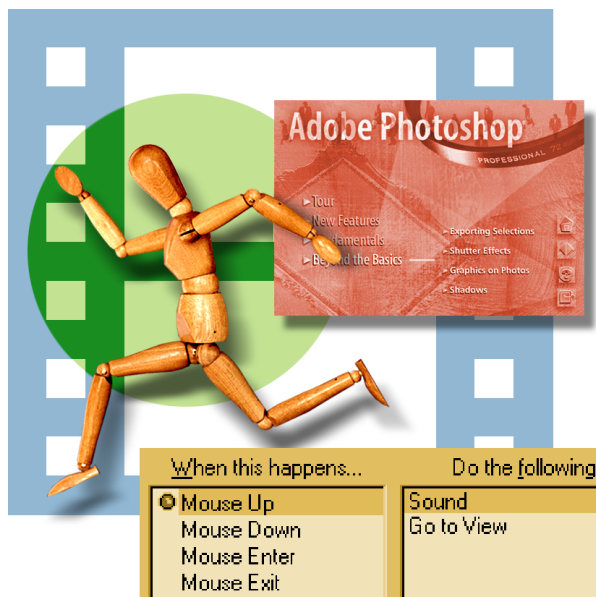


## Lesson 15

# Enhancing a Multimedia Project



*In this lesson, you'll use the skills learned in previous lessons to modify a document that acts as an interface to a software tutorial. You'll enhance the file with buttons, movies, actions, and sounds. Take time to experiment, and have fun.*

In this lesson, you'll apply the skills you learned in the previous lessons to create a self-guiding tutorial that was designed to be used online. You'll do the following:

- Add buttons with multiple actions.
- Add a page action.
- Add a movie.
- Choose the opening view of a document.

This lesson will take about 35 minutes to complete.

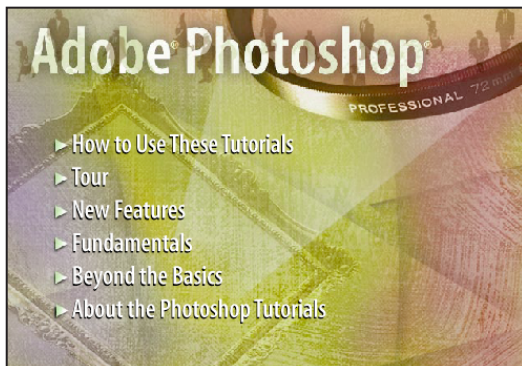
If needed, remove the previous lesson folder from your hard drive, and copy the Lesson15 folder onto it.

## Opening the work file

The document that you'll work with in this lesson is part of an actual Adobe Photoshop tutorial shell. It was created to provide users of the Photoshop tutorial with an interface to the instructional movies and step-by-step lessons.

You'll add some of the elements, such as buttons, that exist in the released version of the shell, and also add some other elements just for this lesson.

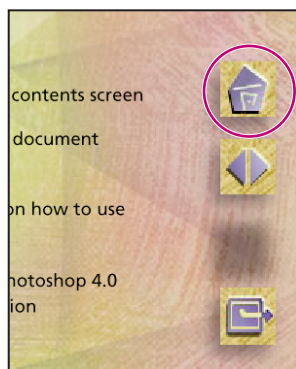
- 1 Start Acrobat.
- 2 Choose File > Open. Select Tutorial.pdf in the Lesson15 folder, located inside the Lessons folder within the AA4\_CIB folder on your hard drive, and click Open. Then choose File > Save As, rename the file **Tutor1.pdf**, and save it in the Lesson15 folder.



**Note:** Because there are links to movies in this file, you need to save this file in the Lesson15 folder to maintain the relative relationship between the PDF file and the movie files. If the relative file relationship is not maintained, you'll receive an error message and the movies will not play when activated by an action or clicked.

**3** Take a moment to page through the document using the Next Page button (►) in the command bar.

Notice the Home button that appears on every page except the first and last pages. This button has a Go to View action assigned to it that always returns the user to the home page.



Home button

**4** Click the Home button to return to the first page.


## Adding a Go to View button

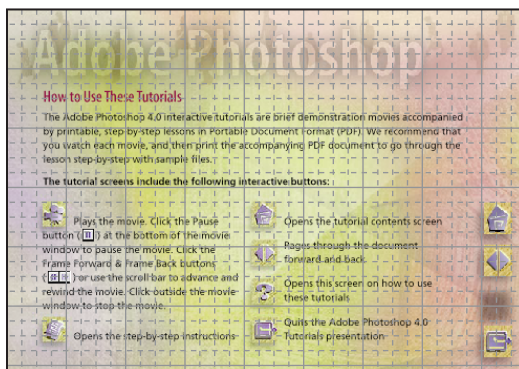
The Go to View action allows you to create a button that links to a page other than the first, last, next, or previous page. First, you create a button on the destination page, and then you duplicate it across the appropriate pages in the document. Then, in some cases, delete it from the destination page.

**Note:** The Go to View action assigned to a button can only be used to jump to a destination within the same file. If you want a button to open another file, use the Open File action.

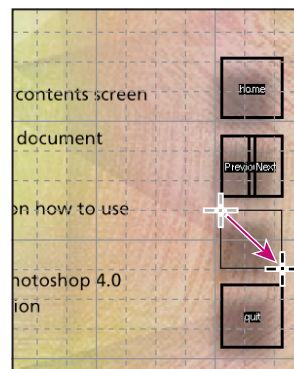
In this section, you'll add a button that goes to the How to Use These Tutorials page of the document and then duplicate it across other pages.

**1** Go to page 2. This page describes how to use the Photoshop tutorials.

- 2 Select the form tool (  ) in the tool bar.
- 3 Choose View > Show Forms Grid, and then choose View > Snap to Forms Grid.
- 4 Move the pointer above the Quit field in the bottom right corner of the page, and drag to draw a rectangle about the same size as the other fields.



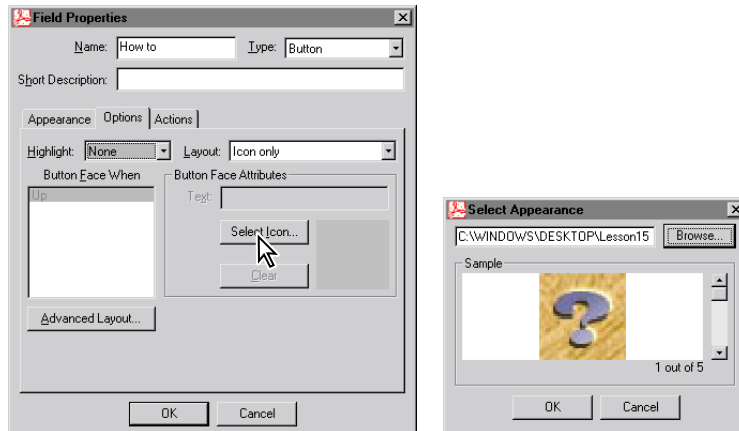
Normal view before selecting form tool



Drag form tool to create field.

- 5 In the Field Properties dialog box, type **How to** in the Name text box, and for Type, choose Button.
- 6 Click the Options tab. For Highlight, choose None, and for Layout, choose Icon only.
- 7 Click Select Icon, and then click Browse in the Select Appearance dialog box. Locate and select Qustmks.pdf in the Lesson15 folder, and click Open.

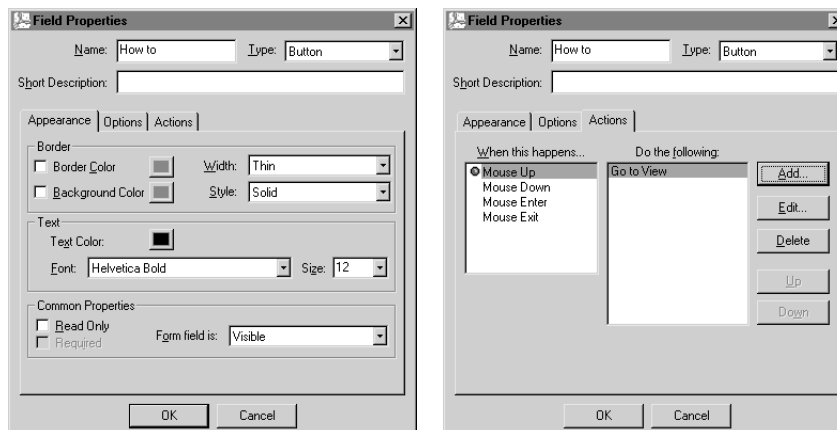
- 8** Use the scroll bar to view the available question mark icons, select one, and click OK.



Create button field.

Select a button icon, and click OK.

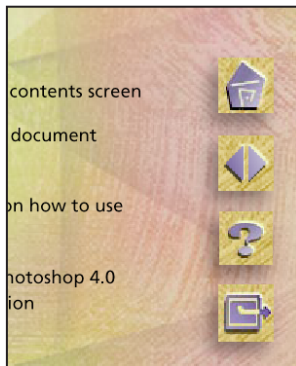
- 9** Click the Appearance tab in the Field Properties dialog box. Deselect Border Color and Background Color. For Style, choose Solid.
- 10** Click the Actions tab. Select Mouse Up, and click Add.
- 11** In the Add an Action dialog box, choose Go to View for the Type. For Magnification, choose Fit View. Click Set Action.
- 12** Click OK to close the Field Properties dialog box.



Choose solid border with no added color for button.

Go to View action is added to button.

- 13** Select the hand tool (☞) in the tool bar, and view the new button.
- 14** Choose View > Show Forms Grid to hide the grid. Then choose View > Snap to Forms Grid to deselect it.



***Note:** If you need to resize the button to match the size of the other buttons, select the form tool and click the button to select it. Then drag a handle to resize the button and drag the center to reposition it. Reselect the hand tool after resizing the button.*

You have just added a button with an action to show the current view of page 2 when clicked. Next, you'll assign another action to play a sound when the button is clicked, and duplicate the button across the appropriate pages in the document.

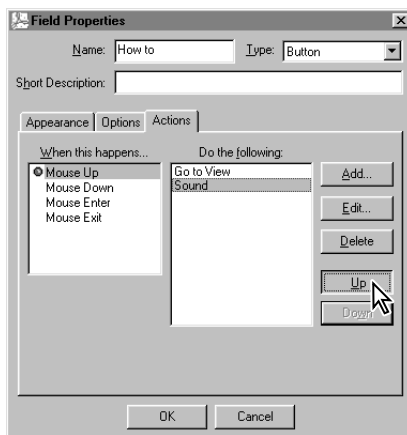
### **Adding multiple actions to the button**

You can assign more than one action to a button, and also sort the order in which those actions occur after assigning them.

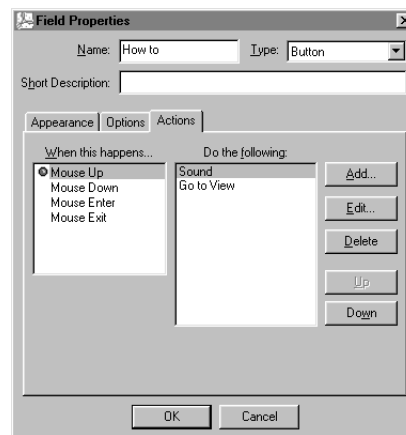
- 1** Select the form tool and double-click the How to button you created.
- 2** Click the Actions tab in the Field Properties dialog box.
- 3** Select Mouse Up. Notice that the Go to View action is already listed in the Do the Following column.
- 4** Click Add. For Type, choose Sound, and then click Select Sound.
- 5** Locate and select one of the clicking sound files—click1.wav, click2.wav, or click3.wav (Windows) or click1.aiff, click2.aiff, or click3.aiff (Mac OS)—in the Lesson15 folder, and click Open. Then click Set Action.

Now two actions are listed in the Do the Following column—Go to View and Sound. When the button is clicked, the actions will activate in the order listed. But for this tutorial you want the user to hear the sound first, then go to the destination view. So, you'll reorder the actions.

- 6 Select the Sound entry in the Do the Following column, and click Up. Sound moves up in the list and will now activate before the Go to View action.



Select Sound action for How to button.



Move Sound up to top of list to change playing order.

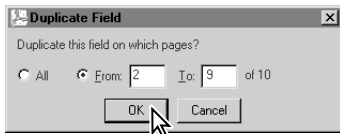
- 7 Click OK.

## Duplicating the button

Now that you have formatted the How To button, you'll duplicate it so that the users of this document can easily access the How to Use These Tutorials page from other pages in the document.

- 1 The How To button should still be selected. If it isn't, select the form tool, and click the button to select it. You know the button is selected when handles appear in the four corners of the button field.
- 2 Choose Tools > Forms > Fields > Duplicate.

**3** In the Duplicate Field dialog box, select From and enter from pages **2** to **9**, and click OK. A duplicate How to button is added to the pages you specified in the same location on each page. Now you'll test the button.



*Add button to pages 2 through 9.*

- 4** Select the hand tool.
- 5** Click the Next Page button (▶) to go to page 3.
- 6** Click the How to button.

Notice that you hear the clicking sound before you go to the How to Use These Tutorials page. Duplicating buttons makes it easy to add navigational buttons across multiple pages.

- 7** Choose File > Save to save the Tutor1.pdf file.

### **Using actions for special effects**

Acrobat allows you to add special effects to PDF documents. You can specify that a particular action will occur when a bookmark, link, or form field is selected, or when a page or form is viewed. For example, you can use links and bookmarks to jump to different locations in a document, but you can also use them to play movies, sound clips, execute commands from a menu, or other actions. Page actions are another way of activating special effects in a PDF document. For example, you can specify a movie or sound clip to play when a page is opened or closed.

Here is a list of the actions available in the Add an Action dialog box:

**Execute Menu Item** Executes a specified menu command as the action. Click Edit Menu Item, select a menu item, and then click OK.

**Go to View** Jumps to a destination within the current document or in another PDF document. Go to the destination where you want the reader to end up, and set the position and magnification for the view. You can either navigate to the location in the current document or choose File > Open, select a PDF file, and then go to the destination.

**Import Form** Brings in form data from another file, and places it in the active form.



**JavaScript** Runs a specified JavaScript. The Edit button allows you to create or edit a JavaScript action that is activated when the bookmark, link, and so on is selected.

**Movie** Plays a specified QuickTime or AVI movie. Click Select Movie, and select the movie you want to play when the action is activated. The movie must already be added to the PDF document for you to be able to select it.

**Open File** Launches and opens a non-PDF file. Click Select File, locate the file, and click Select. If you are distributing a PDF file with a link to a non-PDF file, the reader needs the native application of the non-PDF file to open it successfully.

**Read Article** Follows an article thread in the active document or in another PDF document. To choose an article from the active document, click Select Article, select an article from the list, and click OK. To choose an article in another PDF document, make the destination file the active document, click Select Article, select an article from the list, and click OK.

**Reset Form** Clears previously entered data in a form. You can control the fields that are reset with the Select Fields dialog box.

**Show/Hide Field** Toggles between showing and hiding a field in a PDF document. Click Edit to select a field and whether to show or hide it.

**Sound** Plays a specified sound file. The sound will be embedded into the PDF document in a cross-platform format that will play in Windows and Mac OS. In Mac OS, you can add QuickTime, System 7 sound files, AIFF, Sound Mover (FSSD), and WAV files. In Windows, you can add AIF and WAV files.

**Submit Form** Sends the form data to a specified URL.

**World Wide Web Link** Jumps to a destination on the World Wide Web. You can use http, ftp, and mailto protocols to define your link.

**None** Specifies no action. This is often used for a bookmark representing a section heading that does not have a specific destination.

—From the online Adobe Acrobat User Guide, Chapter 10

## Combining buttons and page actions

To add some interesting effects to this tutorial shell, you'll add more buttons and page actions, and then combine them to get the final effect. First, you'll watch how combining buttons and page actions can work together.

- 1 Click the Next Page (▶) button to go to page 3.
- 2 Move the pointer over the arrow icon to the left of Shutter Effects. Notice that an image appears, and a sound plays.

**3** Move the pointer away from the arrow, and the image disappears. The arrow icon has the Show/Hide Field and Sound actions assigned to it.



*Position pointer over arrow to play actions.*

*Move pointer away to hide image.*

**4** Now click the Shutter Effects link to go to that topic. When the page opens, a short movie plays, then stops.



*Movie plays when page is opened.*

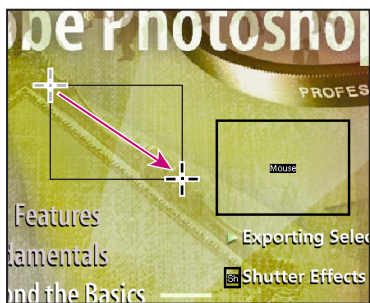
In the next section, you'll edit this file so that the Shadows topic has the same combination of multimedia effects as the Shutter Effects topic.

## Creating an image to hide and show

Showing and hiding buttons can be a tricky procedure, but once mastered, it can add interest to any multimedia project. For example, if you don't want to clutter your page with images, but want to entice your users with previews, you can choose to hide the images until you anticipate a user would actually want to see them.

First, you'll create a button to contain an image of a sun for the Shadows topic.

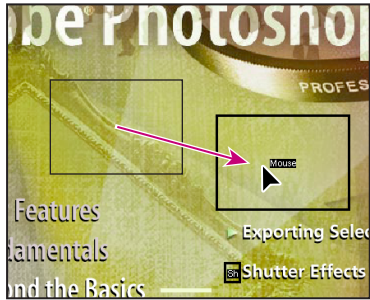
- 1 Click the Go to Previous View button (◀) to go back to page 3.
- 2 Select the form tool (🖱️) in the tool bar. Notice the Mouse field that appears on this page. This field contains the image of the white mouse and running figure that appears when the Shutter Effects arrow icon is activated.
- 3 Drag to draw a rectangle in an open area on the page that is approximately the same size as the Mouse field. After you have formatted this new field, you'll move it on top of the Mouse field so that the image you are adding appears in the same place as the Shutter Effects image when activated.



*Draw field about same size as Mouse field.*

- 4 In the Field Properties dialog box, type **Sun** in the Name text box. For Type, choose Button.
- 5 Click the Options tab. For Highlight, choose Push, and for Layout, choose Icon only. Select Up and then click Select Icon.
- 6 In the Select Appearance dialog box, click Browse, locate and select Shadow.pdf from the list of files in the Lesson15 folder, and click Open. Then click OK to close the Select Appearance dialog box.
- 7 Click the Appearance tab in the Field Properties dialog box. Make sure that Border Color and Background Color are not selected. For Style, choose Solid. Click OK.

- 8 Drag the Sun field on top of the Mouse field.



*Position Sun field in front of Mouse field.*

### **Adding sound and a Show/Hide Field action**

Now you'll add another button field that will show and hide the Sun field, as well as play a sound when you move the pointer over an arrow icon.

- 1 Using the form tool, drag to draw a rectangle around the arrow icon next to the word "Shadows."



*Draw field that covers arrow icon next to "Shadows."*

- 2 In the Field Properties dialog box, type **Shadows** in the Name text box. For Type, choose Button.

This field will be represented by the image of the arrow on the page, so you don't need to set Button or Appearance options.

- 3 Click the Actions tab, select Mouse Enter, and click Add.
- 4 In the Add an Action dialog box, choose Show/Hide Field for Type, and click Edit.
- 5 Click Show, select Sun in the list, and click OK. Then click Set Action.

Now you'll add a sound to play.

**6** With Mouse Enter still selected in the Field Properties dialog box, click Add.

**7** For Type, choose Sound, and click Select Sound. Select Shadow.wav (Windows) or Shadow.aiff (Mac OS) and click Open. Then click Set Action.


Now you need to assign an action to hide the Sun image when the pointer is not over the arrow icon.

**8** In the Field Properties dialog box, select Mouse Exit and click Add.

**9** For Type, choose Show/Hide Field, and click Edit.

**10** Click Hide, select Sun in the list, and click OK. Then click Set Action.

**11** Click OK to close the Field Properties dialog box.

**12** Select the hand tool () and move the pointer over the arrow icon next to "Shadows," and then move it away from the arrow to see the effect.



*Move pointer over Show/Hide field—graphic is displayed and sound is played.*




*Move pointer away from Show/Hide field—graphic is hidden.*

## Adding a movie

To complete the combination of multimedia effects, you'll add a movie to the Shadows topic page that will play automatically when the page is displayed.

- 1 Click the Shadows link to go to that topic.

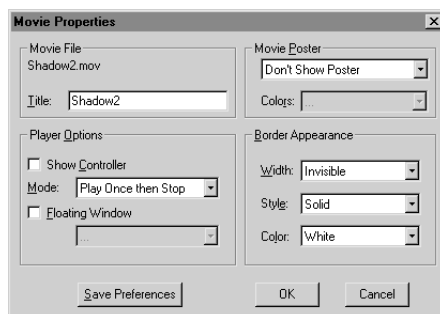
First, you'll insert the movie in front of the sun image.

- 2 Select the movie tool () in the tool bar, and click once in the center of the sun image.



*Use movie tool to add movie in front of sun image.*

- 3 Locate and select Shadow2.mov from the list of files in the Lesson15 folder, and click Open.
- 4 In the Movie Properties dialog box, type **Shadow2** in the Title text box. For Movie Poster, choose Don't Show Poster.
- 5 Under Player Options, deselect Show Controller. For Mode, choose Play Once then Stop. Deselect Floating Window (Windows) or Use Floating Window (Mac OS). Under Border Appearance, for Width, choose Invisible. Click OK.
- 6 Drag the movie field to adjust its position over the sun image.



Now you'll set a page action to play the movie when the page is displayed.

- 7 Select the hand tool, and choose Document > Set Page Action.
- 8 In the Page Actions dialog box, select Page Open, and click Add.
- 9 In the Add an Action dialog box, choose Movie for Type, and click Select Movie. For Select Movie, choose Shadow2. For Select Operation, choose Play. Click OK and then click Set Action.
- 10 Click OK to close the Page Actions dialog box.

Now let's try it out.

- 11 Click the Go to Previous View button (◀).
- 12 Move the pointer over the arrow icon to the left of the word "Shadows" to see the effect you added earlier again.
- 13 Click the Shadows link. The short movie plays immediately after the page opens.
- 14 Choose File > Save to save the Tutor1.pdf file.

## Choosing the opening view

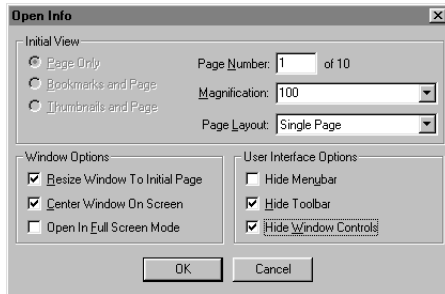
The opening view of a document should be determined by the design, audience, and purpose of the document. The actual Photoshop tutorial shell was designed to teach users how to use Photoshop, not Acrobat. To focus the users on the content of the shell rather than on the program running it, the designers decided to limit the window elements with which a Photoshop user could interact. In this section, you'll learn how to choose opening view options, and see the effects of your choices.

## Hiding the tool bar and window controls

You'll change the opening view of the tutorial shell so that the window resizes to fit the page, is centered in the screen, and does not show the command bar, tool bar, or window controls.

- 1 Choose File > Document Info > Open.
- 2 Select the following options:
  - Resize Window to Initial Page
  - Center Window on Screen
  - Hide Toolbar

- Hide Window Controls



*Select Hide Toolbar to hide both command and tool bar when document is opened.*

**3** Click OK.

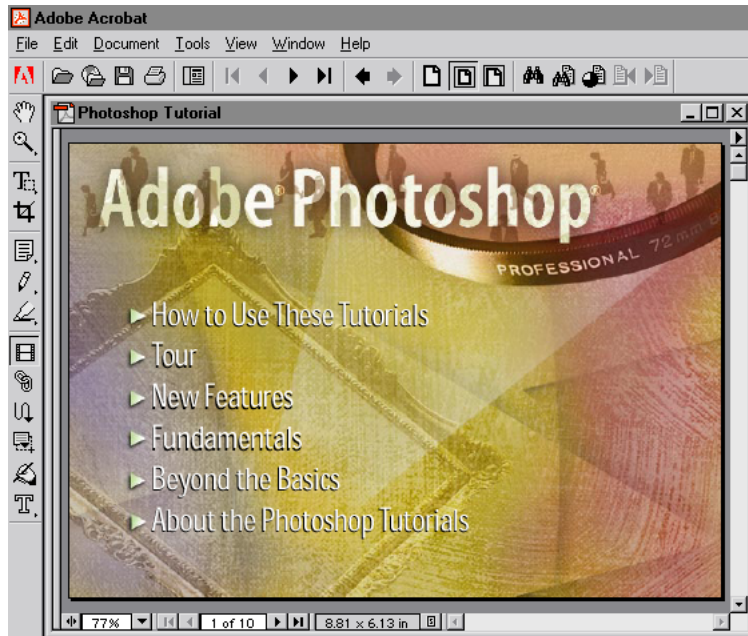
**4** Choose File > Save As. Name the file **Tutor2.pdf**, and save it in the Lesson15 folder.

Because the changes only take effect when you open the file, you must close it and reopen it to see the changes.

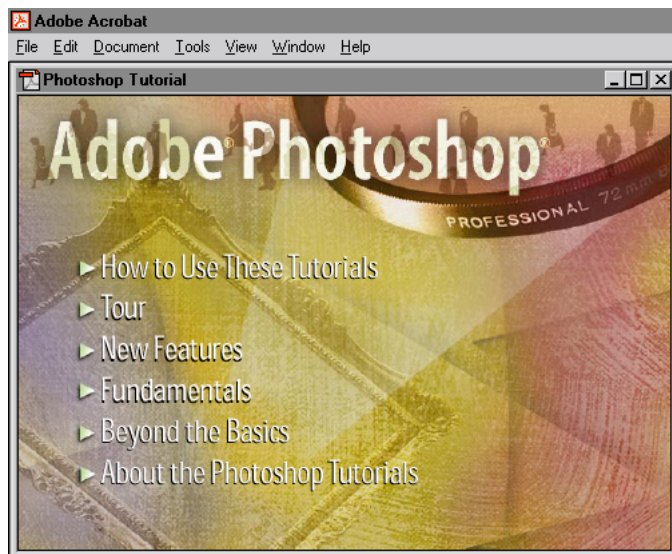
**5** Choose File > Close. Then choose File > Open and reopen the Tutor2.pdf file.



6 Notice the changes in the opening view of the file.



*Opening view with all display elements enabled*



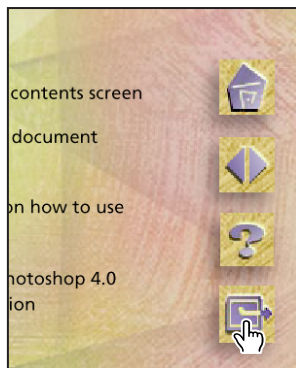
*Opening view with limited display elements*

## Adding a quit button

To further distance a document from the program running it, you can disable the menu bar. But if you disable the menu bar, you need to add buttons that allow users to quit the file they are reading.

First, you'll add a quit button.

- 1 Press the Right Arrow key on your keyboard to go to the next page in the document, and then click the Quit button in the bottom right corner of the document to go to the Quit page.



- 2 Choose Window > Show Tool Bar.
- 3 Select the form tool (🔧) in the tool bar and draw a rectangle around the word "Yes" on the page.
- 4 In the Field Properties dialog box, type Yes in the Name text box, and choose Button for the Type. Click the Actions tab, select Mouse Up, and click Add.
- 5 In the Add an Action dialog box, choose Execute Menu Item for the Type, and click Edit Menu Item.
- 6 In the Menu Selection dialog box, choose File > Exit (Windows) or File > Quit (Mac OS), and click OK.
- 7 Click Set Action and then click OK.

## Adding a go to previous view button

Next, you'll add a go to previous view button to the Quit page.

- 1 Using the form tool, draw a rectangle around the word "No" on the page.
- 2 In the Field Properties dialog box, type **No** in the Name text box, and for Type, choose Button. Click the Actions tab, select Mouse Up, and click Add.
- 3 In the Add an Action dialog box, choose Execute Menu Item, and click Edit Menu Item.
- 4 In the Menu Selection dialog box, choose Document > Go Back and click OK.
- 5 Click Set Action and then click OK.

## Hiding the menu bar

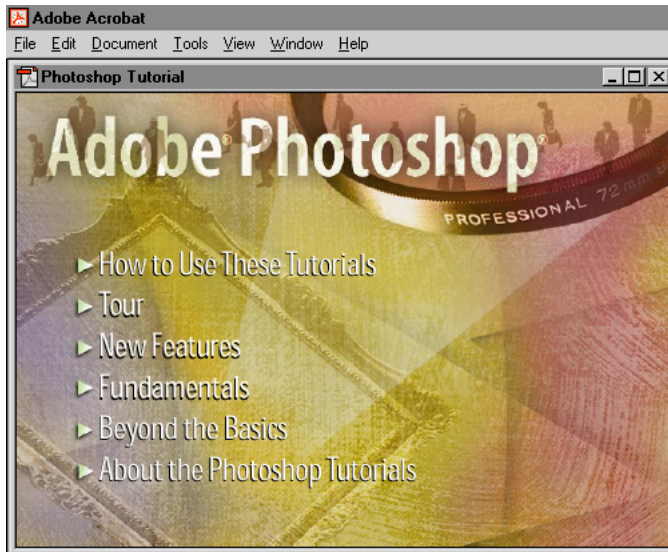
Now you'll choose the settings to hide the menu bar and reopen the document. With the tool bar, window controls, and menu bar all hidden, you'll use the buttons in the document to navigate.

- 1 Choose File > Document Info > Open.
- 2 Select Hide Menu Bar, and click OK.
- 3 Choose File > Save As, make sure that Optimize is selected, and save Tutor2.pdf in the Lesson15 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.
- 4 Before closing the document, select the hand tool.

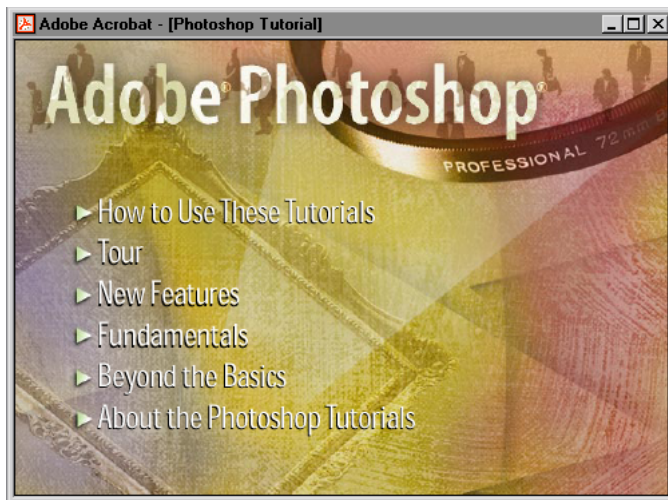
The hand tool remains selected when you reopen the document even when the tool bar is not showing.

- 5 Choose File > Close.

6 Choose File > Open and reopen Tutor2.pdf. Notice that the menu bar is now hidden.



*Opening view with menu bar visible*



*Opening view with menu bar hidden*

7 Click the Beyond the Basics link, and click the Quit button in the bottom right corner of the page.

8 Click No. You return to the Beyond the Basics page.

9 If you wish to quit Acrobat, click the Quit button again and then click Yes.

## Exploring on your own

Many types of presentations may improve when the document takes over the entire screen, and hides the menu bar, command bar, tool bar, and other window controls. This is useful for presentations that aren't interactive or that have all the controls and buttons built into the PDF pages.

To learn how to set up a full-screen presentation, you'll use the tutorial shell from this lesson. You'll set it up to work as a full-screen slide show on your computer with pages that turn automatically, as in a stand-alone kiosk display.

- 1 If necessary, start Acrobat and choose File > Open to open the Tutor2.pdf file you saved earlier in the Lesson15 folder.
- 2 Press F7 to display the menu bar, and choose File > Document Info > Open.
- 3 Under Window Options, select Open in Full Screen Mode and click OK.

The next time the file is opened, the image and a solid background will automatically fill the entire screen. (If you want the image to be larger, you may need to increase the magnification in the Open Info dialog box.)

- 4 Choose File > Preferences > Full Screen.
- 5 Under Navigation, select Advance Every 5 Seconds. Make sure that Escape Key Exits is selected.

Full-screen mode also lets you choose special effects for transitions between pages.

- 6 For Default Transition, choose Dissolve and then click OK.
- 7 Choose File > Save As, make sure that Optimize is selected, and save the file as **Tutor3.pdf** in the Lesson15 folder.
- 8 Choose File > Close.
- 9 Choose File > Open and reopen the Tutor3.pdf document.
- 10 To stop the slide show, press Esc. To stop the slide show and quit Acrobat, click the Quit button on one of the pages, and then click Yes.

Take some time to experiment with the actions that you can assign to buttons, links, bookmarks, and pages. You may find that actions add a new level of communication possibilities and fun to your PDF documents that you never thought possible.

## Review questions

- 1 How do you create buttons for multiple pages that all go to the same page view when clicked?
- 2 When selected, what does the Hidden option on the Appearance tab of the Field Properties dialog box do?
- 3 What actions can you assign to a button?
- 4 To what other types of elements can you assign actions?
- 5 What happens to the display of a movie when you use the Floating Window option in the Movie Properties dialog box?
- 6 Is there a way to display the menu bar, command bar, or tool bar if they are hidden from view? (Hint: Keyboard shortcuts are listed for each in the Window menu.)

## Review answers

- 1 First go to the page view that you want to be displayed when the buttons are clicked, and create a button field with a Go to View action set for the current page. Then duplicate the button field (choose Tools > Forms > Fields > Duplicate) and specify the pages onto which you want to copy the button. If you wish, delete the original button.
- 2 The Hidden option on the Appearance tab of the Field properties dialog box makes the field invisible until another action shows it.
- 3 You can assign the following actions to a button: Execute Menu Item, Go To View, Import Form Data, Movie, Open File, Read Article, Reset Form, Show/Hide Field, Sound, Submit Form, World Wide Web link, and None.
- 4 Besides buttons, you can assign actions to links, bookmarks, page actions, and other types of form fields.
- 5 The movie plays inside a floating window that appears in front of the document temporarily rather than on the document page.
- 6 Yes. To show the menu bar, press F7. To show the command bar, press F8. To show the tool bar, press F9.