or status bar, or the scroll bar to adjust the view before accepting this setting.

Fit View Displays the visible portion of the current page as the destination. The magnification level and window size vary with monitor resolution.

Fit in Window Displays the current page in the destination window.

Fit Width Displays the width of the current page in the destination window.

Fit Height Displays the height of the current page in the destination window.

Fit Visible Displays the width of the visible contents of the current page in the destination window.

Inherit Zoom Displays the destination window at the magnification level the readers are using when they click the bookmark or link.

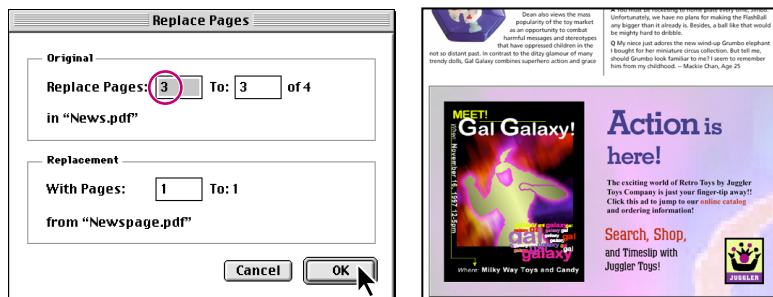
—From the online Adobe Acrobat User Guide, Chapter 6

Replacing a page

Sometimes you may want to replace an entire PDF page with another PDF page. For example, if you want to change the design or layout of a PDF page, you can revise the source page in your original design application, convert the modified page to PDF, and use it to replace the old PDF page. When you replace a page, only the text and graphics on the original page are replaced. The replacement does not affect any interactive elements associated with the original page, such as bookmarks or links.

In this part of the lesson, you'll replace page 3 of the newsletter with a page that contains a new version of the Retro Toys ad and observe what happens to the link that you just created around the ad.

- 1 Choose Document > Replace Pages.
- 2 Select Newspaper.pdf, located in the Lesson04 folder, and click Open (Windows) or Select (Mac OS).
- 3 In the Replace Pages dialog box, make sure that you are replacing page 3 to 3 of News1.pdf with page 1 to 1 of Newspaper.pdf, and click OK.



Specify pages to be replaced, and click OK. Result

Acrobat replaces the page with the revised page from the Newspaper.pdf document. Notice the different graphics used in the new ad.

Now you'll verify that the original ad link is still in place.

- 4 Using the hand tool, click the ad to jump to the brochure.
- 5 Click the Go to Previous View button (◀) to return to the newsletter.
- 6 Choose File > Save to save the News1.pdf file.

You can think of PDF links as existing in their own layer on top of pages in a document. Links are not inherently tied to graphic or text elements in a document. When you replace pages from a document, the links remain unaffected and maintain their relative positions and sizes in their link layer.

Because the Retro Toys ad in your replacement page has the same size and position as the ad in the original page, the cross-document link you created still references the correct part of the new page. However, if your replacement page contains shifted graphics and text blocks, you may have to move your links to correct their positions.

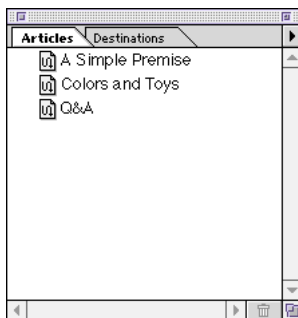
Using articles

Although the Juggler Toys newsletter has been converted to an online format, it still uses a layout associated with printed newsletters. The restrictions of the screen can make the reading of some documents quite difficult. For example, documents created in a column format can be particularly difficult to follow.

Acrobat's article feature lets you guide users through material that lies in columns or across a series of nonconsecutive pages. You use the article tool to create a series of linked rectangles that connect the separate sections of the material and follow the flow of text. You can also generate article threads automatically from a page layout file when you convert the file to PDF using Acrobat Distiller.

In this part of the lesson, you'll examine an article that has already been created. In Lesson 6, you'll learn how to create an article thread.

1 Choose Window > Show Articles to display articles. By default, the Articles palette floats on the desktop and is grouped with the Destinations palette.



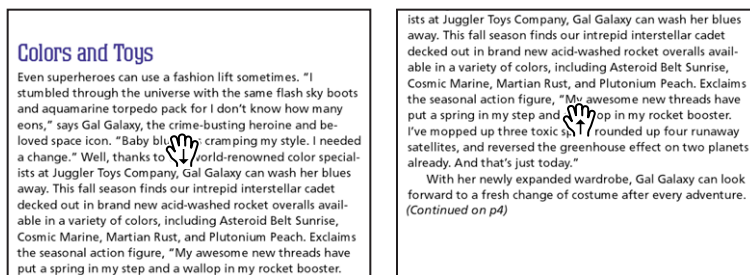
2 Double-click the Colors and Toys article.

The beginning of the “Colors and Toys” article on page 2 appears. You may not be able to view the article on your screen because of the position of the palette group. If needed, move the palette group out of the way by dragging its title bar. Move your pointer on top of the article. The downward pointing arrow inside the hand pointer indicates that you are following an article thread.

3 Click to advance to the next section of the article that will fit on your screen.

4 Hold down Shift.

Notice that the arrow in the hand pointer now points upward. You hold down Shift to reverse your direction in an article.



Click to advance to next section of article.

Shift-click to move back one section of article.

5 While holding down Shift, click inside the article. Then release Shift.

You are moved back one view along the article thread.


6 If needed, scroll down the article until you reach the text that reads “Continued on p4.”


Look at the status bar and notice that you are currently on page 2.


7 Click inside the article.

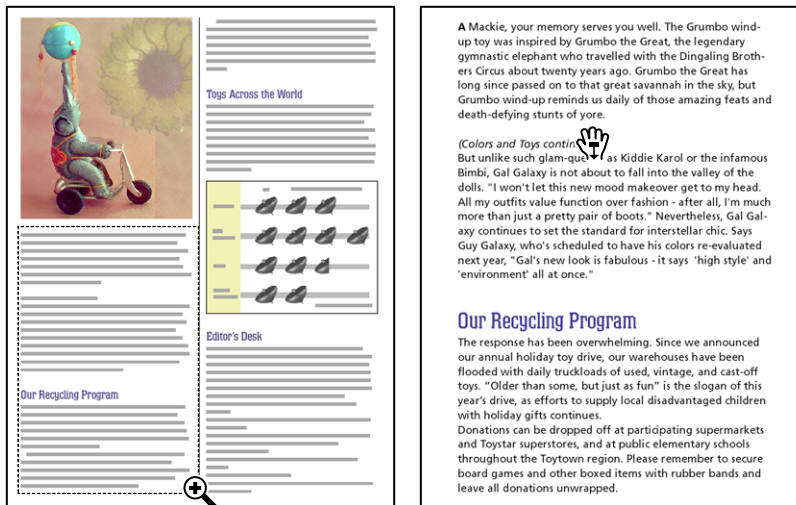
Look at the page number in the status bar. You have advanced from page 2 to page 4 to follow the article.

You can exit an article at any time by choosing any navigational method not associated with articles.

8 Click the Fit in Window button () to exit the article.

9 Select the zoom-in tool (), and marquee-zoom around the text under the elephant image in the left column.

10 Select the hand tool () and move the pointer over the parenthetical text that reads “Colors and Toys continued.” A downward-pointing arrow with a bar above it appears inside the hand pointer, indicating the text beneath is part of an article thread.



Marquee-zoom around text in left column.

Select hand tool, and position pointer over parenthetical text.


11 Click the text to enter the article thread. Notice that you enter the article at the section you clicked.

You can return to the beginning of an article at any time.

12 Hold down Ctrl (Windows) or Option (Mac OS) so that an upward-pointing arrow with a bar above it appears in the hand pointer. Click inside the article to go to the start of the article.

Here, you first entered the article at its middle section and then used the Ctrl or Option key to jump to the start of the article. You can also go directly to the start of an article by holding down Ctrl or Option and clicking any section of the article.

13 Click inside the article to advance through the article. When you reach the end of the article, a bar appears below the arrow in the hand pointer.

14 Click the Actual Size button () to exit the article.

15 Choose Window > Hide Articles to hide the Articles palette.

16 Choose File > Save As, make sure that Optimized is selected, and save News1.pdf in the Lesson04 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.

17 Close all documents.

Using destinations

A destination is a link represented by text in the Destinations palette. You use destinations in conjunction with the link tool to navigate from one PDF document to another. You create a link in a source document to a destination in a target document. Creating a link to a destination, rather than a specific page, is recommended when creating a link across documents. Unlike a link to a page, a link to a destination is not affected by the addition or deletion of pages within the target document.

—From the online Adobe Acrobat User Guide, Chapter 6

In this lesson, you have learned how to use bookmarks and thumbnails to make navigation of your document easier. In later lessons, you'll learn how to assign actions to bookmarks and change page order using thumbnails.

Review questions

- 1 What does it mean when the text of a bookmark is bold in the Bookmarks palette menu?
- 2 How do you create a bookmark?
- 3 Why are thumbnails not automatically created with a document?
- 4 Using thumbnails, how do you change the area that you are viewing? How do you change the magnification?
- 5 If you replace a page with links on it, what happens to the links after the replacement?
- 6 Name two ways by which you can enter an article thread.

Review answers

- 1 If a bookmark's text is bold in the Bookmarks palette menu, the bookmark's destination is located on the current page of the document. To hide the location indicators of bookmark destinations, choose Show Location from the Bookmarks palette menu. (A check mark appears next to the command name when this feature is enabled.)
- 2 You can create a bookmark by navigating in the document to the desired destination, choosing New Bookmark from the Bookmarks palette menu, and entering text for the bookmark's title.
- 3 Thumbnails are not automatically created with a document because they take up extra file space (about 3K per thumbnail).
- 4 To adjust the area that you are viewing, drag a border of the page-view box inside the thumbnail. To adjust the magnification, drag the lower right corner of the page-view box to resize it.
- 5 Because links reside on a different layer from the content of a page, they are not affected when the page content is replaced. Your links will still jump to the correct destination or activate the correct action after the replacement.
- 6 You can enter an article thread by choosing Window > Show Articles and selecting the desired article, or by using the hand tool to click inside a section of an article. When the hand tool is positioned over an article, a downward pointing arrow with a bar above it appears inside the hand pointer.