

Adding Buttons



Buttons provide an effective way for you to add creative and stylish interactive features to your PDF documents. Like bookmarks and links, buttons let you jump to different destination views and play actions. In addition, you can customize the appearance of buttons by importing icons.

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

- Activate existing buttons in a document.
- Add your own buttons to a document.
- Duplicate a button across multiple pages.
- Add buttons that show and hide other button fields.
- Add a button that links to the World Wide Web.
- Set the opening display of a document.

This lesson will take about 30 minutes to complete.

If needed, remove the previous lesson folder from your hard drive, and copy the Lesson09 folder onto it.

Using and adding buttons

Like bookmarks and links, buttons can link to a particular destination or play an action. But unlike bookmarks and links, buttons offer the following three additional capabilities:

- Buttons can activate a series of actions, not just a single action.
- Buttons can have alternate appearances, according to the mouse behavior over the buttons.
- You can duplicate buttons across a range of pages, thereby simplifying the task of adding repeat buttons to a document.

In Acrobat, buttons are a type of form field. You use the form tool to add buttons to a PDF document. For detailed information on other types of form fields, see Lesson 8, "Modifying PDF Documents."



Using buttons

In this lesson, you'll work with the camping section of the Mount Rainier Field Guide. This document already contains some buttons that help ease navigation to informational sections such as the index and the Welcome page. You'll try out these existing buttons and then add your own buttons.

- 1** Start Acrobat.

2 Choose File > Open. Select Visit.pdf in the Lesson09 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 **Visit1.pdf**, and save it in the Lesson09 folder.

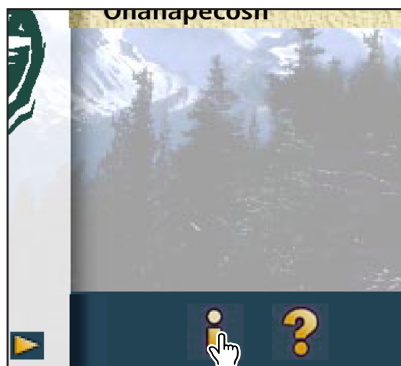


3 Take a moment to page through the document. Click the Fit in Window button () to fit the document pages in the window. Select the hand tool () in the tool bar, and notice the two buttons that appear in the bottom right corner of each page.

4 Go to page 3 of the document.

5 Move your pointer over the “i” button at the bottom of the page. The hand pointer turns into a pointing finger, indicating that you are positioned over a button.

6 Click the “i” button to jump to the index for this document.



Click “i” button.



Result


7 Click the Go to Previous View button () to return to page 3.

8 Now click the “?” button at the bottom of the page to go to the Welcome page.

These easily recognizable buttons let you jump to their respective informational sections from any page in the document.

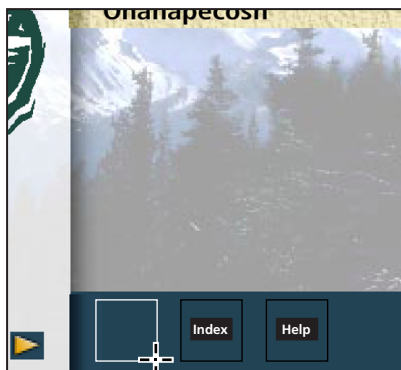
Adding buttons

Now you’ll add a button of your own, and then duplicate it across the relevant pages. You’ll add a “home” button that brings the user back to page 1 of the document—the “home” page.

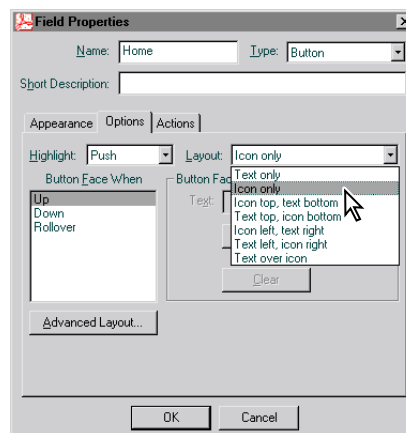
- 1 Go to page 4 of the document.
- 2 Select the form tool () in the tool bar. The field borders for the two existing buttons appear, enclosing the names of the buttons.
- 3 Drag to make a box about the same size as and to the left of the other buttons at the bottom of the page.

The Field Properties dialog box appears. This dialog box lets you name, format, and assign actions to the new button.

- 4 For Name, type **Home**, and for Type, choose Button.
- 5 Click the Options tab.
- 6 For Highlight, choose Push, and for Layout, choose Icon only.

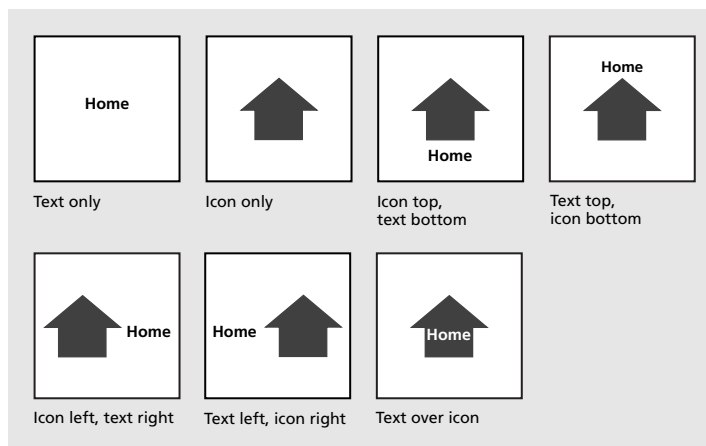


Drag to create new form field.



Specify properties in Field Properties dialog box.

The Highlight option determines the highlight appearance of the button when it is activated, and the Layout option determines the graphic layout of the button. Buttons can display as a line of text, an icon, or a combination of both. You can use text and icons that already exist in the document, or you can import text and icons to represent the buttons. You can only import icons that have been saved in PDF. See the following illustration for examples of the different layout options.



Layout options for buttons

You can specify up to three icons for the same button—one icon for each of the following button states:

- Up indicates the button display when the mouse is not interacting with the button.
- Down indicates the button display when the mouse is pressed over the button.
- Rollover indicates the change in the button display when the cursor moves across the button.

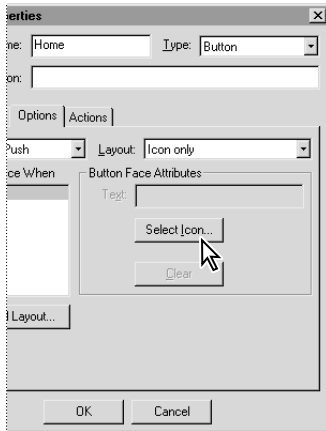
7 For Button Face When, select Up. Under Button Face Attributes, click Select Icon.

8 Click Browse.

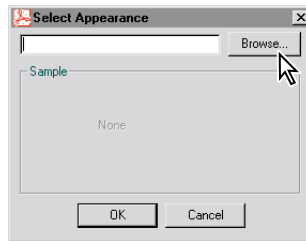
9 Select Home.pdf in the Buttons folder, located inside the Lesson09 folder, and click Open.

The Home.pdf file contains some premade “home” icons for your use. A preview of the first page of the file appears in the Select Appearance dialog box.

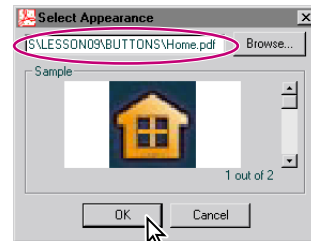
10 Click OK to accept the displayed image as the Up icon.



Click Select Icon.



Click Browse.



Select Home.pdf and click OK.

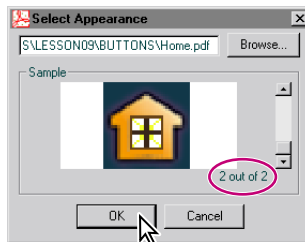
Now you'll use another page from Home.pdf as the button icon when the mouse is pressed over the button.

11 For Button Face When, select Down. Under Button Face Attributes, click Select Icon. The Home.pdf preview appears in the Select Appearance dialog box.

12 Click in the scroll bar until you see "2 out of 2" in the preview window, and click OK to accept the displayed icon.



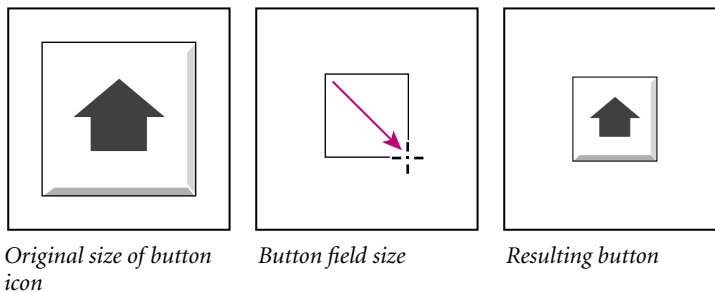
Click in scroll bar.



When you see "2 out of 2," click OK.

Storing similar button icons as separate pages in a PDF file makes it easy for you to scroll through the previews until you find the icon that you want.

When you create a button icon, keep in mind that the icon will automatically shrink to fit the field that you create for the button area in the document. You should create button icons at approximately the size that you wish to display them in your document.



Note: When creating a button icon in your drawing or photo-editing application, be sure to place it on a page that is at least 1-by-1 inch—the minimum size page allowed as a PDF document. If you want the icon to appear smaller than 1-by-1 inch, you can draw a smaller field with the form tool, assign the icon to the field, and let the icon shrink to fit the field.

For more information on creating your own button icons, see “Exploring on your own” on page 234.

13 Click the Appearance tab.

14 Deselect Border Color and Background Color. For Style, choose Solid.

Now you’ll assign the appropriate “home” action to your button.

15 Click the Actions tab.

You specify different actions to occur for behaviors of the mouse over the button. The following list describes the various mouse behaviors to which you can assign button actions:

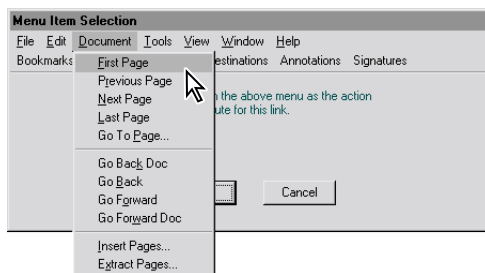
- Mouse Up specifies releasing the mouse button.
- Mouse Down specifies depressing the mouse button.
- Mouse Enter specifies moving the mouse into the button field.
- Mouse Exit specifies moving the mouse out of the button field.

We recommend assigning most actions to the Mouse Up behavior. This way, if users decide that they do not want a particular action to occur, they can simply drag their pointer away from the button field to avoid causing the action.

16 Select Mouse Up, and click Add.


17 For Type, choose Execute Menu Item. Click Edit Menu Item.

18 Choose Document > First Page, and click OK.



19 Click Set Action. Then click OK.

The button is added to the document page.

20 Select the hand tool () , move the pointer over the new home button, and hold down the mouse.

Notice that the appearance of the button changes when you depress the mouse.

21 Release the mouse to jump to the first page of the document.

22 Click the Go to Previous View button () to return to page 4.

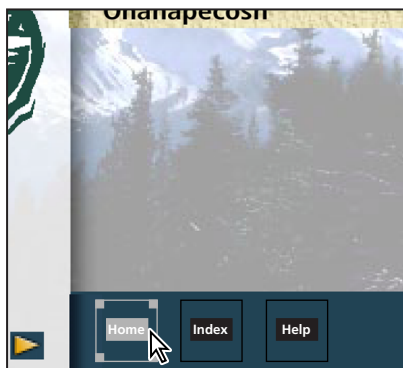
If needed, you can easily adjust the size and position of the home button so that it matches the other two buttons on the page. To resize the home button, select the form tool, click the button to select it, and drag one of the corner handles. To move the home button, position the form tool inside the button and drag.

23 Choose File > Save to save the Visit1.pdf file.

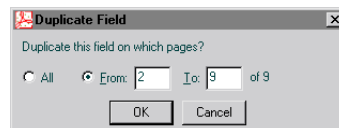
Duplicating the button

Now that you have created a button that returns the user to the home page, you'll duplicate the button to other pages in the document. Duplicating a button saves you from the tedious work of recreating the button for each relevant page.

- 1 Select the form tool (⌘), and click the home button once to select it. Handles appear at the four corners of the button field.
- 2 Choose Tools > Forms > Fields > Duplicate.
- 3 In the Duplicate Field dialog box, click From. Type 2 for the start of the page range, press Tab, and type 9 for the end of the page range. Then click OK. You do not need a home button on the first page.



Click home button to select it.




Enter page range in Duplicate Field dialog box.

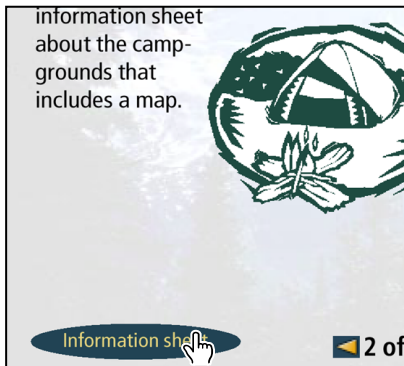
- 4 Select the hand tool (⌘), and click the Next Page button a few times to see the duplicated home button.
- 5 Click the home button at the bottom of the current page. You go to the home page.
- 6 Choose File > Save As, make sure that Optimize is selected, and save Visit1.pdf in the Lesson09 folder. 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.

Be sure to save the Visit1.pdf file in the Lesson09 folder. As you will see in the next part of this lesson, the Visit1.pdf file contains a link to another PDF document in the Lesson09 folder. PDF documents that are linked to each other must remain in their relative folder locations.

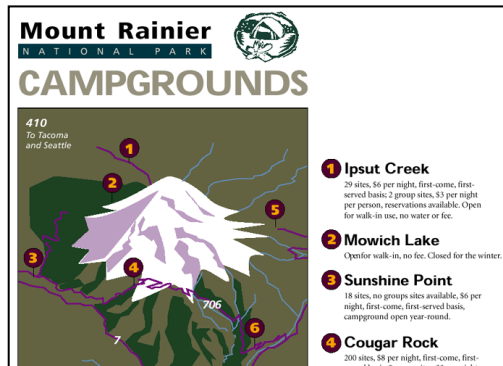
Note: When you duplicate buttons across pages that have been rotated, the buttons may appear in unexpected locations. If this happens, delete the buttons from the problematic pages, and readd the buttons manually.

Adding a print button

- 1 Go to page 4 of the document. If needed, click the Fit in Window button () to fit the entire page in the window.
- 2 Click the Information Sheet link to open the Camping.pdf document.



Click Information Sheet link.




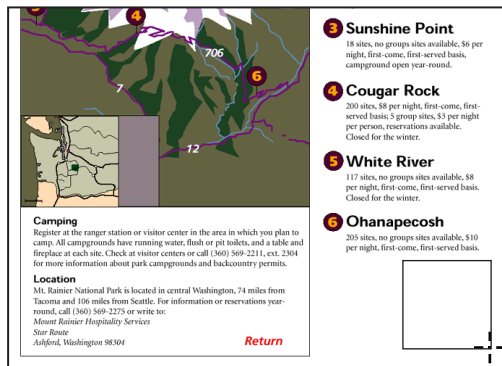
Result

Notice that the campgrounds page plays a sound clip as an open page action. Enhancing files with sounds and movies is discussed in Lesson 14, “Adding Page Actions, Movies, and Sounds to PDF Files.”

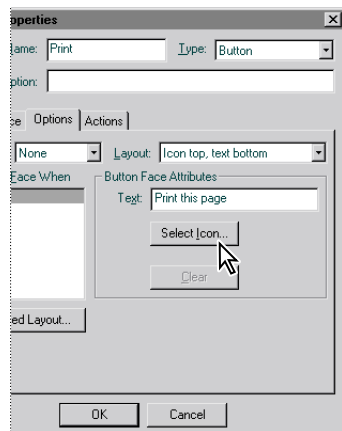
This page contains important information about the campgrounds in the park. You’ll add a button that opens the Print dialog box so that users can print the page for handy reference.

- 3 If needed, scroll down to display the bottom of the page.

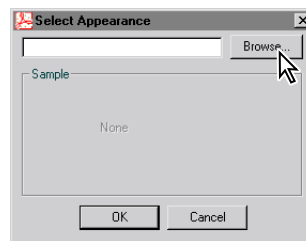
4 Select the form tool () and drag a box in the bottom right corner of the page, as shown in the following illustration.



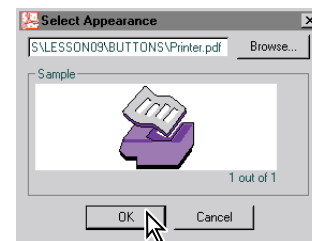
- 5 For Name, type **Print**, and for Type, choose Button.
- 6 Click the Options tab.
- 7 For Highlight, choose None, and for Layout, choose Icon top, text bottom.
- 8 Under Button Face Attributes, for Text, type **Print this page**. Click Select Icon.
- 9 Click Browse.
- 10 Select Printer.pdf in the Buttons folder, located inside the Lesson09 folder, and click Open.



Click Select Icon.



Click Browse.



Select Printer.pdf and click OK.

11 Click OK to accept the previewed icon.

Buttons do not have to have alternate appearances. In this case, you'll give this button only one appearance.

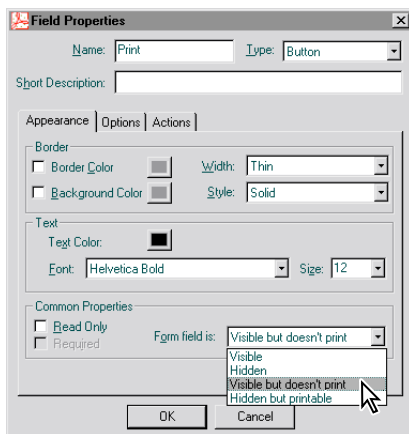
12 Click the Appearance tab.

13 If needed, deselect Border Color and Background Color, and for Style, choose Solid.

14 Under Text, for Font, choose a font (we used Helvetica Bold). For Size, choose 12. The text color should be black. If needed, click the color box to access the system palette and set the color to black.

15 To prevent the button from appearing on a printout, follow the instructions for your computer platform:

- In Windows, under Common Properties, for Form Field, choose Visible but doesn't print.
- In Mac OS, for Visibility, choose Shows on screen, hidden when printed.



16 Click the Actions tab.

17 Select Mouse Up, and click Add.

18 For Type, choose Execute Menu Item. Then click Edit Menu Item.

19 Choose File > Print, and click OK.

20 Click Set Action. Then click OK. The button is added to the page.

21 Select the hand tool, and click your new button.


***Note:** If the text is cut off, you'll need to resize the button field. To resize the field, select the form tool, click the field, and drag one of the handles. Select the hand tool to view the results.*

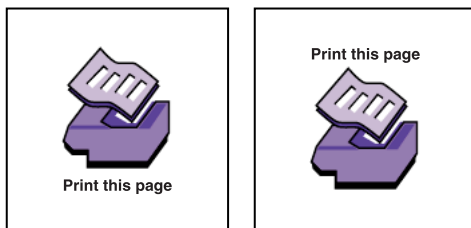
22 The Print dialog box appears. If you would like to print this document, click OK (Windows) or Print (Mac OS). If not, click Cancel.

Buttons can execute any menu item in the Acrobat or Reader menus. But keep in mind that Reader users do not have access to all of the menu items available in Acrobat. If you are not sure if a button will execute a menu item when activated in Reader, try it out.

Editing a button

You can easily change the appearance or action of an existing button.

- 1** Select the form tool (), and double-click the Print button to open the Field Properties dialog box.
- 2** Click the Options tab.
- 3** For Layout, choose Text top, icon bottom. Click OK.
- 4** Select the hand tool. As you can see, the button layout has changed.



Before




After

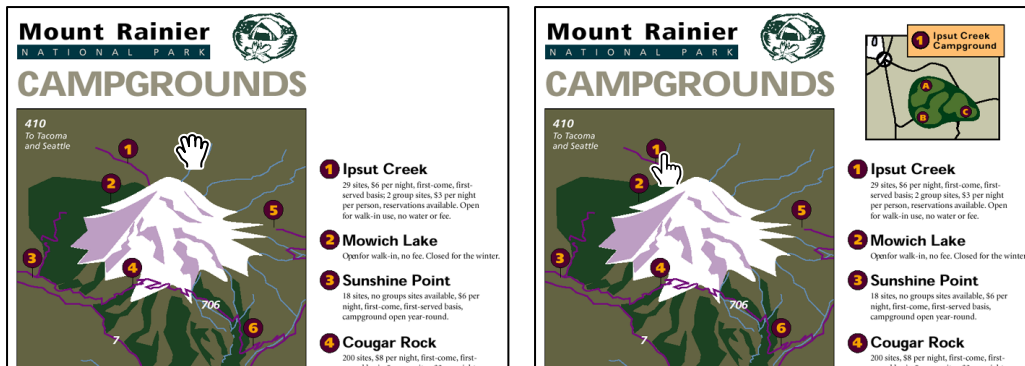
- 5** Continue to experiment with the button layout by selecting the form tool and double-clicking the button field, or go on to the next section.

Using the Show/Hide Field action

Buttons can be used to show or hide a form field. Because form fields can include a combination of text and graphics, you can alternate showing and hiding a form field to create an interesting visual effect. In this section, you'll see how the Show/Hide Field action works, and then set up a field to show and hide another field.

We have already set up a field to show and hide another field in the campgrounds page. The hidden field is shown when your pointer enters the border of the other field. The field is hidden again when your pointer exits the border.

- 1 Click the Fit in Window button (). Then click the Fit Width button ().
- 2 If needed, select the hand tool (). Move your pointer over the “1” button in the map. As you do, an illustration of the Ipsut Creek Campground is displayed in the upper right corner of the page.




Move pointer over “1” button in map.

Result

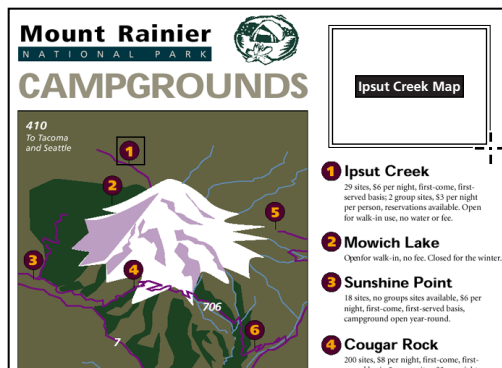
- 3 Move your pointer away from the “1” button. The Ipsut Creek Campground illustration is hidden again.

Assigning the Show/Hide Field action

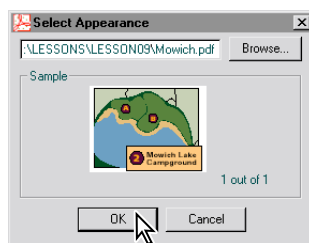
To create the same effect for another campground, you'll add two new form fields.

- 1 Select the form tool (). The existing form fields appear in the page. First you'll create the field that will be shown and hidden.

- 2 Drag to draw a box in the upper right corner of the page that just encloses the existing Ipsut Creek Map button field.

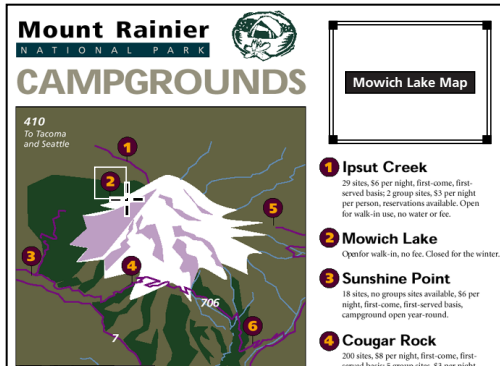


- 3 For Name, type **Mowich Lake Map**, and for Type, choose Button.
- 4 Click the Options tab.
- 5 For Highlight, choose Push, and for Layout, choose Icon only.
- 6 For Button Face When, select Up. Under Button Face Attributes, click Select Icon.
- 7 Click Browse.
- 8 Select Mowich.pdf, located inside the Lesson09 folder, and click Open.
- 9 Click OK to accept the previewed image as the button.



- 10 Click the Appearance tab.
 - 11 If needed, deselect Border Color and Background Color, and for Style, choose Solid. Click OK.
- Now you'll create the button on the campgrounds map that will activate the Show/Hide Field action.

12 Drag a box around the “2” icon in the map.



13 For Name, type 2, and for Type, choose Button.

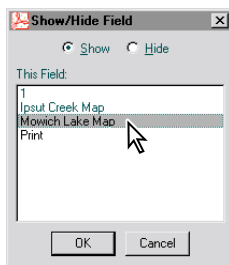
You won't assign an icon or appearance to this button. Instead, you'll assign actions to occur when the mouse enters and exits the border of the field.

14 Click the Actions tab.

15 Select Mouse Enter, and click Add.

16 For Type, choose Show/Hide Field. Click Edit.

17 Click Show, select Mowich Lake Map, and click OK.



18 Click Set Action.

19 Select Mouse Exit, and click Add.

20 For Type, choose Show/Hide Field. Click Edit.


21 Click Hide, select Mowich Lake Map, and click OK.

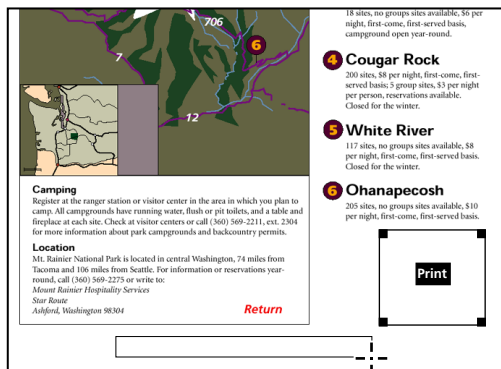
22 Click Set Action. Then click OK.

23 Select the hand tool, and pass the pointer back and forth over the “2” button in the map. (You have to pass the hand over the “2” button to hide the map for the first time.) Notice that the Mowich Lake map appears and disappears as the mouse enters and exits the field’s border.

Adding a text-only button that links to the World Wide Web

As you have seen, buttons do not have to have icons—they can have no appearance or consist only of a text display. In this part of the lesson, you’ll add a text-only button that links to the World Wide Web.

- 1** Scroll down to view the bottom part of the campgrounds page.
- 2** Select the form tool ().
- 3** Drag to draw a rectangular box along the bottom edge of the page, as shown in the following illustration.



- 4** For Name, type **URL**, and for Type, choose Button.
- 5** Click the Options tab.
- 6** For Highlight, choose None, and for Layout, choose Text only.
- 7** Under Button Face Attributes, for Text, type **Mount Rainier Web Site**. You’ll give this button a beveled, gray appearance.
- 8** Click the Appearance Tab.

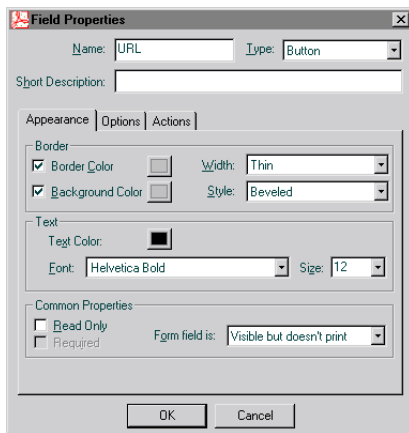
9 Under Border, select Border Color and Background Color. Click the appropriate color box to access the system palette and set the Border Color to light gray and the Background Color to light gray.

10 For Width, choose Thin, and for Style, choose Beveled.

11 Under Text, for Font, choose a font (we used Helvetica Bold). For Size, choose 12. The text color should not be light gray. If needed, click the appropriate color box to access the system palette and choose a color other than light gray.

12 Follow the instructions for your computer platform:

- In Windows, under Common Properties, for Form Field, choose Visible but doesn't print.
- In Mac OS, for Visibility, choose Shows on screen, hidden when printed.




13 Click the Actions tab.

14 Select Mouse Up, and click Add.

15 For Type, choose World Wide Web Link. Then click Edit URL.

16 Type a URL for the destination of the link in the URL text box (we used <http://www.adobe.com>), and click OK.

17 Click Set Action. Then click OK.

18 Select the hand tool () and click your new button. If you have a connection to the Internet, you can connect to the Web site.

19 In Acrobat, choose File > Save As, make sure that Optimize is selected, and save Camping.pdf in the Lesson09 folder. Click Yes (Windows) or Replace (Mac OS) to confirm replacing the file.

20 Choose File > Close to close the campgrounds page.


Determining the opening display of a document

In some cases, you may want to control how a particular document displays when it is opened. For example, you may want the document to open in Full Screen mode or to a specific page other than the first page. You can set these preferences easily using the Open Info dialog box.

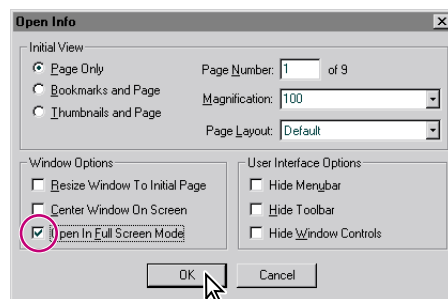
1 If Visit1.pdf is not already open, choose File > Open, select Visit1.pdf in the Lesson09 folder, and click Open.

2 Choose File > Document Info > Open.

The Open Info dialog box appears. This dialog box contains a number of display options for the current document.

 For information on all the options available in the Open Info dialog box, see “Defining opening views” in Chapter 13 of the online Adobe Acrobat User Guide.

3 Under Window Options, select Open in Full Screen Mode, and click OK.



4 Choose File > Save As, rename the file **Visit2.pdf**, and save it in the Lesson09 folder.

5 Choose File > Close to close the file.

6 Choose File > Open, and reopen Visit2.pdf in the Lesson09 folder.

Notice how the document opened in Full Screen mode, hiding the menu, command, tool, and status bars.

7 Press Enter or Return to progress through the document.

You can use Full Screen mode for online presentations or just to enhance the display of a document on-screen.

8 Press Esc to exit Full Screen mode.

9 Choose File > Close to close the file.

In this lesson, you learned how to add navigational aids, execute menu items, and show and hide fields using buttons. Buttons add a new dimension to the level of interactivity that you can use in your PDF documents. As you experiment further with buttons, you'll find new ways to use them to enhance your documents.

Exploring on your own


Now that you have learned how to add buttons to a document, try creating your own button icons. All button icon files must be saved as PDF files, and each page of a PDF document can be used as an individual button icon.

First, use your favorite drawing or photo-editing application to create an image, or locate an existing image file. Be sure to save the image file in one of the following formats: BMP, GIF, JPEG, PCS, PhotoCD®, PICT (Mac OS only), PNG, or TIFF. Then follow the steps below to import the image, and crop it in Acrobat if necessary.

1 In Acrobat, choose File > Import > Image.

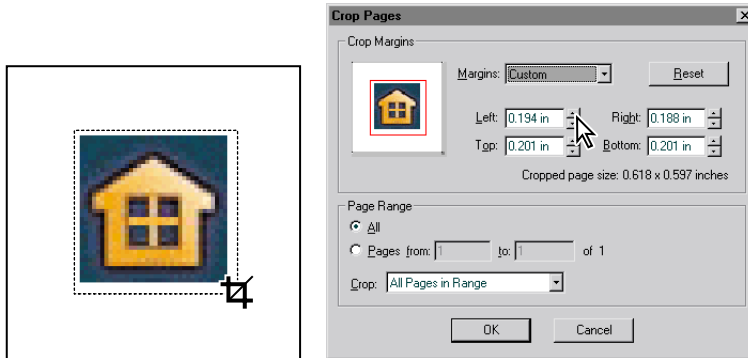
2 Select your image file. Click Open (Windows), or Add and Done (Mac OS).

The image is converted to PDF and placed in a new document. If you want to use only a portion of the page as the button icon, you need to crop the page. Acrobat's crop tool allows you to adjust page margins by setting specific parameters or by visually setting page boundaries. You cannot undo a crop operation.

3 Select the crop tool () in the tool bar, and drag a rectangle around the button icon on the page.

4 Double-click inside the rectangle to display the Crop Pages dialog box.

- 5 Use the left, right, top, and bottom increment arrows to adjust the page margins.



Drag rectangle around button icon.

Adjust page margins in Crop Pages dialog box.

- 6 Click OK to accept the new page margins.
- 7 Choose File > Save to save the file.
- 8 If you want, you can add more button icons to your button icon file by importing additional images to the current document, cropping them if necessary, and saving your file.
- 9 Choose File > Close to close the file.

Now that you have created your own button icons, you can add buttons with these icons to an existing PDF document by following the general instructions in “Adding buttons” on page 218.

Review questions

- 1 In what file format must a graphic be saved before you can use it as a button icon?
- 2 If your original button icon is 5 inches by 5 inches in your graphics application and the field you draw in a PDF file is 3 inches by 3 inches, at what size will the button icon appear in the PDF file?
- 3 What is a mouse behavior?
- 4 How can you make a button quit Acrobat or Reader?
- 5 Which style gives the appearance of a button without using an icon?

Review answers

- 1 To use a graphic as a button icon, the graphic must be in PDF.
- 2 The button icon will be 3 inches by 3 inches in the PDF file. The original icon is resized to fit the button field you draw.
- 3 Mouse behavior refers to the position of the mouse or mouse button in relation to the button field; this position determines when the specified button action occurs. You can specify an action to occur when the mouse button is released or depressed, or when the mouse enters or exits the button field.
- 4 To make a button that quits Acrobat or Reader, create a button and choose Execute Menu Item as the action type. In the Menu Selection dialog box, choose File > Exit (Windows) or File > Quit (Mac OS).
- 5 To create a button appearance without adding an icon, choose Beveled for Style under the Appearance tab.