Lesson 2

Getting to Know the Work Area

In this lesson, you'll learn how to navigate through a PDF document. You'll page through an online magazine using controls built into Adobe Acrobat, and create your own custom navigational controls to link from one section of the magazine to another.

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

- Work with Acrobat tools and palettes.
- Page through a PDF document using Acrobat's built-in navigational controls.
- Change how a PDF document scrolls and displays in the document window.
- Change the magnification of a view.
- Create and edit links to different views within a document.
- Retrace your viewing path through a document.
- Create a link to a site on the World Wide Web.
- Use the online Adobe Acrobat User Guide.

This lesson will take about 30 minutes to complete.

If needed, remove the previous lesson folder from your hard drive and copy the Lesson02 folder onto it.

Opening the work file

You'll practice navigating through a fictional online magazine called *Digital Arts. Digital Arts* is a glossy, tabloid-style magazine that contains the hottest news in the computer world. In addition to buying the printed magazine from newsstands, readers can view and download the electronic version.

Digital Arts was created using Adobe PageMaker and then converted to PDF.

1 Start Acrobat.

2 Choose File > Open. Select Digarts.pdf in the Lesson02 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 **Digarts1.pdf**, and save it in the Lesson02 folder.

Using the work area

The Acrobat work area includes a window with a document pane for viewing PDF documents and a navigation pane with bookmarks, thumbnails, annotations, and so on related to the current document. A menu bar, command bar, tool bar, and status bar around the outside of the window provide everything you need to work with documents.

***A.** Menu bar **B.** Adobe Online button **C.** Tool bar **D.** Command bar **E.** Document pane menu **F.** Document pane **G.** Navigation pane **H.** Palette menu **I.** Status bar*

The buttons and menus in the status bar provide quick ways to change your on-screen display and to navigate through documents.

***A.** Navigation Pane button **B.** Magnification level **C.** Magnification pop-up menu **D.** First Page button **E.** Previous Page button **F.** Current page **G.** Next Page button **H.** Last Page button **I.** Page size **J.** Page layout pop-up menu*

Using Acrobat tools

The tool bar contains tools for scrolling, zooming, changing the appearance of text, cropping pages, adding annotations, and making other changes to the current PDF document. This section introduces the tool bar and shows you how to select tools. As you work through the lessons, you'll learn more about each tool's specific function.

1 To select a tool, you can either click the tool in the tool bar or press the tool's keyboard shortcut. For example, you can press Z to select the zoom-in tool from the keyboard. Selected tools remain active until you select a different tool.

2 If you don't know the keyboard shortcut for a tool, position the mouse over the tool until its name and shortcut are displayed.

3 Some of the tools in the tool bar display a small triangle at the bottom right corner, indicating the presence of additional hidden tools. Select hidden tools in any of the following ways:

• Hold down the mouse button on a tool that has additional hidden tools, and drag to select the desired tool.

Drag to select desired tool.

• Press Shift + the tool's keyboard shortcut repeatedly until the tool that you want is selected. For example, press Shift+Z to select the zoom-in tool (🔍).

Using Acrobat palettes

Acrobat provides palettes to help you organize and keep track of a document's bookmarks, thumbnails, annotations, signatures, articles, and destinations. Palettes can be docked inside the navigation pane or floated in windows over the work area. They can also be grouped with other palettes. This section introduces the navigation pane and shows you how to display palettes. As you work through the lessons, you'll learn more about each palette's specific function.

Displaying palettes

You can display palettes in a variety of ways. Experiment with several techniques:

• To show or hide the navigation pane as you work, click the Show/Hide Navigation Pane button (▤) in the command bar, the Navigation Pane button (◂▸) in the status bar, or the left border of the document pane.

• To show or hide a palette, choose the palette's Show or Hide command from the Window menu. The palette appears in the navigation pane or in a floating window.

Changing the palette display

You can change the palette display in a variety of ways. Experiment with several techniques:

- To change the width of the navigation pane while it's visible, drag its right border.
- To bring a palette to the front of its group, click the palette's tab.

- To move a palette to its own floating window, drag the palette's tab to the document pane.

- To move a palette to another group, drag the palette's tab to the other group.

• To display a palette menu, hold down the mouse button on the triangle in the upper right corner of the palette. To hide a palette menu without making a selection, click in the blank space in the navigation pane.

About navigation

Acrobat and Reader contain built-in navigational controls in the menu, command, tool, status, and scroll bars that let you browse a PDF document page by page, or quickly jump to a specific page of the document. Using these controls, you can view a PDF document in much the same way as you would view a printed book, while taking advantage of the greater speed and efficiency of electronic navigation.

In addition to these built-in controls, Acrobat lets you create custom navigational controls in your document. These controls include links, bookmarks, thumbnails, articles, and buttons. Bookmarks, thumbnails, and articles are discussed in Lesson 4, "Creating Navigational Structures," while buttons are discussed in Lesson 9, "Adding Buttons".

About on-screen display

Take a look at the status bar, located at the bottom of the document window. Notice that the magazine is tabloid size (11-by-17 inches) and currently appears at 100% magnification on-screen.

The magnification shown in the status bar does not refer to the printed size of the page, but rather to how the page is displayed on-screen. Acrobat determines the on-screen display of a page by treating the page as a 72 ppi (pixels-per-inch) image. For example, if your page has a print size of 2-by-2 inches, Acrobat treats the page as if it were 144 pixels wide and 144 pixels high (72 x 2 = 144). At 100% view, each pixel in the page is represented by 1 screen pixel on your monitor.

How large the page actually appears on-screen depends on your monitor size and your monitor resolution setting. For example, when you increase the resolution of your monitor, you increase the number of screen pixels within the same monitor area. This results in smaller screen pixels and a smaller displayed page, since the number of pixels in the page itself stays constant. The following illustration shows the variation among 100% displays of the same page on different monitors.

Pixel dimensions and monitor resolution

Regardless of the print size specified for an image, the size of an image on-screen is determined by the pixel dimensions of the image and the monitor size and setting. A large monitor set to 640-by-480 pixels uses larger pixels than a small monitor with the same setting. In most cases, default PC monitor settings display 96 pixels per inch, and default Macintosh monitor settings display approximately 72 pixels per inch.

Navigating the magazine

Acrobat provides a variety of ways for you to move through and adjust the magnification of a PDF document. For example, you can scroll through the magazine using the scroll bar at the right side of the window, or you can turn pages as in a traditional book using the browse buttons in the command bar. You can also jump to a specific page using the status bar at the bottom of the window.

Browsing the document

1 If needed, click the Show/Hide Navigation Pane button ( ) to hide the navigation pane. In addition, if you have a palette displayed in a floating window, choose the palette's Hide command from the Window menu.

2 Select the hand tool ( ) in the tool bar, move your pointer over the document, and hold down the mouse button.

The hand pointer changes to a closed hand when you hold down the mouse.

3 Drag the closed hand in the window to move the page around on the screen. This is similar to moving a piece of paper around on a desktop.

Drag with hand tool to move page.

Result

4 Press Enter or Return to display the next part of the page. You can press Enter or Return repeatedly to view the document from start to finish in screen-sized sections.

5 Click the Fit in Window button ( ) to display the entire page in the window. If needed, click the First Page button ( ) to go to page 1.

6 Place the pointer over the Down arrow in the scroll bar, and click once.

The document scrolls automatically to display all of page 2. You can control how PDF pages scroll and display in the document window.

7 Click the page layout pop-up menu in the status bar to display the page layout options. Notice that the Single Page option is currently chosen.

8 Choose Continuous from the pop-up menu. Then use the scroll bar to scroll to page 3.

The Continuous option displays pages end to end like frames in a filmstrip.

Click Down arrow in scroll bar.

Choose Continuous from pop-up menu.

9 Now choose Continuous - Facing from the pop-up menu to display page spreads, with left- and right-hand pages facing each other, as on a layout board.

Continuous option

Continuous - Facing option

10 Click the First Page button to go to page 1.

In keeping with the conventions of printed books, a PDF document always begins with a right-hand page.

11 Reset the layout to Single Page.

You can use the page box in the status bar to switch directly to a specific page.

12 Move the pointer over the page box until it changes to an I-beam, and double-click to highlight the current page number.

13 Type **4** to replace the current page number, and press Enter or Return.

You should now be viewing page 4 of *Digital Arts.*

The scroll bar also lets you navigate to a specific page.

14 Begin dragging the scroll box upward in the scroll bar. As you drag, a page status box appears. When page 1 appears in the status box, release the mouse.

A. *Scroll box* ***B.*** *Page status box*

You should now be back at the beginning of *Digital Arts.*

Changing the view magnification

You can change the magnification of the page view using controls in the command and status bars, or by clicking or dragging in the page with the zoom-in or zoom-out tool.

1 Click the Fit Width button (). This control adjusts the magnification to spread the page across the whole width of your screen. Notice that a new magnification appears in the status bar.

2 Click the Next Page button () to advance to page 2. Notice that the magnification remains the same.

3 Click the Actual Size button () to return the page to a 100% view.

4 Click the magnification pop-up menu in the status bar to display the preset magnification options. Drag to choose 200% for the magnification.

You can also enter a specific value for the magnification.

5 Move the pointer over the magnification box in the status bar until it changes to an I-beam, and double-click to highlight the current magnification.

6 Type **75** to replace the current magnification, and press Enter or Return.

Double-click to highlight magnification.

Type new magnification, and press Enter or Return.

7 Now click the Fit in Window button ( ) to display the entire page in the window.

Next you'll use the zoom-in tool to magnify a specific portion of a page.

8 Enter **3** in the page box to go to page 3. Then select the zoom-in tool ( ) in the tool bar.

9 Click in the top right section of the page to increase the magnification. Notice that the view centers around the point you clicked. Click in the top right section of the page once more to increase the magnification again.

10 Now press Ctrl (Windows) or Option (Mac OS). Notice that the zoom pointer now appears with a minus sign, indicating that the zoom-out tool is active.

11 With Ctrl or Option pressed, click in the document to decrease the magnification. Ctrl- or Option-click once more to decrease the magnification again. Then release Ctrl or Option.

The entire page should fit on your screen again.

Now you'll drag the zoom-in tool to magnify the Contents area.

12 Place the pointer near the top left of the Contents, and drag over the text as shown in the following illustration.

Marquee-zooming

The view zooms in on the area you enclosed. This is called *marquee-zooming*.

Using and creating links

In a PDF document, you don't always have to view pages in sequence. You can jump immediately from one section of a document to another using custom navigational aids such as links.

One benefit of placing *Digital Arts* online is that you can convert traditional cross-references into links, which users can use to jump directly to the referenced section or file. For example, you can make each item under the contents list of *Digital Arts* into a link that jumps to its corresponding section. You can also use links to add interactivity to traditional book elements such as glossaries and indexes.

Following a link

You'll try out an existing link before creating your own. You should be viewing the Contents at the bottom of page 3.

1 Select the hand tool (). Move the pointer over the Trapping Pitfalls listing in the Contents so that the pointing finger appears, and click to follow the link.

This item links to the Trapping Pitfalls section at the bottom of the first page.

2 Click the Go to Previous View button () to return to your previous view of the Contents.

You can click the Go to Previous View button at any time to retrace your viewing path through a document. The Go to Next View button () lets you reverse the action of your last Go to Previous View.

Creating a link

Now you'll create a link between the PIFL: Imaging Technology listing in the Contents and the corresponding article in the magazine.

You use the link tool to create new links in a document. To specify an activation area for the link, you drag over the desired area with the link tool. Then you set the destination view for the link.

1 Select the link tool () in the tool bar.

The link tool appears as a cross-hair pointer when you move it into the document. When you select the link tool, all the existing links in the document appear temporarily as black rectangles.

2 Place the cross hair above and to the left of the PIFL: Imaging Technology listing, and drag to create a marquee that encloses the entire text block.

The Create Link dialog box appears. This dialog box lets you specify the appearance of the activation area as well as the link action.

3 Under Appearance, for Type, choose Invisible Rectangle.

4 Under Action, for Type, choose Go to View.

The Go to View option lets you specify a page view as the destination for the link. The Go to View action is just one among many actions that you can assign to your link.

For information on the different action types, see "Using actions for special effects" in Chapter 10 of the online Adobe Acrobat User Guide.

5 With the Create Link dialog box still open, click the Previous Page button (◀) to go to page 2 of *Digital Arts.* The PIFL section is at the top of this page.

6 In the Create Link dialog box, for Magnification, choose Fit Width.

7 Click Set Link. The page view returns to the Contents.

You have now created a link from the Contents to page 2. The view will fill the width of the screen when the link is activated.

8 Select the hand tool (), and move the pointer over the PIFL: Imaging Technology listing in the Contents. Notice that the pointing finger indicates the activation area that you have just created.

9 Click the activation area to test your link. You should jump to the PIFL section with a Fit Width magnification view.

10 Click the Go to Previous View button () to return to the Contents.

11 Choose File > Save to save the Digarts1.pdf file.

Next, you'll edit an existing link in the Contents.

Editing a link

You can edit a link at any time by changing its activation area, appearance, or link action.

1 Using the hand tool, click the Creative Tool Set listing to follow its link.

Notice that the link does not link to the correct section. You'll edit the destination of this link and make the link appearance invisible.

2 Click the Go to Previous View button () to return to the Contents.

3 Select the link tool (), and double-click inside the black rectangle surrounding the Creative Tool Set listing to open the Link Properties dialog box.

This dialog box lets you edit the appearance and destination of the selected link.

4 Under Appearance, for Type, choose Invisible Rectangle.

5 Click Edit Destination.

6 Click the First Page button () to navigate to the beginning of *Digital Arts,* where the section entitled "Adobe Photoshop is the Creative Tool Set for Artists" appears.

7 Click the Fit in Window button (). If needed, move the Link Properties dialog box out of the way by dragging its title bar.

8 Select the zoom-in tool (), and marquee-zoom around the story to enlarge it, as shown in the following illustration.

9 In the Link Properties dialog box, for Magnification, choose Fixed.

The Fixed option sets the link destination at the current magnification displayed on your screen.

10 Click Set Link.

11 Select the hand tool (), and click the Creative Tool Set listing to test your revised link.

You should jump to the enlarged view of the correct story on page 1.

12 Click the Go to Previous View button to return to the Contents.

Now you'll expand the activation area around the Creative Tool Set listing so that it encompasses the entire text block.

13 Select the link tool, and click inside the rectangle surrounding the Creative Tool Set listing.

Handles appear at the corners of the rectangle, indicating that the link is selected.

14 Move the pointer over the bottom right handle so that the double-headed arrow appears. Then drag down to stretch the rectangle around the text block below the title.

15 Select the hand tool, and move the pointer over the Creative Tool Set listing.

Notice that the activation area includes the entire text block below the title.

16 Click the activation area to test your link.

Creating a link to a Web site

Earlier you created a link from one area of *Digital Arts* to another. Now you'll add a link that leads to a page on the World Wide Web.

1 Click the Fit in Window () button.

2 Click the Next Page button (▶) to advance to page 2.

3 Select the zoom-in tool (🔍), and click in the cream-colored area at the bottom of the page to enlarge it.

This area of the page contains an advertisement for the Classroom in a Book series by Adobe Press. You'll create a link from an image in the ad to Adobe Systems Web page, which describes the book series in greater detail.

4 Select the link tool (🔗), and drag to create a marquee around the center image of the *Adobe Acrobat 4.0 Classroom in a Book*.

The Create Link dialog box appears.

5 Under Appearance, for Type, choose Visible Rectangle.

6 For Width, choose Medium. For Color, choose Red. For Style, choose Solid.

Now you'll assign the action to link to the World Wide Web. First you'll copy the target URL from the advertisement.

7 Select the text select tool (T⃞) in the tool bar. Drag to highlight the URL at the bottom of the ad. Then press Ctrl+C (Windows) or Command+C (Mac OS) to copy the text to the Clipboard.

8 In the Create Link dialog box, under Action, for Type, choose World Wide Web Link. Click Edit URL.

9 Press Ctrl+V (Windows) or Command+V (Mac OS) to paste the URL that you just copied, and click OK.

10 Click Set Link.

If you have a Web browser and a connection to the World Wide Web, you can go on to the next step and try out your newly created link. First you'll specify a Web browser to use when opening Weblinks. Once you establish your browser preference, Acrobat automatically uses that browser to open all Weblinks.

11 Choose File > Preferences > Weblink. Then click Browse (Windows) or Select (Mac OS).

12 Select your browser application, and click Open. Then click OK to return to the document.

13 Select the hand tool (✋), and try out your Weblink.

The Specify Weblink Behavior dialog box appears. Select the option to open the Weblink in the Web browser, and click OK. Opening Weblinks in Acrobat is discussed in Lesson 10, "Creating PDF Documents from Paper and the Web."

The link opens the Adobe Systems Web site using the browser that you have just specified. The site opens to the page describing the Classroom in a Book series.

14 Close the browser window when you have finished viewing the Web site, and return to Acrobat.

15 Choose File > Save As, make sure that Optimized is selected, and save Digarts1.pdf in the Lesson02 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.

16 Choose File > Close to close the Digarts1.pdf file.

Using the online Adobe Acrobat User Guide

For complete information on using tools and palettes, you can use the online Adobe Acrobat User Guide. The user guide is easy to use because you can look for topics in several ways:

- Scanning a table of contents.
- Searching for keywords.
- Using an index.

To open the user guide, choose Acrobat Guide from the Acrobat Help menu.

The user guide contains a table of contents with links that you can click to go to particular chapters and sections in the guide. If you can't find the topic that you are interested in by scanning the table of contents, then you can try searching using a keyword. You can also search using the index. For information on how to use and print the guide, click the "?" button at the top of any page in the guide.

In this lesson, you have learned how to page through a PDF document, change the magnification and page layout mode, and create and edit links. In later lessons, you'll learn how to create and use other navigational features, such as bookmarks, thumbnails, and articles.

Review questions

1 Name three ways in which you can switch to a different page.

2 Name three ways in which you can change the view magnification.

3 To what kinds of destinations can a link jump?

4 How do you control the view magnification of a link destination?

5 How do you edit an existing link?

Review answers

1 You can switch pages by clicking the Previous Page or Next Page button in the command bar, dragging the scroll box in the scroll bar, double-clicking the page box in the status bar and entering a page number, clicking a bookmark or link that jumps to a different page, or clicking the thumbnail for a different page.

2 You can change the view magnification by clicking the Actual Size, Fit in Window, or Fit Width button in the command bar; marquee-zooming with the zoom-in or zoom-out tool; choosing a preset magnification from the magnification menu in the status bar; or double-clicking the magnification box and entering a specific percentage.

3 A link can jump to a different view within the same or different PDF document, or to a page on the World Wide Web. A link can also jump to other application files and be used to trigger actions such as playing a sound or executing a menu command.

4 You can set the view magnification of a link destination by choosing a preset level from the Magnification menu in the Create Link dialog box, or choosing Fixed from the Magnification menu and adjusting the magnification of the destination page as desired.

5 To edit a link, select the link tool and double-click inside the link to open the Link Properties dialog box. After you have changed the desired properties, click Set Link.