

Hyperlinks Bookmarks & Rich Media files

Create a hyperlink to a web page (URL)

You can use several different methods to create hyperlinks to URLs. When you specify a URL, you can use any valid Internet resource protocol: `http://`, `file://`, `ftp://`, or `mailto://`.

You can also use the Buttons feature to link to web pages. (See Buttons.)

You may want to create a character style for hyperlinks. Hyperlinks are often formatted in underlined blue text.

1. Select the text, frame, or graphic you want to be the hyperlink's source. For example, you can select the text, "See the Adobe website."
2. In the Hyperlinks panel, use any of the following methods to create a hyperlink to a URL:
 - In the URL text box, type or paste the URL name (such as `http://www.adobe.com`), and then choose New Hyperlink from the Hyperlinks panel. Choose URL from the Link To menu, specify appearance options, and click OK.
 - If a URL is selected in your document, choose New Hyperlink From URL in the Hyperlinks panel menu. Double-click the hyperlink in the Hyperlinks panel, and then choose URL from the Link To menu, specify appearance options, and click OK.
 - Select a previously added URL from the URL menu. The hyperlink appearance is the same as that used in the previous URL.
 - Choose New Hyperlink in the Hyperlinks panel menu. Choose URL from the Link To menu, specify appearance options, and click OK.

Note: If a URL hyperlink isn't working in the exported PDF, there may be a problem with the hyperlink being a "Shared Destination." Double-click the hyperlink in the Hyperlinks panel, choose URL from the Link To menu, deselect Shared Hyperlink Destination, and click OK.

Create a hyperlink to a file

When you create a hyperlink to a file, clicking the hyperlink in the exported PDF or SWF file opens the file in its native application, such as Microsoft Word for .doc files.

Make sure the file you specify is available to anyone opening the PDF or SWF file you export. For example, if you're sending the exported PDF to a coworker, specify a file located on a shared server rather than your hard drive.

1. Select the text, frame, or graphic you want to be the source of the hyperlink.
2. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.
3. In the New Hyperlink dialog box, choose File from the Link To menu.
4. For Path, type the pathname or click the folder button to locate and double-click the filename.
5. Select Shared Hyperlink Destination if you want the email message to be stored in the Hyperlinks panel for easy reuse.
6. Specify the appearance of the hyperlink source, and then click OK.

Create a hyperlink to an email message

1. Select the text, frame, or graphic you want to be the source of the hyperlink.
2. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.
3. In the New Hyperlink dialog box, choose Email from the Link To menu.
4. For Address, type the email address, such as `username@company.com`.

5. For Subject Line, type the text that appears in the subject line of the email message.
6. Select Shared Hyperlink Destination if you want the email message to be stored in the Hyperlinks panel for easy reuse.
7. Specify the appearance of the hyperlink source, and then click OK.

Create a hyperlink to a page

You can create a hyperlink to a page without first creating a destination. However, by creating a page destination, you can specify a page number and view setting.

1. Select the text, frame, or graphic you want to be the source of the hyperlink.
2. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.
3. In the New Hyperlink dialog box, choose Page from the Link To menu.
4. For Document, select the document containing the destination that you want to jump to. All open documents that have been saved are listed in the pop-up menu. If the document you're looking for isn't open, select Browse in the pop-up menu, locate the file, and then click Open.
5. For Page, specify the page number you want to jump to.
6. For Zoom Setting, do one of the following to select the view state of the page being jumped to:
 - Select Fixed to display the magnification level and page position that were in effect when you created the link.
 - Select Fit View to display the visible portion of the current page as the destination.
 - Select Fit In Window to display the current page in the destination window.
 - Select Fit Width or Fit Height to display the width or height of the current page in the destination window.
 - Select Fit Visible to display the page so that its text and graphics fit the width of the window, which usually means that the margins are not displayed.
 - Select Inherit Zoom to display the destination

window at the magnification level the reader uses when the hyperlink is clicked.

7. Specify appearance options, and then click OK.

Create a hyperlink destination

Creating a hyperlink destination is necessary only if you're creating a hyperlink or cross-reference to a text anchor. A text anchor can point to a selection of text or to the insertion point location. Then you create the hyperlink or cross-reference that points to the hyperlink destination. You can also create hyperlink destinations for pages and URLs, but a destination isn't necessary for those links.

Hyperlink destinations you create do not appear in the Hyperlinks panel; they appear in the dialog box that appears when you're creating or editing hyperlinks.

1. If you're creating a text anchor, use the Type tool to place the insertion point, or select the range of text that you want to be the anchor. You cannot set up an anchor destination for text on a master page.
2. Choose New Hyperlink Destination in the Hyperlinks panel menu.
3. Do any of the following, and then click OK:
 - Choose Text Anchor in the Type menu. Specify a name for the text anchor.
 - Choose Page in the Type menu. Specify the page number you want to jump to and the Zoom Setting. Type a name for the page, or select Name With Page Number to name the destination automatically based on the page number and zoom setting you specify.
 - Choose URL in the Type menu. Type or paste a URL, such as <http://www.adobe.com>. You can use any valid Internet resource protocol: <http://>, <file://>, <ftp://>, or <mailto://>.

Create a hyperlink to a text anchor

1. Select the text, frame, or graphic you want to be the source of the hyperlink.
2. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.
3. Choose Text Anchor from the Link To menu.

4. For Document, select the document containing the destination that you want to jump to. All open documents that have been saved are listed in the pop-up menu. If the document you're looking for isn't open, select Browse in the pop-up menu, locate the file, and then click Open.
5. From the Text Anchor menu, choose the text anchor destination you created.
6. Specify hyperlink appearance options, and then click OK.

Create a hyperlink to any shared destination

While creating a hyperlink, if you choose Shared Destination from the Link To menu, you can specify any named destination. A destination is named when you add a URL using the URL text box or when you select Shared Hyperlink Destination while creating a hyperlink to a URL, file, or email address.

1. Select the text, frame, or graphic you want to be the source of the hyperlink.
2. Choose New Hyperlink in the Hyperlinks panel menu, or click the Create New Hyperlink button at the bottom of the Hyperlinks panel.
3. In the New Hyperlink dialog box, choose Shared Destination from the Link To menu.
4. For Document, select the document containing the destination that you want to jump to. All open documents that have been saved are listed in the pop-up menu. If the document you're looking for isn't open, select Browse in the pop-up menu, locate the file, and then click Open.
5. Choose a destination from the Name menu.
6. Specify hyperlink appearance options, and then click OK.

Hyperlink appearance options

The options determine the appearance of the hyperlink or cross-reference source in the exported PDF or SWF file. These appearance options are also displayed in the InDesign document if you choose View > Show Hyperlinks.

Character Style

Choose a character style to apply to the hyperlink source. The Character Style option is available only

if the hyperlink source is selected text, not a selected frame or graphic.

If you're inserting a cross-reference, you can apply a character style when you edit a cross-reference format. You can also apply character styles to building blocks within a format. See Using cross-reference formats.

Type

Select Visible Rectangle or Invisible Rectangle.

Highlight

Select Invert, Outline, Inset, or None. These options determine the appearance of the hyperlink when it's being clicked in the PDF or SWF file.

Color

Select a color for the visible hyperlink rectangle.

Width

Select Thin, Medium, or Thick to determine the thickness of the hyperlink rectangle.

Style

Select Solid or Dashed to determine the appearance of the hyperlink rectangle.

Create bookmarks for PDF

A bookmark is a type of link with representative text that makes it easier to navigate documents exported as Adobe PDF. Bookmarks you create in the InDesign document appear in the Bookmarks tab on the left side of the Acrobat or Adobe Reader window. Each bookmark jumps to a text anchor or a page.

Entries in a generated table of contents are automatically added to the Bookmarks panel. In addition, you can further customize your document with bookmarks to direct a reader's attention or make navigation even easier. Bookmarks can be nested under other bookmarks.

You may want bookmarks to appear in the Bookmarks tab of the PDF document, but you don't want the table of contents to appear in the PDF. In this case, generate a table of contents on the last page of the document. When you export to PDF, don't include the last page. Or, if you include the last page of the exported PDF, delete it in Acrobat.

1. Choose Window > Interactive > Bookmarks to display the Bookmarks panel.

2. Click the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added to the end of the list.
 3. Do one of the following to indicate where you want the bookmark to jump:
 - Click an insertion point in text.
 - Select text. (By default, the text you select becomes the bookmark label.)
 - Double-click a page in the Pages panel to view it in the document window.
 4. Do one of the following to create the bookmark:
 - Click the Create New Bookmark icon on the Bookmarks panel.
 - Choose New Bookmark from the panel menu.
- To move a bookmark out of a nested position, select the bookmark or range of bookmarks you want to move. Drag the icon or icons below and to the left of the parent bookmark. A black bar appears indicating where the bookmark will be moved. Release the bookmark.
 - To change the order of bookmarks, select a bookmark and move it to a new location. A black bar appears indicating where the bookmark will be placed.
 - To sort bookmarks, choose Sort Bookmarks from the Bookmarks panel menu. Bookmarks appear in the same order as the pages they jump to.

Manage bookmarks

Use the Bookmarks panel to rename, delete, and arrange bookmarks.

Rename a bookmark

Click the bookmark in the Bookmarks panel, and choose Rename Bookmark from the panel menu.

Delete a bookmark

Click a bookmark in the Bookmarks panel, and choose Delete Bookmark from the panel menu.

Arrange, group, and sort bookmarks

You can nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired. Changing the order or nesting order of bookmarks does not affect the appearance of your actual document.

Do one of the following:

- To expand and collapse the bookmark hierarchy, click the triangle next to the bookmark icon to show or hide any children it contains.
- To nest a bookmark under another bookmark, select the bookmark or range of bookmarks you want to nest, and then drag the icon or icons onto the parent bookmark. Release the bookmark.
- The bookmark or bookmarks you dragged are nested under the parent bookmark; however, the actual page remains in its original location in the document.
- Bookmarks panel showing bookmarks being

Adding Movies or sound

You can add movies and sound clips to a document, or you can link to streaming video files on the Internet. Although media clips cannot be played directly in the InDesign layout, they can be played when you export the document to Adobe PDF or when you export the document to XML and repurpose the tags.

A poster is the image that represents a media clip. Each movie or sound can appear with or without a poster. If the poster in InDesign is larger than the movie, the poster is clipped to the size of the movie in the exported PDF document.

QuickTime 6.0 or later is required to work with movies in InDesign. You can add QuickTime, AVI, MPEG, and SWF movies. However, QuickTime no longer offers full support of SWF files. You can also add WAV, AIF, and AU sound clips. InDesign supports only 8- or 16-bit WAV files that are not compressed.

Keep track of the media files you add to an InDesign document during the production cycle. If you move a linked media clip after adding it to the document, use the Links panel to relink it. If you send the InDesign document to another person, include any media files you add.

For other users to view media in a PDF document, they must have Acrobat 6.x or later to play MPEG and SWF movies, or Acrobat 5.0 or later to play QuickTime and AVI movies.

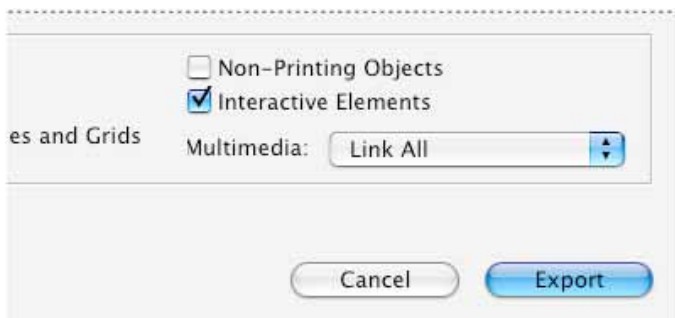
Add a movie or a sound file

1. Do any of the following:
 - Choose File > Place, and then double-click the movie or sound file. Click where you want the movie to appear. (If you drag to create the media frame, the movie boundary may appear cropped or skewed.)
 - Drag the media file from Explorer (Windows) or Finder (Mac OS) into the document.
 - To convert a frame into a media clip, select the frame and choose Object > Interactive > Movie Options or Sound Options. This creates an empty movie or sound frame. (After you add a movie using this method, you may want to choose Object > Fitting > Fit Frame To Content so that the frame is the same size as the movie.)

When you place a movie or sound file, a media object appears in a frame. This media object links to the media file. You can resize the media object to determine the size of the play area.

If the center point of the movie appears outside the page, the movie is not exported to PDF.

2. To change movie, sound, or poster options, double-click the media object.
To preview a media file, hold down Alt (Windows) or Option (Mac OS) and double-click a movie or sound object using the Selection tool.
3. Export the document to Adobe PDF. Make sure that the Interactive Elements option is selected in the Export Adobe PDF dialog box.



Select Interactive Elements so that media clips can be played in the PDF document.

Adding SWF files in InDesign

If you place a SWF file in an InDesign document, Mac OS users may not be able to play the file in the exported PDF. For best results, leave a blank space in the InDesign document for the SWF file, and then add the SWF file in Adobe Acrobat 9. When you add a SWF to a PDF in Acrobat 9 (PDF 1.7) you add the animation as the “Rich Media” animation type, which uses Acrobat’s built-in Flash Player to play SWF content.

Link to a movie on the Internet

You may want an object to link to a web URL that plays a streaming media file. After you export the document to Adobe PDF or to a different format, clicking the object plays the movie, if an Internet connection is available.

1. If necessary, draw a rectangle to be used as the play area. You can add a poster to this frame later.
2. Select an object, and then choose Object > Interactive > Movie Options.
3. Click Specify A URL, and then type or paste the URL.
4. Click Verify URL And Movie Size to make sure that the URL is valid. (You must have an Internet connection.)
5. Specify any other options, and then click OK.

Movie options

You can edit movie options by double-clicking the movie play area using the Selection tool, or by selecting the movie object and choosing Object > Interactive > Movie Options.

Description

Type a description that appears if the movie cannot be played in Acrobat. This description also acts as alternative text for visually impaired users.

Choose A File

To specify a different movie clip, click the Browse (Windows) or Choose (Mac OS) button next to Choose A File, and then double-click the new filename.

Embed Movie In PDF

Embedding the media file increases the file size of the PDF document but frees you from having to copy the media file to make it available to others. This option is not available if Specify A URL is selected.

You can override this setting by linking or embedding all media files, or you can use the settings for each object. Embedded movies require Acrobat 6.0 and later, or Adobe Reader 6.0 and later.

Specify A URL

To play a streaming video from a website, select Specify A URL, and then type or paste the URL.

Poster

Specify the type of image that you want to appear in the play area.

Mode

Determine whether the movie is played once and then closes (if it's played in a floating window), played once but stays open, or played in a continuous loop.

Play On Page Turn

Play the movie when someone turns to the page of the PDF document on which the movie is located.

Show Controller During Play

Display a controller that lets users pause, start, and stop the movie.

Floating Window

Play the movie in a separate window. If you select this option, specify the size ratio and position on the screen. Increasing the size of the floating window may reduce image quality. The floating window scale is based on the size of the original movie, not the size of the scaled movie in the document layout.

Sound options

You can edit sound options by double-clicking the sound play area using the Selection tool, or by selecting the sound object and choosing Object > Interactive > Sound Options.

Description

Type a description that appears if the sound cannot be played in Acrobat. This description also acts as alternative text for visually impaired users.

File

To specify a different sound clip, click the Browse (Windows) or Choose (Mac OS) button next to File, and then double-click the new filename.

Poster

Specify the type of image that you want to appear in the play area.

Play On Page Turn

Play the sound clip when someone turns to the page of the PDF document on which the sound is located.

Do Not Print Poster

Select this option if you do not want the poster to print in InDesign.

Embed Sound In PDF

Embedding the media file increases the file size of the PDF document but prevents you from having to send or copy the media file along with the PDF document.

You can override this setting by linking or embedding all media files, or you can use the settings for each object. Sounds must be embedded to be played in some earlier versions of Acrobat.

Poster options

You cannot simply use a placed image as a poster. Instead, specify any of the following types of poster images in the Movie Options or Sound Options dialog box:

None

Shows no poster for the movie or sound clip. This option is useful if you want the movie or sound clip to not be visible on the page. For example, you may want the media to be played only when you turn the page, or you may want a more complex design beneath the movie to show instead of the poster.

Standard

Displays a generic movie or sound poster that isn't based on the contents of the file.

To use a different standard poster, save an image as StandardMoviePoster.jpg or StandardSoundPoster.jpg, and replace the existing file of the same name. This

file is located in the Presets/Images folder in the application folder.

Default Poster

Displays the poster image packaged with the movie file. If the selected movie doesn't have a frame designated as the poster, the first frame of the movie is used as the poster image.

Frame From Movie

This option is dimmed unless you specify a frame using the Choose Move Frame As Poster option.

Choose Image As Poster

Lets you select an image to use as the poster.

Click Browse, and then double-click the image you want to use. You can select bitmap graphics, not vector graphics, for posters.

To use an image as a poster, you can also use the Direct Selection tool to select the poster frame, and then use the Place command to place a graphic inside the frame.

Choose Movie Frame As Poster

Lets you select any video frame to use as the poster image. Supported formats include AVI, MPEG, MOV, and SWF. Drag the slider or use the arrow keys to advance through the movie clip to the desired frame, and then click OK.