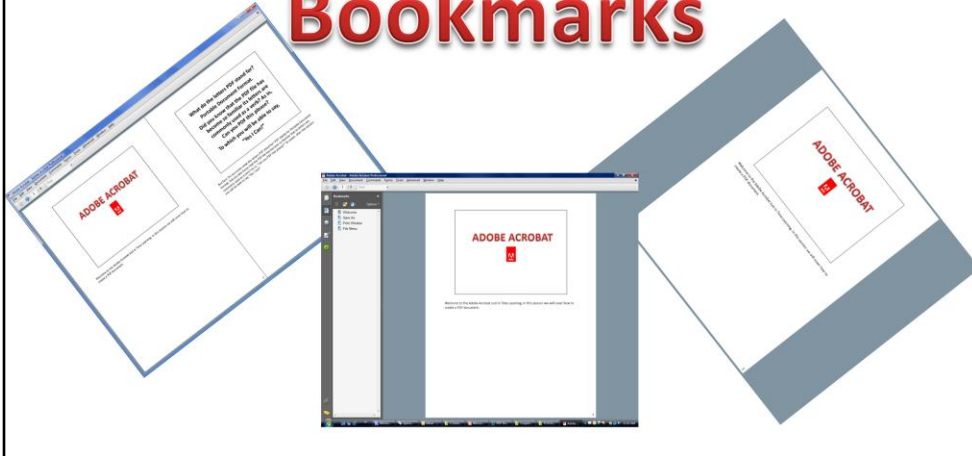


ADOBE ACROBAT



Welcome to the Adobe Acrobat Just in Time Learning. In this session we will cover how to add bookmarks to your document and set up how your PDF will open for viewers.

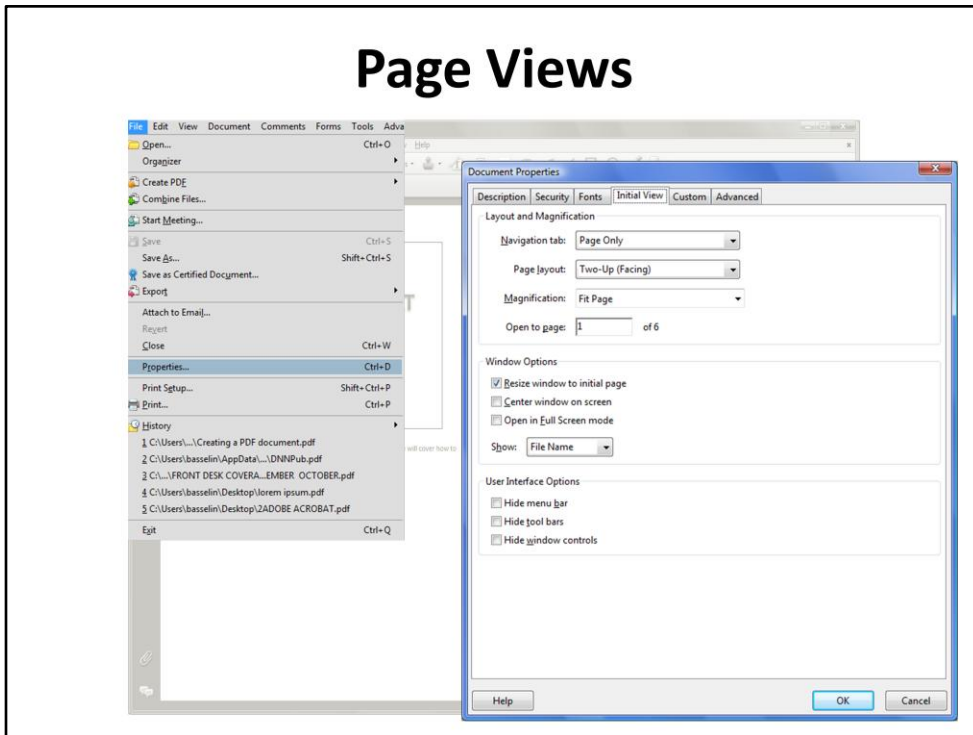
Page Views and Bookmarks



Did you ever wonder why, when you open different PDF documents, your views might be different with each one? Some open full screen, some open with bookmarks, and some open with two pages viewable. How a PDF opens is controlled through the Properties window found in the File menu of Acrobat.

Ever use a PDF documents bookmarks to navigate directly to the information you are looking for? Isn't that a nice feature? Well in this session we are going to cover both how to set up your page views, and how to add bookmarks to your document.

Page Views

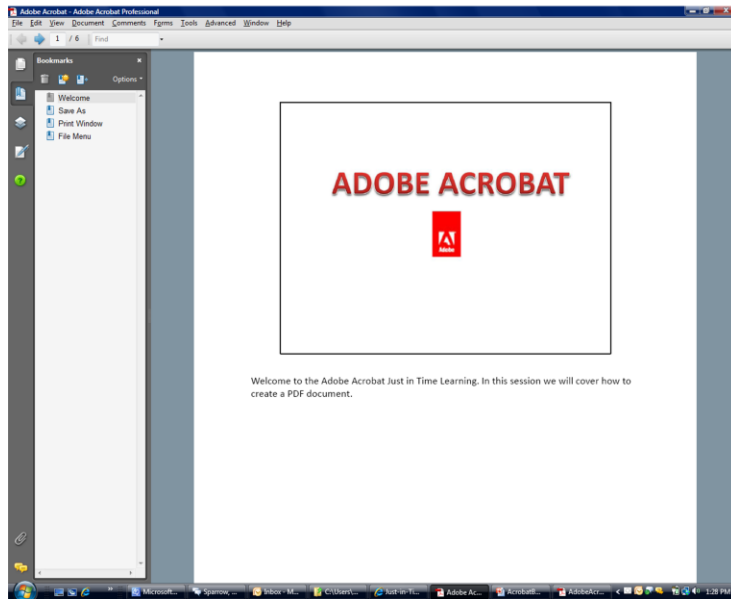


Let's start with page views. Page views are controlled through the Document Properties window. To access this, from within Acrobat click the File menu and select Properties. The Properties window will open. Click the Initial View tab. There are many options for setting up your page views from this window. In the Layout and Magnification section click the down arrows on the three options to view the different settings you can select for your document.

Under Windows Option notice you can resize your page, center it on the screen and have the document open full screen. You can select any or all of these options. The last option, Show File Name or Show Document Title has to do with if you filled out data on the Description tab of this window. For now, you can leave it to the default Show File Name.

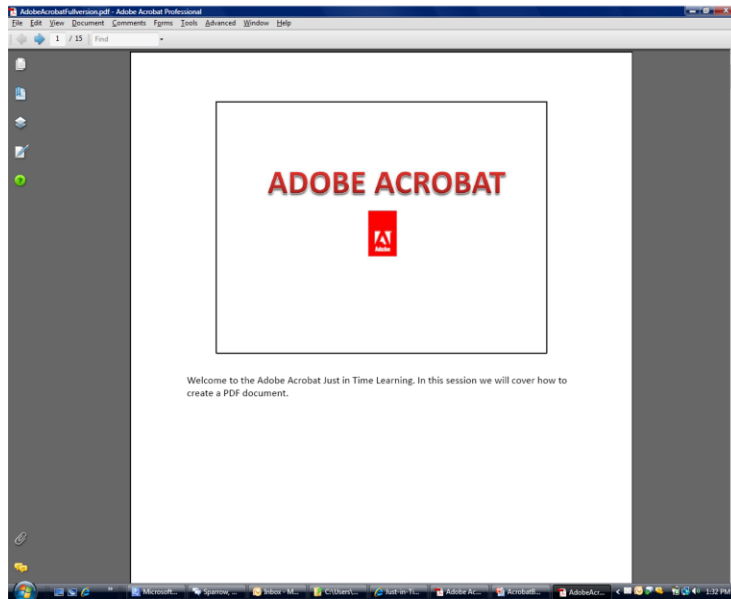
Finally, under the User Interface Options you can set up what the user sees in terms of tools and controls (scrollbars).

Adding & Editing Bookmarks



Adding bookmarks to a document is truly simple and adds so much value to your document. Have you ever opened a large document and begin to read only to be interrupted a few pages into it? If the document has bookmarks it's not such a big deal. You can close the document and come back to it later, easily picking up where you left off by going to the bookmark closest to where you left off and navigating from there. Or, maybe you've had a large training document to get through and you've used your bookmarks as goals - I'll work through the Creating a File chapter today and pick up at the Saving Files bookmark tomorrow. However you choose to use them, they are handy, and in these next few pages I am going to show you how to add them to your own documents.

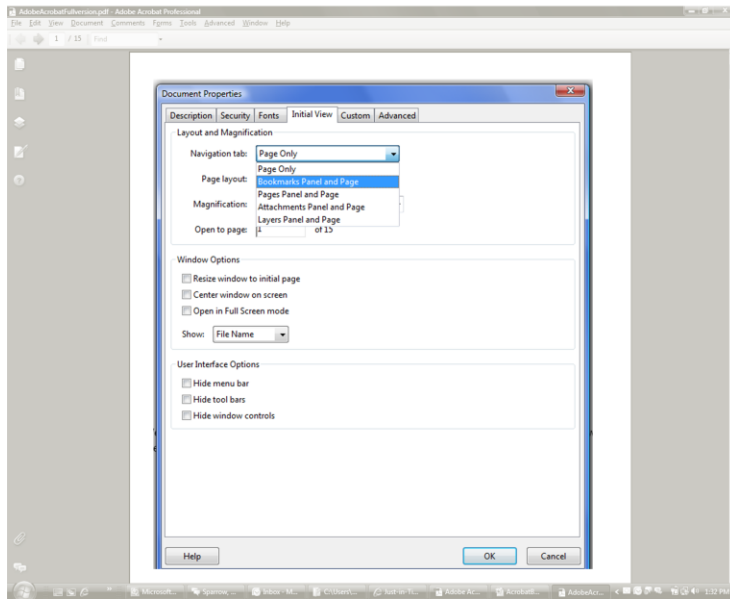
Adding & Editing Bookmarks



In session 1, Creating a PDF Document, you learned how to create a PDF from an existing file. The example used was a PowerPoint presentation. So let's continue with that example.

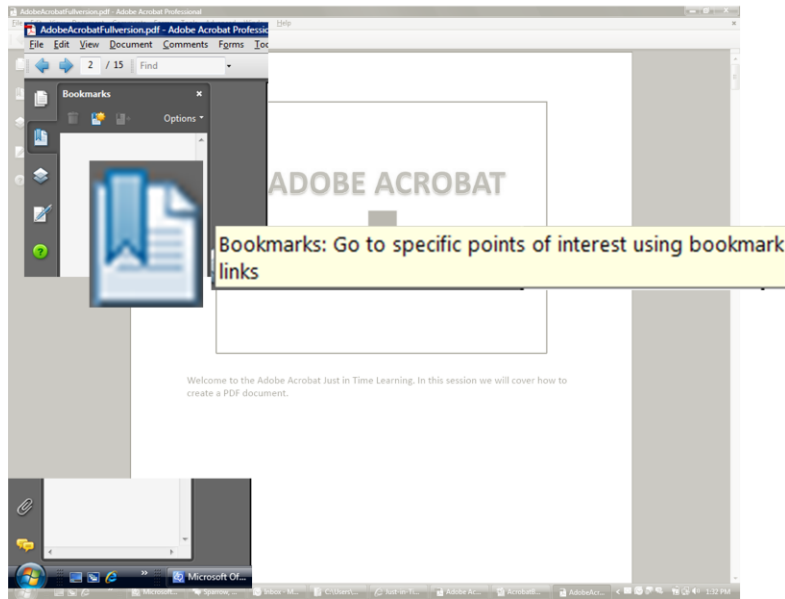
Now that you have your .ppt document converted to .pdf you'd like to make it easier for your viewers to use the document as a tool, specifically you want to add a bookmark for each section opening within the document.

Open to Bookmark Panel



The first thing you will want to do is set your page view to open with Bookmark Panel and Page. Remember you can do this through the Properties Initial View tab. With the bookmark panel now open you are ready to begin adding.

Add Bookmarks



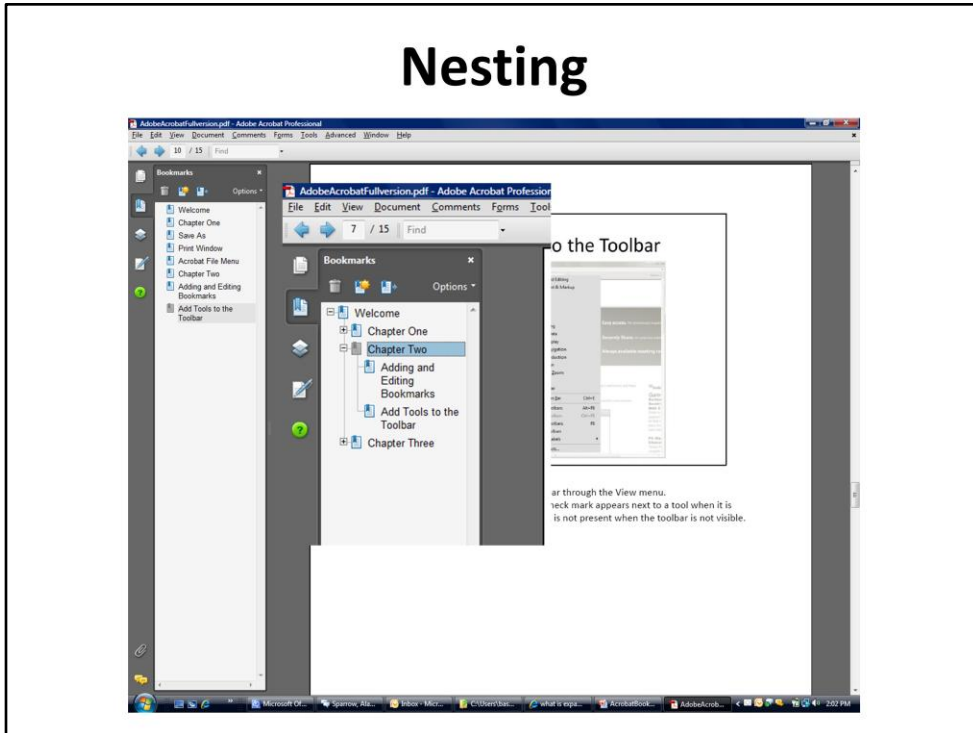
To begin adding bookmarks be sure you are on the page in your document where you want to place the first mark.

Click on the Bookmark icon. This will open the bookmark panel. At the top of this panel are three additional tools, New Bookmark, Delete, and Expand Current Bookmark. Click the New Bookmark icon to create a hotspot for your first bookmark. You will also have an open field in which to place your bookmark name, for example Chapter One, Chapter Two, etc.

Next, navigate to the page where you want to create your second bookmark, click the bookmark icon and add your bookmark name in the field.

Continue to do this until you've created a bookmark for each page you want to provide quick access to.

Nesting

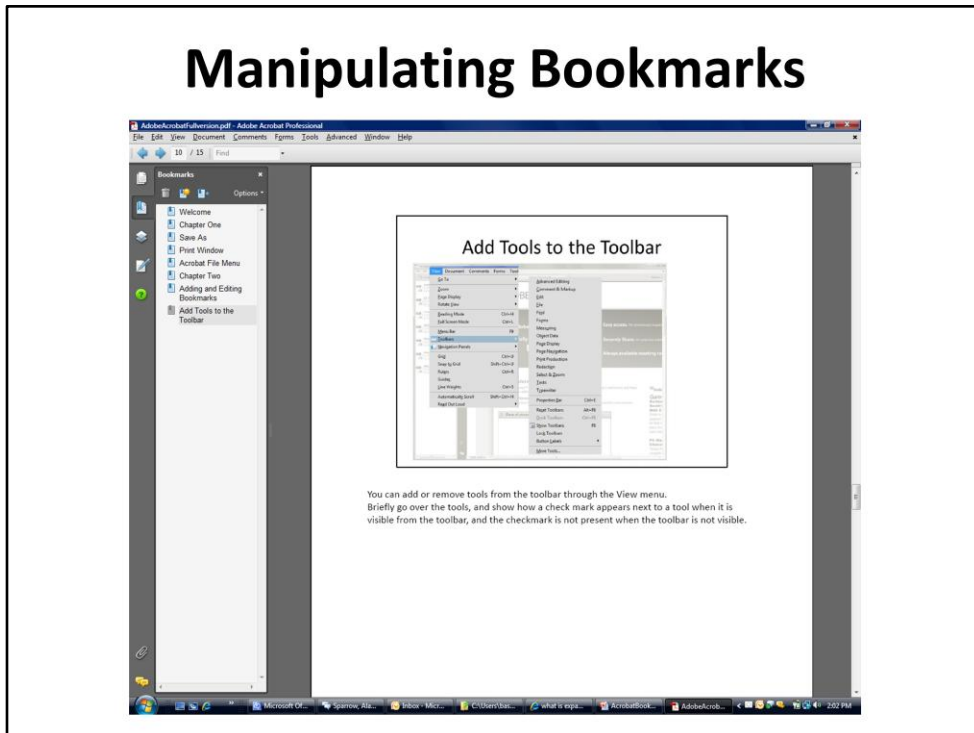


Ok that was easy enough. But let's say you have a very large document with say 8 chapters and each chapter has 4 sections bookmarked within. That can look like a pretty long list, and may even cause scrolling. So how can you neaten this up? Easy, by nesting your section titles under your Chapters. This will allow your viewer to expand and collapse the individual chapters to view just those bookmarks.

To nest your bookmarks select the bookmark or range of bookmarks you want to nest, drag the icon or icons directly underneath the parent icon. You will notice a hierarchy line appear as you drag the icon(s). As you nest more icons the hierarchy becomes more apparent. Your bookmarks will be nested but the associated pages will remain in their original location within the document.

Once you have all your section bookmarks nested you can collapse or expand your bookmarks using the + or - next to each bookmark, by using the Expand or Collapse functions from the Options menu, or you can expand your top level bookmark by clicking the Expand Current Bookmark icon at the top of the bookmark pane.

Manipulating Bookmarks



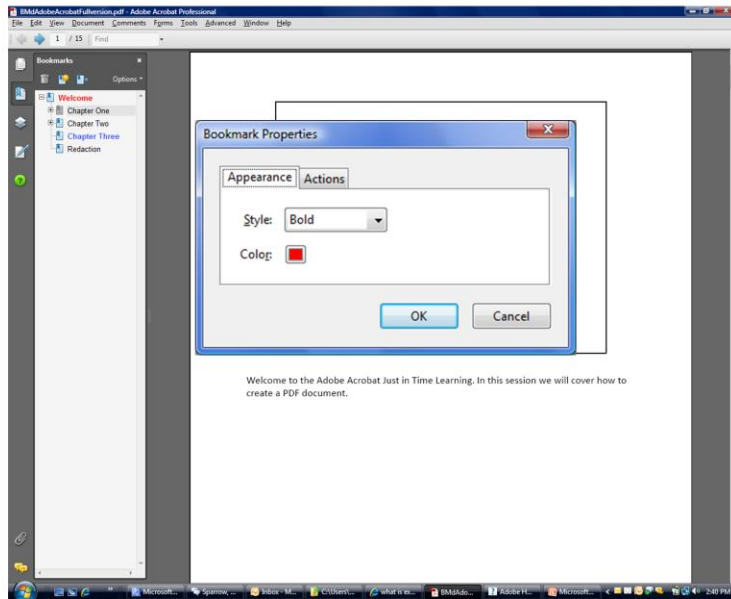
Note that if you make a mistake, which happens when you're new at doing something, you can always delete your bookmark and start over. To do this simply select your bookmark and click the trashcan icon. (no this will not delete your page, just the bookmark associated with it.)

To rename your bookmarks click once to select and again to open name field, or you can right click and select rename from the menu, or you can click the Options down arrow and select rename.

To "un-nest" a bookmark simply select the bookmark and drag it out to the new position. Be mindful of how your cursor changes to a solid arrow when you have properly grabbed the icon. You can also cut and then paste the icon to its desired location.

Finally, you can re-order the bookmarks by clicking and dragging them up and down the hierarchy and dropping in the new location. Note the placement bar that appears as you do this.

Highlighting Bookmarks



Finally if there is bookmark you want to highlight, for example sections that are “must reads” you can change the appearance of the bookmark by right clicking and from the menu select Properties. From here you can select the style and color of your bookmark font.