

Lesson 10

PDF Web page



This project is a section of a multimedia online guide that you will export using the Portable Document Format (PDF), and compress to achieve small size and fast display in a Web browser or in Acrobat Reader. This project uses two kinds of links: Automatic links, which you create using PageMaker's indexing and table-of-contents features; and manual links, which you create using the Hyperlinks palette.

In this project, you will complete a partially built guide to a national park. The guide is designated for viewing in a Web browser. The designer has chosen to use PDF because of its high quality and simple workflow. To make the PageMaker publication interactive, you will use the Hyperlinks palette, adding jumps within the publication and to destinations outside the publication. Finally, you'll use the Export PDF command to print the publication as a PDF file.

In this project you will learn how to do the following:

- Use the Hyperlinks palette to create hyperlinks for a PDF publication.
- Generate an automatically hyperlinked table of contents and index.
- Add a hyperlink that appears on every page by adding it to a master page.
- Create a hyperlink between two PDF files.
- Create invisible hyperlinks using the shape tools in PageMaker.
- Set up one image as an image map, which can jump to different places depending on where you click.
- Link to a movie.
- Link to a URL on the World Wide Web.
- Export to PDF.

For more information about Adobe Acrobat and PDF, see the *Adobe Electronic Publishing Guide* PDF file in the Adobe Technical Info folder on the PageMaker 6.5 CD-ROM.

As you work, be sure to save the publication often.

Before you begin

As before, you will delete the existing PageMaker preferences or configuration file to return all settings to their defaults and make sure that lesson fonts are installed. Then you will open and inspect a final version of the document that you create in this project.

1 Before launching PageMaker, return all settings to their defaults. See “Restoring default settings” in Lesson 1.

2 Make sure that the AGaramond, AGaramond Bold, AGaramond Italic, Corvinus Skyline, Zapf Chancery, Zapf Dingbats fonts, and the Myriad Multiple Master font family are installed on your system.

3 Set up the palettes you will need for this lesson. You will be using the Hyperlinks, Layers, Styles, and Colors palettes. If they are not already open, choose Window > Show Styles, and Window > Show Colors, Window > Show Hyperlinks, and Window > Show Layers. Close any other open palettes.



You may want to save screen space by combining the palettes. Just drag palette tabs to other palettes.

4 Make sure the QuickTime Frame import filter is installed: Press Ctrl (Windows) or Command (Macintosh) while choosing About PageMaker from the Help (Windows) or Apple (Macintosh) menu. (You can install the filter from the PageMaker 6.5 CD using the Custom install option.)

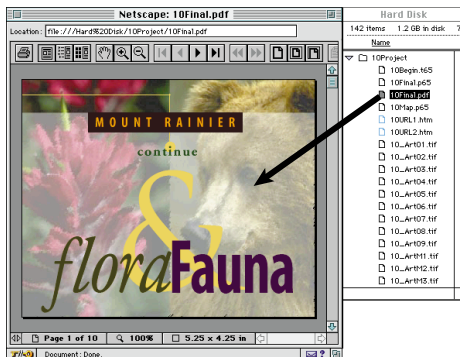
5 Make sure that Acrobat Reader, Acrobat Distiller, and an Acrobat Reader-compatible Web browser are installed. Also, make sure you have enough RAM to run PageMaker, Distiller, and Reader at the same time.

Previewing the final version

To see what you'll be building, first view the completed PDF file in your Web browser.

1 Start your Web browser. Then switch to Explorer (Windows) or Finder (Macintosh), and open the 10Project folder. Arrange the folder window and the Web browser so you can see them both. (In Windows, click the taskbar with the right mouse button and choose Tile Vertically from the menu.)

2 Drag 10Final.pdf from the 10Project folder to your Web browser window.



Note: If the PDF file does not open properly in the Web browser, make sure Acrobat Reader is installed properly.

This publication was designed to fit within a Web browser window on a 15-inch monitor. The first page acts as an entrance to the project. You will get a sense of the general design of the guide by examining it.

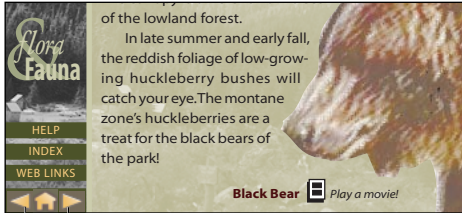
3 Click the Maximize button of the browser window to expand it to fill the screen. Click Continue on the guide's opening screen.



The second page is an illustration of the mountain with a superimposed diagram of the altitude zones of flora and fauna on the mountain. Along the left side of each page is a navigation bar with buttons that take you to other sections. The dividing lines between the entries are actually paragraph rules.

4 Click Lowland Forest.

The next four pages correspond to the altitude zones listed in the table of contents, starting at the lowest altitude. On these four pages, the navigation bar includes Previous Page and Next Page buttons.



Next page button
Previous page button

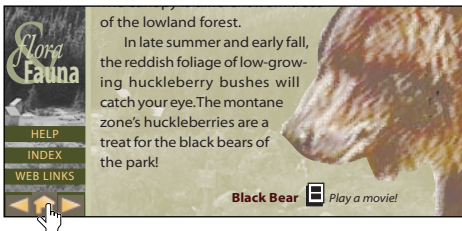
6 Click the Next Page button. Take a look at the page, then click the Next Page button again. Look at the next couple of pages and stop when you reach Alpine Zone.

The Alpine Zone page has no Next button as it is the final topic page. The last three pages are the index, help, and Web Links screens.

7 Click Help.

The Help button is on the navigation bar that appears on all topic pages. It was set up on a PageMaker master page, so you set up the jump only once. The Help screen describes how to navigate the publication.

8 At the bottom left corner of the page, click the Home icon.



You will build the links for all of these pages. Some links will be created automatically by PageMaker when you export to PDF.

You can open the PageMaker version of the completed publication so that you can use it as a reference as you work through the project. First you will close the Web browser because you will not need it until the end of the project. You will also close Acrobat Reader, which opened automatically to display the PDF in the Web browser.

9 Close the Web browser, close Acrobat Reader, and open 10Final.p65 in the 10Project folder.

Setting up the publication

The publication you use for this project has already been designed; your job is to complete it by adding the hyperlinks and exporting it to PDF. First you will open the partially completed publication.

1 Open 10Begin.t65 in the folder 10Project.

2 Choose File > Save As. Name the file **10Work.p65** and save it into the Projects folder. If the publication window does not already fill the screen, click the Maximize button.

If the page displays slowly, you can change the display resolution for images in the publication. This does not affect the quality of the final output.

3 Choose File > Preferences > General. Click Standard for Graphics Display, and click OK.

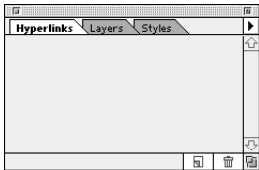
Remember to change the Graphics Display preference back to High Resolution when you require more detailed image display, such as when you are positioning elements precisely on top of images.

Using text and graphics as hyperlink anchors

The first step in this project is to manually create a number of hyperlinks by defining anchors (destinations) and sources (objects that jump to an anchor). You'll create text hyperlinks first, setting up anchors and then associating their sources with them. If you're unfamiliar with sources and anchors, review Lesson 9.

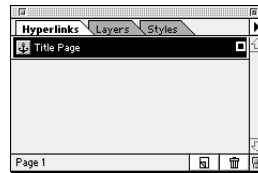
It's a good idea to create the anchor for this page while you're here, although you won't be using this anchor right away.

- 1 If necessary, click the Hyperlinks tab to display the Hyperlinks palette.



- 2 On page 1, select the text tool (T) and select the words **Mount Rainier**.

- 3 Choose New Anchor from the Hyperlinks palette menu. Type **Title Page** in the New Anchor dialog box that appears, and then click OK. The new anchor appears in the Hyperlinks palette.



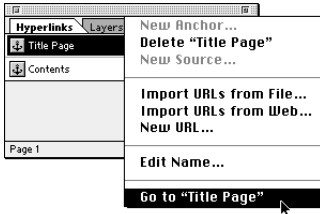
You can type any name into the Hyperlinks palette, but each name in the Hyperlinks palette must be different. For this project, anchors are named after the title of the page where the anchor is located.

Now you will create an anchor on page 2 so you can get to it from page 1. This time you will create an anchor using a shortcut.

- 4 Go to page 2. With the text tool still selected, select the word **Contents**, and click the New Anchor button (⌘) in the Hyperlinks palette. Name the anchor **Contents**, and click OK.

- 5 Choose Edit > Deselect All to deselect the words.

6 Select the pointer tool, and in the Hyperlinks palette, select the Title Page anchor name (don't click the icon). Choose Go to Title Page from the Hyperlinks palette menu.



The Go To command in the Hyperlinks palette menu is a quick way to go to the selected palette item. By default, PageMaker centers the anchor in the publication window. You will change this setting later.

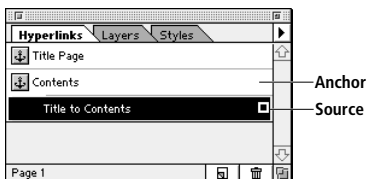
7 Choose View > Fit in Window, even if it already appears selected in the menu.

Remember that an anchor is only half of a hyperlink—it's just the destination. To jump to the anchors, you need to create sources to the anchors.

8 With the text tool, select the word **Continue** in the middle of the title page.

9 In the Hyperlinks palette, click **Contents** (don't click the icon).

10 In the Hyperlinks palette, choose New Source from the Hyperlinks palette menu. Type **Title to Contents**, and then click OK.




11 Save 10Work.p65.

For this project, the sources are named to describe where they jump. You now have a link that can take you from page 1 to 2. On the Hyperlinks palette, you can see that a source (such as Title to Contents) is always listed under the anchor that it jumps to (such as Contents).

Testing hyperlinks

You can now test the link to make sure it works properly.

1 Select the hand tool (). A blue outline appears around the Continue text where you created a source. Move the hand over the Continue text.



The hand changes to a pointing hand, indicating that it is over a hyperlink.

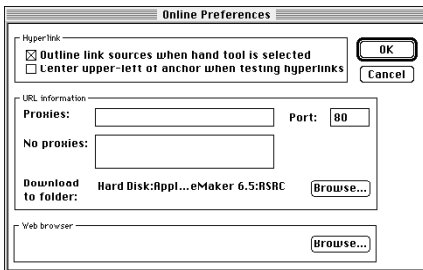
2 Click the text.

The publication jumps to the Contents page. The Contents text is centered on the screen, but this pushes part of the page past the edge of the window. You do not want the

hyperlink anchor to be centered on screen after a jump, so you'll change the preference that controls this.

Note: *The blue outlines you see when you use the hand tool do not appear when the publication is exported to PDF. In PDF, you design the appearance of a hyperlink source.*

3 Choose File > Preferences > Online. In the Hyperlink section, deselect the Center Upper-Left of Anchor When Testing Hyperlinks option. Click OK.



This preference exists for those times when you have more than one anchor on a page and want to know which one you jumped to.

You will return to the title page so that you can try the link again. You haven't yet created a hyperlink source back to the title page, but PageMaker provides a command that lets you backtrack along pages in the order you viewed them.

4 Choose Layout > Go Back, and choose View > Fit in Window.

5 Click the word **Continue** to go to the Contents page again. PageMaker displays the Contents page using the view you used the last time you saw the page.

Adding a source on a master page

You can add a hyperlink source to a master page, which can save time when you want a hyperlink on every page that leads to the same anchor, such as a Help screen. You will do this by adding a source that jumps to the Contents page.

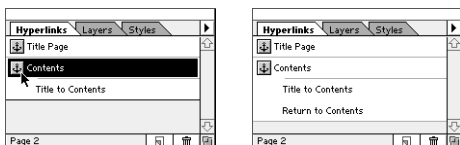
1 Choose the Flora and Fauna master page from the master pages pop-up menu by clicking the master-page icon with the right mouse button (Windows) or by positioning the pointer over the master-page icon and holding down the mouse button (Macintosh).



Note: *When you click the master page icon, Flora & Fauna may already be selected, indicating that it is the master page applied to the current page. You still have to select it again to view and edit the Flora & Fauna master page.*

2 Select the pointer tool, and select the Home graphic in the lower left corner of the page.

3 In the Hyperlinks palette, click the anchor icon (⚓) next to the Contents anchor. This is the same as choosing New Source from the Hyperlinks palette menu. Name the new source **Return to Contents** and then click OK.



Although you can add a source to a master page, you can't add an anchor to a master page because an anchor is a destination on one specific page, and a master page item appears on multiple pages.

Now you will create an anchor for the next page. You can make the anchor easy to identify by naming it after the page title. You will do this easily by copying and pasting the page title into its anchor name.

4 Go to page 3. Select the text tool (T), select the **Lowland Forest** title text, and choose Edit > Copy. Click the New Anchor button and paste the name you copied, and click OK.



5 Select the hand tool (⤵) and click the home icon. You just used the source you added to the master page to return to the Contents page.

6 Save 10Work.p65

Setting up anchors for the rest of the publication

There is more than one way to create a large set of hyperlinks. You could continue working the way you have in this lesson so far, which is to create an anchor, a source to it, another anchor, and then another source. However, it is often better to create all the anchors first and then all the sources.

If you set up publication anchors first, they all appear listed in the Hyperlinks palette, available for any sources you want to create. You'll use the latter method in this project.

You will be creating an anchor for each page, so it makes sense that each anchor should have the same name as each page title. You continue creating each source from each page title by copying and pasting each page title into its anchor name.

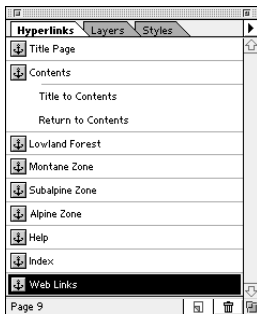
1 Select the text tool (T). Go to page 4, select the words **Montane Zone**, and choose Edit > Copy. Click the New Anchor button (⚓) in the Hyperlinks palette, paste, and click OK.

2 On pages 5 through 9, create anchors based on the title of each page, just as you did in the previous step.

Note: Remember to copy each page title separately for each source, because each name in the Hyperlinks palette must be unique.

3 Click the maximize button on the Hyperlinks palette and examine the new entries. If the palette minimizes, click the button again.

Each page now has an anchor associated with it. From now on, whenever you want to create a source, just click the anchor icon of the page to which the source will jump.



4 Save 10Work.p65.

Completing the hyperlink sources

You have already set up a hyperlink from page 1 to 2. Now you will finish hooking up the navigation controls by setting up the Previous Page and Next Page buttons as

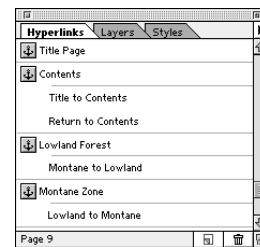
sources on the other pages of the guide. Finally, you will add sources to the Help, Index, and Weblink pages from the Flora and Fauna master page.

1 Go to page 3. Select the pointer tool, and select the right facing arrow graphic at the bottom left corner of the page. In the Hyperlinks palette, click the anchor icon for Montane Zone, and name the new source **Lowland to Montane**. Click OK.

2 Go to page 4 and select the right facing arrow at the bottom left corner of this page. In the Hyperlinks palette, click the anchor icon for Subalpine Zone, and name the new source **Montane to Subalpine**. Click OK.

Page 4 has both a Next Page and Previous Page button. You finished setting up the button to the next page, so now you will set up a button to the previous page by creating another source.

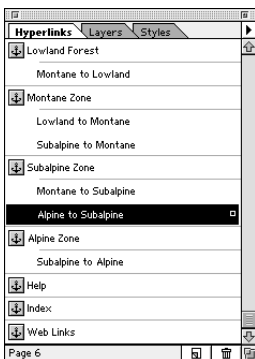
3 On page 4, select the left-facing arrow. In the Hyperlinks palette, click the anchor icon for Lowland Forest, and name the new source **Montane to Lowland**. Click OK.



At this point, you might notice that the right and left arrow sources for this page end up under different anchors, which can make it confusing to remember where to click to add a source. Just remember that the palette lists hyperlinks by anchor (destination). You always want to click on the anchor where you want the arrow to jump, not the anchor where the arrow is located.

You might also notice that the anchors appear in the Hyperlinks palette in the same order in which they are added. This is an advantage of creating all the anchors first in the same order as the pages in the publication. Anchors are easier to work with when you add them to the Hyperlinks palette in an organized manner, because you cannot rearrange them.

4 With the pointer tool still selected, continue setting up the Previous Page and Next Page arrows as sources on pages 5 and 6, as you did in the previous steps. When you create each source, remember to click the anchor icon for the anchor on the page where you want the source to jump.



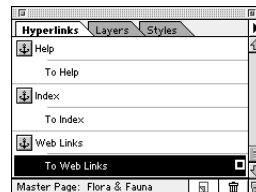
5 Save 10Work.p65.

6 Go to the Flora and Fauna master page by choosing it from the Master Page pop-up menu at the bottom left corner of the publication window.

7 Select the text tool (T) and drag to select the Help text at the left of the page. Click the Help anchor icon on the Hyperlinks palette, and name it **To Help**. Click OK.



8 Using the same method as in the previous step, create a source named **To Index** from the Index text to the Index anchor. Then create a source named **To Web Links** from the Web Links text to the To Web Links anchor.



9 Save 10Work.p65.

Creating a source from grouped elements

Now you want the Flora & Fauna text (above the sources you just created) to jump to the title page. However, this text is made up of separate text blocks created in PageMaker. Fortunately, you can set up all of the objects as one source simply by grouping them.

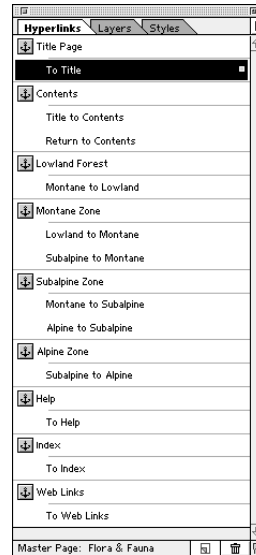
1 Select the pointer tool, select the three text blocks containing the words **Flora & Fauna**, and then choose **Element > Group**.



2 With the group still selected, click the Title Page anchor icon in the Hyperlinks palette. Name the new source **To Title**, and then click OK.

3 Save 10Work.p65.

The hyperlinks remaining to be done are those which lead to locations outside this publication, such as Web sites, and those which PageMaker can generate automatically, such as the table of contents and index.



Now that you've linked the Help, and Index text, all of the links on the master page are complete. Now you can test these links.

4 Go to page 1. Select the hand tool (☞), press Tab to hide all palettes, and click Continue.

5 Go to page 3, and click the right facing arrow to go to page 4. Click the left facing arrow to go back to page 3. Click the Help button and Index buttons.

6 Press Tab to display hidden palettes.

7 Save 10Work.p65.

Completing the linked table of contents

PageMaker lets you mark paragraphs to be included in the table of contents. Inclusion in a table of contents is a paragraph-level attribute, so you can make it part of a paragraph style.

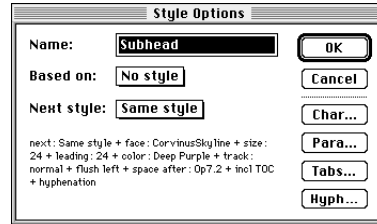
In this guide, you will set the Subhead style to be included in the table of contents. This causes each occurrence of Subhead to appear in the table of contents automatically. The Subhead style is used once on each page.

1 If necessary, click the Styles palette tab to display the Styles palette.

2 Go to page 3. Select the text tool, and click an insertion point in the words **Lowland Forest**.

You'll use a shortcut to edit the subhead style.

3 In the Styles palette, press Ctrl (Windows) or Command (Macintosh) as you click the Subhead style in the Styles palette. This opens the Style Options dialog box so that you can edit the style.



4 Click Para. Select the Include in Table of Contents option at the bottom of the dialog box. Press Shift (Windows) or Option (Macintosh) as you click OK to close all dialog boxes.

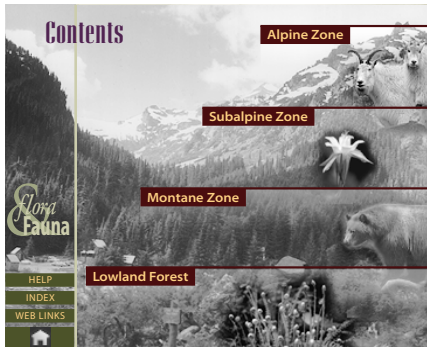
You won't see a visible change to the text, because all you did was tell PageMaker to include paragraphs of that style in the table of contents when you generate it later.

5 Save 10Work.p65.

Generating the table of contents

You are ready to generate the table of contents. If you like, take a look at page 2 in the 10Final.p65 publication to see how the TOC should look when finished. Select the pointer tool and click any of the headings to see how they are positioned. The headings were laid out in advance as frames which

were threaded in advance to keep the story together, acting as placeholders for the hyperlinked table of contents generated later. In 10Work.p65, the frames are already positioned and threaded, so all you have to do is generate the table of contents.



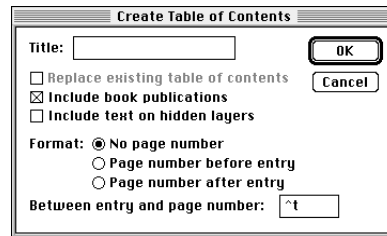
1 If you switched to 10Final.p65, switch back to 10Work.p65.

The final PDF file will include a map page that points out important places in the national park. The map is currently in a separate file, but it contains index entries you want in the final PDF file. Although you are not creating the index yet, automatic hyperlinks work best if all desired publications are in the book list the first time you generate hyperlinks, so you will add the map file now.

2 Choose Utilities > Book. In the file list on the left side of the Book Publication List dialog box, select the file 10Map.p65 in the 10Projects folder and click Insert to add it to the book list. Click OK.

3 If the publication window does not already fill the screen, click the Maximize button. Go to page 2, where you will place the Table of Contents you are about to generate.

4 Choose Utilities > Create TOC. Delete the word **Contents** from Title and leave it blank. Select Include Book Publications. For Format, select the No Page Number option, and then click OK.



PageMaker creates a text story containing the new table of contents. As with any other placed story, you can position a table of contents anywhere, but as you saw in the final publication there are already four threaded frames set aside for the table of contents in this project. You will place the table of contents into the bottom frame. Because the frames are already threaded, the headings will climb through the four frames from bottom to top just like the actual biological zones on the mountain.

5 Click the loaded text icon on the X in the frame near the bottom left corner of the page as shown.



The word **Contents** appears—not the same Contents page title you deleted from the Create Table of Contents dialog box, but the subhead from the Contents page. You will remove it soon. The other headings flow through the frames in the order they were threaded, from bottom to top.



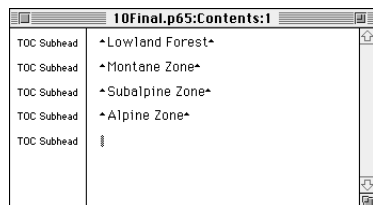
6 With the pointer tool still selected, select any frame and choose Edit > Edit Story to open the story editor. If paragraph returns are not visible, choose Story > Display ¶.

The triangle icons in the text are hypertext markers attached to text which PageMaker generated automatically.

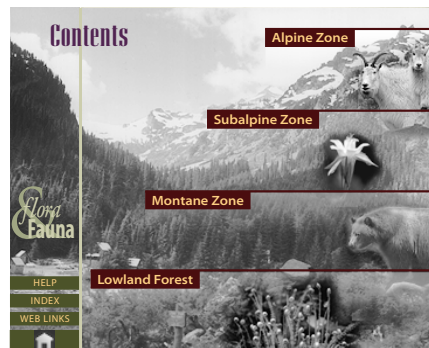
Now we'll edit this contents list to include only our main topics: Lowland Forest, Montane Zone, Subalpine Zone, and Alpine Zone.

7 Click the style name TOC Subhead to the left of the word **Contents** to select the entire paragraph, and then press Delete.


8 In the same way, delete the paragraphs containing the words **Help**, **Index**, and **Web links**. Make sure you delete the triangle icons that accompany those words.



9 When you are finished, close story editor. The page should appear as shown below.



PageMaker has automatically set up these table of contents entries as hyperlinks. You can test them to see if they work.

10 Select the hand tool () and click any heading. After PageMaker jumps to the page, you can return to the TOC page by clicking the Home icon.

***Note:** Hyperlinks generated by the table of contents feature do not appear on the Hyperlinks palette.*


11 Save 10Work.p65.

Creating a multiple-source image map out of one graphic

Since you added the table of contents, a person can now use Page 2 to jump to the other pages. However, you don't have to build a table of contents using text. You can also use graphics. You will complement the text table of contents you created by also building graphic links on page 2, so that a person does not have to click on text.

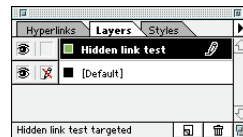
The mountain image behind the table of contents contains several pictures that can function as graphic links to the same sections marked by the text. You would normally set them up as sources by selecting each of them, but in this case they can't be selected separately because they are all part of a single Photoshop image. However, you can still create multiple sources for a simple image by drawing invisible shapes over the image in PageMaker.

Before you create these links, you'll create a new layer that contains all the links you are about to draw. This makes it easier to find, lock, and hide the next set of links you create, which you will make invisible.

1 Click the Layers palette tab or choose Window > Show Layers. Click the New Layer button () , name the layer **Hidden Links**, and then click OK. For the next step, make sure the Hidden Links layer remains selected in the Layers palette.

You will lock the Default layer so that you know all of the objects you are about to draw end up on the Hidden Text layer, and so you don't accidentally select other items.

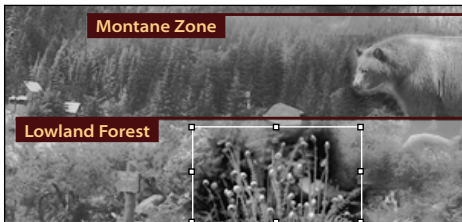
2 In the Layers palette, select the Hidden Link layer so that new elements appear on it. In the Default layer, click the lock column. A pencil icon appears to indicate that the default layer is locked.



Now you will set the default stroke and fill color for the link sources you are about to create. You will temporarily set them to be visible while you edit them. After you complete them, you will make them invisible.

3 Choose Edit > Deselect All to make sure no objects are selected. If the command is dimmed, no objects are selected. In the Colors palette, click the Stroke icon, and click Paper. Then click the Fill icon, and click None.

4 Select the rectangle tool (□), and draw a shape over the fern picture within the Lowland Forest zone. With the square still selected, create a new source from the shape to the Lowland Forest anchor in the Hyperlinks palette. Name it **Contents to Lowland**.



If you find it difficult to position the shape because the background image is too coarse, choose File > Preferences > General and select High Resolution for graphics display.

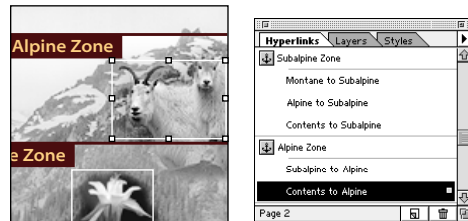
You can create a source using any shape tool. For this lesson, you will use the rectangle tool for all of the shapes on this page.

5 With the rectangle tool still selected, draw a shape over the bear picture within the Montane Zone. With the rectangle still selected, create a new source to the Montane Zone anchor in the Hyperlinks palette.

Keep the shape within the zone; don't overlap the Lowland Forest zone. Name it **Contents to Montane**.

6 Draw a shape over the flower in the Subalpine Zone. With the rectangle still selected, create a source from the shape to the Subalpine Zone anchor in the Hyperlinks palette. Name it **Contents to Subalpine**.

7 Draw a shape around the mountain goat, and create a source from the shape to the Alpine Zone anchor in the Hyperlinks palette. Name it **Contents to Alpine**.



You don't want these white rectangles to be visible, so now you will make them invisible. Because you locked the other layers, you will be able to select all of the shapes on the Hidden Links layer at once without affecting the rest of the publication.


8 Choose Edit > Select All. In the Colors palette click the Both button (⊞), and click None. Choose Edit > Deselect All.

Note: From this point, if you want to select and edit the shapes, remember that they are currently invisible. You will have to lock the other layers and draw a selection rectangle around the area where a shape is located.

You'll now unlock the Default layer so that you can work on the other sections.

9 In the Layers palette, click the pencil icon in the lock column of the Default layer to unlock it.

10 Save 10Work.p65.

11 Select the hand tool () and test any of the invisible sources you just created.

Linking to a movie

You can include multimedia elements in a PDF file. To take advantage of this feature, you will add a QuickTime movie to this guide. As with most video formats, movie performance is usually less than satisfactory over the Internet. However, when publishing a PDF on a CD, movies work quite well.

You'll select the large bear image on the page and replace it with a QuickTime movie. PageMaker actually imports only a single frame of a movie. However, when you export a publication to PDF or HTML, the exported file automatically includes a hyperlink to the full movie. The exported file and the movie need to be in the same folder.

Note: For cross-platform compatibility (necessary on the Web), a movie must be in the flattened QuickTime format. Its name mustn't exceed eight characters, and must be followed by the extension **.mov**.

1 Go to page 4. With the pointer tool selected, click in the middle of the large bear to select it.

2 Choose File > Place. Select Bear.mov in the 10Project folder. Make sure Replacing Entire Graphic is selected, and click Open (Windows) or OK (Macintosh).

Note: If Replacing Entire Graphic is dimmed, you need to install the QuickTime Frame import filter from the PageMaker 6.5 CD (using the Custom install option).

3 In the QuickTime Frame Import dialog box, leave the first frame of the movie displayed, and click OK.

PageMaker replaces the bear image with the movie's first frame (the same image). (Because PageMaker imports only a single frame of the movie, you can't test the movie until you create the PDF file.)



4 Save 10Work.p65.

Creating URL anchors

A person reading this guide can find additional information on related Web sites. You'll add those Web sites as anchors in the Hyperlinks palette using several methods.

1 Go to page 9, and choose New URL from the Hyperlinks palette menu. Type <http://www.aqd.nps.gov/natnet/wv/biodiv.htm> and then click OK.

2 In the PageMaker publication, select the text tool (T). Taking care not to select any characters other than the words (such as the paragraph return), drag to select the two words **Biological Diversity**.

3 In the Hyperlinks palette, click the globe icon for the URL you just created. Name a new source called **To Biodiversity page**, and then click OK.


4 Save 10Work.p65.

Importing URL anchors

You can also import a list of URLs into the Hyperlinks palette, such as a browser's Bookmarks file. In this project, a URL you need is already available from a file.

1 Choose Import URLs from File from the Hyperlinks palette menu, select the file 10URL1.htm in the 10Project folder, and then click Open. The URLs in the file appear in the Hyperlinks palette after the existing URLs.



 If you want to see the contents of the 10URL1.htm file, you can open it in a text-editing application.

2 With the text tool still selected, click an insertion point after the words Biological Diversity, and then press Return or Enter. Type **Endangered Species**, and then select the words you just typed.

3 Click the globe icon for the URL that ends in **/es.htm**. Name a new source called **To Endangered Species page**, and then click OK. Deselect the text.

4 Save 10Work.p65.



If you have an active Internet connection, you can import URLs directly from a Web page by choosing Import URLs from Web from the Hyperlinks palette menu and typing the location of the page containing the URLs.

Dragging URL anchors

If your browser and your operating system support drag-and-drop between programs, you can also drag and drop URLs directly into a PageMaker publication. You can also drag URLs in from other programs that support drag-and-drop. When you drag a URL into a PageMaker publication, it is automatically added to the Hyperlinks palette as an anchor. The URL you will use is in a Web page stored in the 10Project folder, so you will open the Web page.

1 Select the text tool (T). Click an insertion point after the words **Endangered Species**, and then press Return or Enter. Type **Watchable Wildlife**, and then select the words you just typed.

2 Open a Web browser. Arrange the folder window and the Web browser windows so that you can see the contents of both.

3 Using Explorer (Windows) or the Finder (Macintosh), drag the file 10URL2.htm from the 10Projects folder into the Web browser window.



4 If 10Final.p65 is open, close it. Position the Web browser window and the PageMaker publication window so that you can see the text in both windows.



In Windows, you can quickly arrange windows for drag-and-drop by clicking the taskbar with the right mouse button and choosing Tile Horizontally from the pop-up menu.

5 Switch to the Web browser, and drag the link **Watchable Wildlife** and drop it on the words Watchable Wildlife which you highlighted in PageMaker. Take care to drag the link right away without selecting the text—if you simply click, you'll open the link instead. On the Macintosh, if you don't drag the link immediately a pop-up menu will appear.

The new source and anchor are automatically added to the Hyperlinks palette.



Note: If you only see the first part of the link in PageMaker, the link may be wrapping to a second line in the Web browser. Some Web browsers do not let you drag more than one line of text. Try making the browser window wider to fit the entire link on one line.

6 In PageMaker, click the maximize button so that the publication window fills the screen.

7 With the text tool still selected, click an insertion point in the text you just linked, and choose Edit > Select All. In the Styles palette, click WWW Links. This style visually identifies text that links to the Web. Formatting text does not affect its hyperlinks.

8 Select the pointer tool and select the text block containing the Web links.



9 Save 10Work.p65.

If your Internet connection is active, you can test URL hyperlinks the same way you would any other kind of hyperlink.

***Note:** The URL anchors in this publication were current at the time of publication, but may have changed. If you have trouble connecting to these URLs, double-click them in the Hyperlinks palette and type any working URL you want.*

10 Select the hand tool (☞) and position it over the words Biological Diversity. The hand tool changes to a pointing hand with a letter W, indicating that it is over a Web link. Click the words **Biological Diversity**. The page appears in your Web browser. If PageMaker asks you to find a Web browser, locate one on your computer.

PageMaker only asks for a browser the first time you connect to a Web URL.



You can change the Web browser PageMaker uses in the Online Preferences dialog box. Choose File > Preferences > Online.

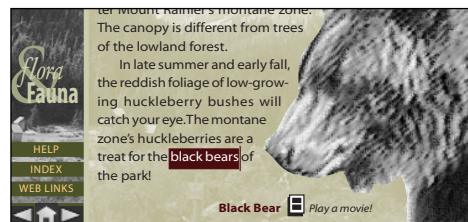
11 Close the Web browser and switch back to PageMaker.

Adding index entries

This guide will include an index generated by PageMaker. Like the table of contents, PageMaker can automatically create hyperlinks from index entries so that a person can go to an index entry by clicking it.

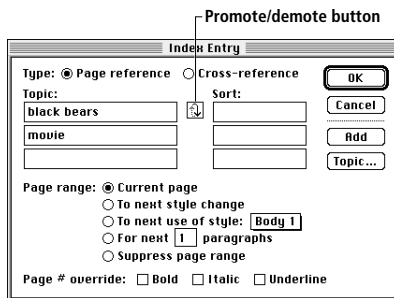
Some entries have already been added to the index. You will complete the index by adding a few entries yourself.

1 Go to page 4. Select the text tool (T), and select the words **black bears** near the end of the article. Choose Utilities > Index Entry.



2 Make sure **black bears** is the entry in the top of the Topic column, and then click OK. You've just added that text to the index.

3 With the text tool still selected, select the word **movie** near the bottom right corner of the page (taking care not to select spaces), and choose Utilities > Index Entry. Click the Promote/Demote button (⬆) to move the **movie** entry to the second level, type **black bears** as a new first-level entry, and then click OK.



4 Save 10Work.p65.

Generating the hyperlinked index

To include the index in the publication, you must generate it. The index will automatically include links to the separate map publication that you included in the book of publications you set up when you generated the table of contents earlier.

- 1 If necessary, choose View > Show Guides.
- 2 Go to page 8, the page where you will place the index you will generate. Choose Utilities > Create Index. Delete the Title and leave it blank. You will include index mark-

ers in the separate Map.p65 file, so make sure Include Book Publications is selected, and click OK.

When PageMaker finishes processing, the loaded text icon appears. Placing an index is just like placing a text story from a word processor.

3 Check to make sure Layout > Autoflow is selected. Position the loaded text icon at the guide intersection where the Control Palette reads 6p for X and 5p3 for Y. Click to flow the index into the columns. The index includes many more entries than the ones you added, because the publication was partially indexed before you opened it.



4 Save 10Work.p65

You have completed building the multimedia publication. Before you export it to PDF, you can test the automatically generated index hyperlinks with the hand tool.

5 Select the hand tool (⌘). The cursor changes to a pointing hand.

In PageMaker you will simulate as much as possible the way the publication will look in PDF, by hiding all palettes and turning off the blue outlines that mark the hyperlinks automatically generated by PageMaker.

Note: *Hyperlinks generated by indexing do not appear on the Hyperlinks palette.*

6 Press Tab to hide all palettes, and choose View > Hide Guides.

7 Choose File > Preferences > Online. Deselect the Outline Link Sources When Hand Tool is Selected option, and then click OK.

8 On page 8, click the Bear entry. PageMaker jumps to the correct page.

Exporting to PDF

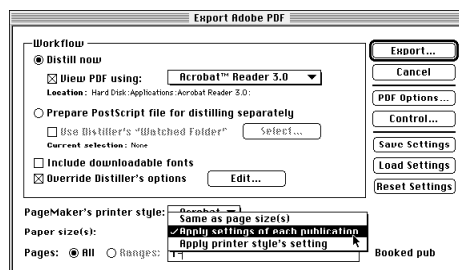
The final step in building the guide is to create a PDF file from it. Not only can PageMaker export a PDF directly, it also provides a high degree of control over how the PDF is created.

When PageMaker exports to PDF, it sends the publication to Acrobat Distiller in a process much like printing. The PDF version of the publication that Distiller produces will take up much less disk space than the original publication but will still be viewable at high quality across platforms, by using the Acrobat Reader.

Note: *If the amount of memory installed in your computer is not much more than the amount recommended for PageMaker, free up memory by closing all other applications except PageMaker.*

1 Choose File > Export > Adobe PDF. If PageMaker asks you to locate the Acrobat Distiller program, find it on your computer. Also, if PageMaker asks you if you want to include other publications in the book or if you want to save the publication, click Yes in both cases.

2 Make sure Distill Now is selected, and choose Acrobat Reader from the View PDF Using pop-up menu. For Paper Size(s), choose Apply Settings of Each Publication.



Note: *If you know you have enough memory to run both Distiller and Reader, you can select View PDF and select AcroRd32 (Windows) or Acrobat Reader (Macintosh).*

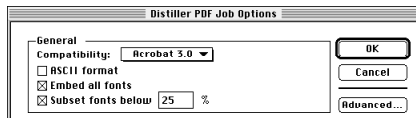
3 Make sure Override Distiller's Job Options is selected, and then click Edit.

The PDF Job Options dialog box includes other options for customizing PDF output.

4 Make sure Acrobat 3.0 is selected from the Compatibility pop-up menu. This ensures maximum efficiency over the Internet. However, Acrobat 3.0 PDF documents may not open properly in versions of Acrobat earlier than 3.0.

The other setting you'll change will preserve typographic quality. You will embed, or include, the fonts used in this guide. Embedding fonts into the PDF allows anyone to view the publication with the exact fonts you used, while increasing file size only slightly in most cases. For more information about these options, see the *Acrobat Distiller User Guide*.

5 Make sure Embed All Fonts is selected.



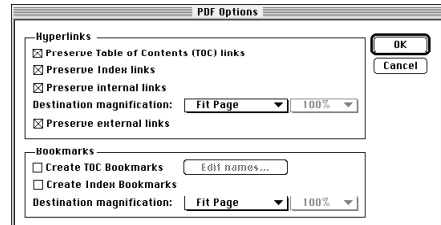
Most of the other options in this dialog box, are related to optimizing images. Because computer screens display at a much lower resolution than paper, you can make a smaller PDF if you downsample, or reduce the resolution of images that were imported at a higher resolution. For this lesson you can leave the default compression settings.

6 Click OK to close the PDF Job Options dialog box.

Now you will set up the options that preserve the hyperlinks you created.

7 Click PDF Options. In the Hyperlinks section, make sure Preserve Table of Contents (TOC) Links, Preserve Index Links, Preserve Internal Links, and Preserve External Links are selected, and that the Destination Magnification is set to Fit Page. In the Book-

marks section, make sure Create TOC Bookmarks and Create Index Bookmarks are not selected, because you are not generating bookmarks for this project. Click OK.



8 Click Export. Use the default filename (10Work.pdf), save the file to the 10Project folder, and then click Save. If Distiller displays a message asking whether to choose Acrobat 3.0 or 2.1 compatibility, choose 3.0.

PageMaker automatically starts Acrobat Distiller, and processes the PDF file. Processing may take a few minutes.

Viewing the PDF in a Web browser

You can view the completed PDF version of the guide in a Web browser.

1 If you still have the PDF file open in Acrobat Reader, close the PDF file. Also, close Acrobat Distiller and PageMaker, because you will longer need those programs for this lesson.

2 Start your Web browser.

3 Switch to Explorer (Windows) or the Finder (Macintosh), and open the folder on your hard disk that contains the PDF file you just created. Arrange the folder window and the Web browser window so you can see both. In Windows, you can click the taskbar with the right mouse button and choose Tile Vertically from the pop-up menu.

4 Drag 10Work.pdf from the 10Project folder window to your Web browser window. If the browser window does not already fill the screen, click the Maximize button.

5 Activate the Web browser window. Click Continue, and then click any other hyperlinks in the publication.



6 Click the zoom tool (Q) and click text. PDF allows page magnification, and anti-aliases type so that type displays smoothly at many sizes.

You've successfully added hyperlinks to a publication, and you converted a publication to a PDF document that you can publish on the Web.

Review questions

- 1 In what order do hyperlink anchors appear in the Hyperlinks palette?
- 2 How do you link to another file, such as a PDF document?
- 3 How do you make a hyperlink source appear in the same position on more than one page?
- 4 What is the difference between Acrobat Distiller and Acrobat Reader?

Answers

- 1 Hyperlink anchors appear in the order that you create them. They cannot be rearranged in the Hyperlinks palette.
- 2 Choose New URL from the Hyperlinks palette menu and type the URL of the file where it will exist on the volume where you will publish the PDF.
- 3 Put the hyperlink source on a master page.
- 4 Acrobat Distiller is like a software version of a printer, but instead of creating a printed pages, it creates PDF pages. Acrobat Reader is used by compatible Web browsers to display PDF pages in a Web browser window, or it can display PDF pages on its own.