

Effective PDF Bookmarks

With FrameMaker-to- Acrobat TimeSavers

Shlomo Perets

<http://www.microtype.com>



1

Introduction



2 Four phases in PDF creation

- **Create**
From a FrameMaker source file
- **Enhance**
Add features in Acrobat
- **Test**
Does everything work and look OK?
- **Distribute**
Web, CD, software



Enhancing PDFs in Acrobat

- **Labor-intensive, repetitive process**
- **Features added in Acrobat “disappear” next time you distill / Save as PDF and must be recreated and tested again**



The result...

- **PDFs only use a fraction of features supported by Acrobat**
- **Those features that are used are often employed inefficiently**



With TS: define once, use many!

**Add more features to your source FM files using FM-to-Acrobat TimeSavers and Assistants (TimeSavers add-ons):
Navigation, Form, Multimedia or 3D**



Why bookmarks?

- **Enable on-going easy navigation/access to specific locations in current PDF or other PDFs**
- **Can provide a constant conceptual display of document structure**
- **Do not complicate page layout/print aspects; low storage requirements**



TS bookmark enhancements A

Global bookmark properties/processing
(eg color/style, hierarchy, remove numbering):

- **Apply to all bookmarks**
- **Do not require any intervention in source FrameMaker files**
- **Are controlled via TimeSavers dialog box**



TS bookmark enhancements **B**

Special-purpose bookmarks

(eg web site, e-mail feedback, external PDF):

- **Defined via custom hypertext markers**
- **Recurring bookmarks can be defined once in TS-pre.ini or TS-post.ini files**



Global Bookmark Settings



A good bookmark structure

Should be initially collapsed to show the entire document structure

TimeSavers > Bmk Functions tab:

Collapse bookmarks to first or second level



Bookmark text

- **Has to be meaningful out of context**
- **Should have a unique beginning, as bookmark panel may be narrow**

TimeSavers > Bmk Start tab

TimeSavers > Bmk Functions tab:

Remove pgf numbering,

Merge separate number + title bookmarks

Bookmark visual properties

Bookmark color and font style (plain, italic, bold, bold italic):

- **Improve perception of hierarchy**
- **Emphasize bookmarks by text**

TimeSavers > Bmk Style tab



Figure/table bookmarks

Top-level Figure/Table/Procedure bookmark with subordinate bookmarks linking directly to items; parallel to LOF, LOT, LOP

(Note: do retain LOF/LOT/LOP for print)

**TimeSavers > Bmk Extraction tab:
Extract figure/table/other bookmarks**




Initial view setup

- **As a general guideline, PDF should be set to open with bookmark pane visible**
- **Impact of page layout (single page/continuous) on specific destinations within a page**
- **PDF Document title can be populated from top bookmark**

TimeSavers > PDF Settings tab



Special-Purpose Bookmarks

- **Bookmarks to unique content**
 - **Web bookmarks / E-mail addresses**
 - **Open other PDFs**
 - **Launch external files**
 - **Multimedia bookmarks**
 - **Acrobat bookmark actions / Search**
 - **Doc. collection bookmarks**
- 

Bookmarks to unique content

Quick access to items such as new/revised features:

- **Sorted alphabetically**
- **Can combine notes providing additional information for the new/revised feature**

TimeSavers > Bmk Extraction tab:

Extract quick-access bookmarks

Web bookmarks

- **Bookmarks to web pages**
 - **Product info, doc updates**
 - **Support**
- **Bookmarks to web search pages with pre-defined queries**



E-mail addresses

- **Launch e-mail client, with e-mail message loaded**
- **Specify values of default fields**
`?subject= &cc= &body=`
- **Special characters are automatically converted to right value** (eg space=%20)

E-mail addresses

- **Bookmark text can indicate “Feedback”, “Report...”, “Suggest...” or simply show the e-mail address if self-explanatory:**
- **Body of message can be HTML-coded for better visual control (headings, lists)**
- **Current page number + doc title may be retrieved automatically into subject/body (clarifying feedback context)**

Open other PDFs

- **When you have multiple PDFs:
“Home” bookmark to “main menu” or
navigation map**
- **Can specify opening in new window**



Launch external files

- **Quick access to commonly-used files:**
 - Source/data files
 - Boiler-plate (template) files
- **Security message shown; associated application will be started with files loaded**

Multimedia bookmarks

- **With TimeSavers: can create bookmarks to QuickTime/AVI movies**
 - Local files
 - Files stored in web sites
- **Additional options with Multimedia Asst: bookmarks to embedded movies/sounds**
 - Supports all formats that are supported by Acrobat/Reader, including: SWF, MPEG, WMV, AVI, QuickTime, WAV, AIFF, MP3

Acrobat bookmark actions

- **Entire range of link actions supported in bookmarks**
 - **Execute Menu Action – e.g. Print, Preferences**
 - **Show/hide fields**
 - **JavaScript**
- **Bookmarks can have multiple actions**



Search

- **Bookmark with a search action (standard or modified functionality)**
- **Bookmarks with pre-defined search queries (optionally modified to include synonyms)**
- **Two separate bookmarks: “Find in this PDF” vs. “Search document collection”**

Custom shortcuts

Using custom shortcuts, bookmarks can point to:

- **Destinations in embedded PDFs**
- **Specific areas in figures**
- **Specific topics in WinHelp/CHM help files**



Doc. collection bookmarks

- **Point to other chapters, TOC, Index – when books are converted to separate PDFs**
- **Maintain a consistent order of cross-file bookmarks to enhance orientation**



Doc. collection bookmarks

Using Navigation Assistant:

- **Project file stores information about files in the project; bookmarks to other PDFs participating in your project**
- **Additional features apply to single PDFs or to a set of PDFs:**
 - **“Related PDF” bookmarks**
 - **GetItem (link/bookmark)**

Additional info and examples

- **“30 Easy Ways to Improve Your PDFs with TimeSavers/Assistants”**
microtype.com/ImprovePDF.html
 - **TimeSavers/Assistants Showcase**
microtype.com/showcase.html
 - **TimeSavers info, order form**
microtype.com/TimeSavers.html
 - **TimeSavers custom markers**
microtype.com/TimeSavers/TimeSavers5Shortcuts.pdf
- 

