Instructions for the Creation of Adobe Acrobat PDF Versions of the Plan Brochures

The following instructions are for the production of the Acrobat PDF versions of the plan brochures for 2004. We are continuing our requirement for certain navigational aids in the PDF brochures to make them user friendly.

We realize that the brochure PDF files are produced in a variety of ways, often by the contractor who produced the printed brochure. Thus, our instructions concentrate on those things that you can do to the PDF file after it has been produced. These enhancements can be added with the full Acrobat program (not the free reader).

Note on Compatibility

All PDF versions of plan brochures are to be fully compatible with Adobe Acrobat Reader 4. This is automatic if you are using Acrobat 3 or 4. If you are using Acrobat 5, you can set the options in Acrobat Distiller to produce Acrobat 4 compatible PDF files.

Thumbnails

Thumbnails are very easy to add to the PDF file. To view them, use the icon in Acrobat 3 or the icon in Acrobat 4 or 5 followed by the thumbnails tab. You may find that you already have them, as Acrobat Distiller can be set to produce thumbnails automatically when it produces the PDF file. If you need to add them:

Acrobat 3 - Under the "Document" menu click on "Create All Thumbnails".

Acrobat 4 or 5 – Display the blank thumbnails. Right click in this window and choose "Create all Thumbnails."
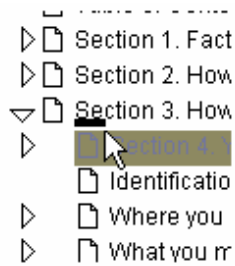
Bookmarks

Bookmarks are a major navigational tool that must be added to your PDF file manually.[1]

To view them, use the icon in Acrobat 3 or the icon in Acrobat 4 followed by the bookmarks tab. They should have at least the level of detail of the brochure table of contents. The following procedure is recommended for creating the bookmarks in the plan brochures.

---

[1] If you create the PDF file using Acrobat 5, you will find that Acrobat 5 has automatically created bookmarks. They will probably not be satisfactory, however, and must be deleted and replaced with manually created bookmarks. However, if you used styles properly in creating the original document, the automatically created bookmarks may be satisfactory.

- With a printed copy of the table of contents in front of you, and the bookmarks window open, go to the page in the PDF file which is referenced by the first entry in the table of contents..
- Adjust the page view (magnification and location of the page on the screen) to that which you want the user to see after choosing the bookmark. This is usually with the heading near the top of the page.
- Highlight the text that you want to appear in the bookmark. To do this, you must be in the text selection mode (entered by pressing the ⬚ icon in Acrobat 3 or the ⬚ icon in Acrobat 4 or 5).
- Hold down the control key and press "b". This creates the bookmark with the selected text.[2]
- Move to where you want the next bookmark and repeat this process.
- Bookmarks should be indented in a manner similar to the table of contents. To move an entry either up or down in the hierarchy, left click on the page icon at the left of the bookmark and, holding your mouse button down, move the mouse pointer up slightly until you see a short underline under the bookmark above the one that you are adjusting. Move your mouse pointer left or right until that underline is at the location where you want the new entry to be located, then release the mouse button. Subsequent bookmarks that you make will remain at this level until you select a new level in the manner described.
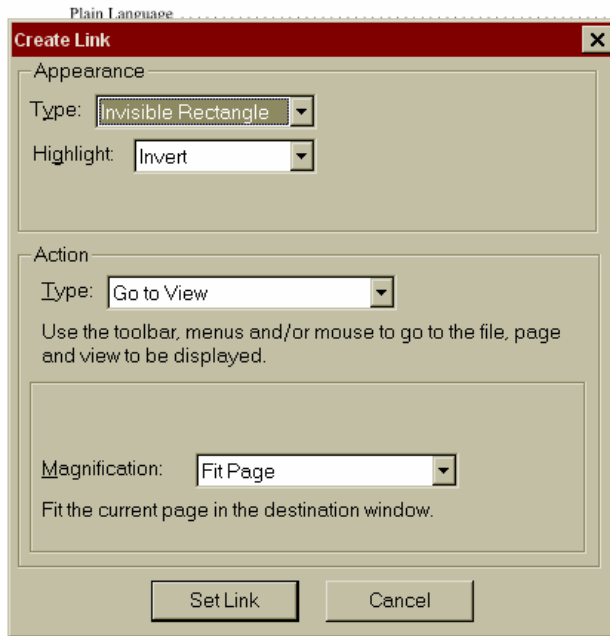
Links from the Table of Contents

Each entry in the Table of Contents should be a live link that will take the user to that section of the brochure. Preparing the bookmarks in the manner described above first will make this task much easier.

- Make sure that the bookmark window is open and the beginning of the table of contents is on the screen.
- Go into the hyperlink mode by clicking on the ⬚ icon.
- Use the mouse pointer to outline the area that you are making into a live link.

---

[2] In Acrobat 3 only the first line of a multi-line heading can be inserted into the bookmark in this manner. You will need to then add the rest of the heading to the bookmark text manually. In Acrobat 4 or 5 you can select multiple line headings to be added automatically to the bookmark text. Note that bookmarks have a maximum length of 128 characters.

- Select the Appearance Type "Invisible Rectangle" (this selection only needs to be made once each session).
- Click on the bookmark that is the equivalent to the table of contents item that you are linking from. This will take you to that page and view.
- Click on "Set Link".
- You will be returned to the Table of Contents page that you are working on as soon as you click on the "Set Link" button.
- Repeat by outlining the next table of contents item, selecting that location from the bookmarks, and setting the links.

OPTIONAL ENHANCEMENT: You may want to make your table of contents entries blue, or blue and underlined, so that users who are familiar with working with web pages will recognize them as links. If you are using Acrobat 3 you will have to color and underline the text before creating the PDF file. In Acrobat 4 or 5, however, you can change the text color while you are creating the links, although underlining will still have to be added before the PDF file is created.

Make Web Addresses into Live Links

Any Web addresses (URLs) included in your brochure should be made into live links. We don't expect that you will have many of these – most likely only the one to your plan Web site.

- Make sure the Web address is blue or blue and underlined. To change the text color in Acrobat 4 or 5 (**only**):
  - Choose the text editing mode (the icon).

- o Click on the line that you want to edit, then highlight the words that you want to color.
  - o Right click on your selection and choose "Attributes".
  - o Change the text color here:

    by clicking on the down arrow and selecting a color.
  - o Close the text attributes window.
- In link creation mode ( ), outline the area to be made into a link.
- Under "Action Type" choose "World Wide Web Link".
- Enter the full web address, preceded by http://, and then click on the OK button.
- Click on "Set Link."

The same thing can be done with any email addresses that appear in your brochure, substituting mailto: for the http://.

Make Cross-References into Live Links *(Optional)*

We recommend that you make any internal cross-references in the booklet into live links to that section.

Add Live Links to the Index *(Optional)*

You may also wish to make all index entries into live links to the referenced pages.