

## Adding Internal Links and Multimedia Elements

### Adding Internal Links to a PDF Document

To create an internal hyperlink in a PDF document do the following:

1. Navigate to the section in the document where you want to create a link.
2. Select the **Link Tool** from the toolbar. The pointer becomes a cross hair (+).
3. Press the **Ctrl** key and select the target text with the I-beam. This allows you to fit a link rectangle exactly around the selected text. With the **Text Select** tool cross hair (+) you can also drag the mouse over the text to create a marquee.
4. In the **Create Link** dialog box, choose the rectangle type (visible or invisible).
5. Select a **Highlight Option** for when the link is selected (none, invert, outline or inset).
6. Choose an **Action Type**, which should usually be the default, **Go to View**.
7. Navigate down in the document to the page containing the text of the link target.
8. Click on the **Set Link** button.

## Adding Multimedia Elements to a PDF Document

In order to add multimedia elements (images, sounds, videos or movies, slide shows, etc.) to a PDF document you must be using Adobe Acrobat versions 6.0 or 7.0 Professional Edition; this cannot be done with the Standard Edition or with Acrobat 5.0 or less. Adding multimedia elements to a PDF document involves embedding or integrating the elements into the document, and does not involve simply creating a link to an external multimedia file, which is not allowed in ETDs.

[Adding Sound to a PDF Document](#)

[Adding Movies to a PDF Document](#)

[Adding a Multimedia Presentation to a PDF Document](#)

### Adding Sound to a PDF Document

You can add sound to a document in a variety of ways, including with images, buttons, when a page opens, or when a page closes. Acrobat versions 6.0 or 7.0 Professional Edition now supports sounds for all popular formats including MP3. When you add a sound to an PDF document, you can choose to embed the sound in the document, which saves the sound with the document rather than in a separate sound file. With ETD submissions only a single PDF file is allowed, thus, all multimedia elements must be embedded.

When you add sound to a PDF document you can use the **Sound** tool to define an active area of the document that, when clicked, plays a sound. When you use the **Sound** tool, you enable the viewers to play a sound on demand by clicking the active area with the **Hand** tool. To add a sound to a PDF document using the **Sound** tool, follow these steps:

1. Navigate to the page to which you want to add the sound file.
2. Choose **Tools > Advanced Editing > Sound Tool**. Alternatively, select the **Sound** tool from the **Advanced Editing** toolbar, whose icon looks like a speaker.
3. Click and drag a rectangle inside the document to define the active area that will play the sound when clicked. This opens the **Add Sound** dialog box.
4. In the **Content Settings** section, click a radio button to choose **Acrobat 6 (or 7) Compatible Media**. If you select the **Acrobat 5 (and Earlier) Compatible Media** you will not be able to embed the sound with the document.
5. Click the **Browse** button to open the **Select Sound File** dialog box; then select the desired sound file and click **Select** to exit the **Select Sound File** dialog box.
6. If you choose **Acrobat 6 (or 7) Compatible Media**, the **Embed Content in Document** check box is selected by default.

7. In the **Poster Setting** section, choose one of the following options:  
**Use No Poster** – Select this option to accept the default option, and the active area that plays the sound is designated by a border whose attributes you can modify.  
**Create Poster From File** – Select this option, and the browse button becomes available. Click the browser button and select an image that will designate the active area for the sound file. Note that when you select an image, its dimensions are reconfigured to fit the area you defined with the sound tool.  
If you use an image as a poster for a sound object, you may have to resize the area to conform to the dimensions of the image by clicking the poster with the **Sound** tool or **Select Object** tool and then dragging the handles around the perimeter of the object until the image is no longer distorted.
8. Click **OK** to finish adding the sound to the document and close the **Add Sound** dialog box.

You can have a sound play when an image is clicked. This is useful when you want to augment an image with a pre-recorded narration or perhaps a song. If you do not already have an image in your document with which you wish to augment the sound, you can copy and paste an image into your PDF document using the following steps:

1. In any application that contains an image (such as Adobe Photoshop), select the image, and then choose **Edit -> Copy**. If using an image in another PDF document, use the **Select Image** tool to select and copy the image.
2. Open the PDF document in which you want to past the image, and choose **Paste Clipboard Image** from the **Attachments** menu on the **Commenting** toolbar.
3. Click the location in the PDF document where you want the image to appear.
4. Do any of the following:
  - Using the **Hand** tool, drag the image to move it, or drag one of its handles to resize it.
  - To change the properties, right-click (Windows) or Control-click (Mac OS) the image, and then choose Properties.
  - To delete the image, right-click (Windows) or Control-click (Mac OS) the image, and then choose **Delete Comment**.

To have a sound play when an image is clicked, follow these steps:

1. Select the **Sound** tool and create a hotspot around the image.
2. Choose **Invisible Rectangle** for the **Appearance Tab**.
3. From the **Actions Tab**, choose the mouse Trigger you wish.
4. Choose **Play-A-Sound**.
5. Select the sound you want to play when the image is clicked.

Another method you can use to add sound to your PDF document is to create a button using the **Button** tool (**Tools -> Advanced Editing -> Forms -> Button Tool**), and then assign a sound to it. You can assign a sound to the **Mouse Enter** event to alert viewers that the button warrants their attention or you can assign the sound to the **Mouse Down** event, which alerts the viewers that the button has successfully been clicked.

You can also play a sound when a page opens or closes. Depending on the type of presentation you create, you can have a short musical piece play when a page opens or have a vocal introduction. This is done by adding actions to page Bookmarks and Thumbnails using the **Properties** dialog box. To add page open or close action options follow these steps:

1. To open the **Properties** dialog box, select the **Bookmark** or page **Thumbnail** whose properties you want to set or edit, right-click (Windows) or Control-click (Mac OS), and choose **Properties**.
2. Leave the **Appearance** options as the default.
3. Click the **Actions** tab and add an Action from the **Select Action** drop-down list; select **“Go to a page in this document”** if you wish to play an audio clip when the current page opens. Click **Add** to add your selection to the **Actions** box.
4. If you wish to edit an action, select the action in the **Actions** box, then click the **Edit** button. The only applicable option is **“Use Page Number”** where the page number is specified. You can also select a different **Zoom** option from the drop-down list if you wish, then click **OK**.
5. Do any of the following and then click **Close**.
  - To delete an action, select the action, and click **Delete**.
  - If you defined more than one action for a behavior, and if you want to reorder the actions, select the action, and then select the **Up** or **Down** button.

## Adding Movies to a PDF Document

You can add movies to your PDF document by using the **Movie** tool. With Adobe Acrobat 6.0 or 7.0 Professional Edition you can embed the movie in the document, and you can specify different renditions of the movie using different formats; for example, one rendition in the WMV format for Windows Media Player and another rendition in the MOV format for the QuickTime Player. See the Adobe Acrobat 6.0 (or 7.0) Professional Edition documentation for instruction on adding and editing renditions.

By default, Acrobat 6.0 or 7.0 Professional Edition will snap the movie window to the size of the movie and use the first frame of the movie as a poster in the document. To add a movie to a PDF document, do the following:

1. Navigate to the page to which you want to add the movie file.
2. Choose **Tools > Advanced Editing > Movie Tool**, or select the **Movie** tool from the **Advanced Editing** toolbar, whose icon looks like two frames of film.
3. Click and drag inside the document to specify the position in which the poster frame of the movie will appear. By default Acrobat snaps the activation area to the dimensions of the movie. This opens the **Add Movie** dialog box.
4. In the **Content Settings** section, choose **Acrobat 6 (or 7) Compatible Media** (the default). If you select the Acrobat 5 (and earlier) compatibility, the options to embed the movie in the document and create a poster from a file are no longer available.
5. Click the **Browse** button to open the **Select Movie File** dialog box; then select the desired movie file and click **Select** to exit the **Select Movie File** dialog box.
6. Deselect the default **Snap to Content Proportions** option if you want to manually resize the movie. The **Embed Content in Document** option must be checked.
7. In the **Poster Setting** section, choose one of the following options:
  - Use No Poster** – Select this option to displays a rectangular border that defines the activation area of the movie.
  - Retrieve Poster From Movie** – Select this option (the default) to display the first frame of the movie to signify the activation area for the movie.
  - Create Poster From File** – Select this option to activate the browse button that, when clicked, enables you to choose a supported file type that will be displayed as the activation area for the movie. The selected file snaps to the dimensions of the movie if you have not deselected the **Snap to Content Proportions** option.
8. Click **OK** to finish and close the **Add Movie** dialog box. Acrobat adds the movie to the document and displays a poster according to the options you selected.

## Adding a Multimedia Presentation to a PDF Document

You can use Adobe Acrobat 6 or 7 Professional Edition to create a multimedia presentation or automated slide show in a PDF document by including images, sound, video clips, Flash SWF movies, etc. in your PDF document presentation.

If you have a PowerPoint presentation that you wish to include in a PDF document, the quickest and easiest method is to do the conversion from within PowerPoint. You can also convert Microsoft Excel spreadsheets to PDF documents using this same procedure. The computer you use must have had Adobe Acrobat 6 or 7 Professional Edition installed on it after the Microsoft Office installation. To convert a PowerPoint presentation or Excel spreadsheets to PDF format do the following:

1. Choose **Adobe > Change Conversion Settings** to access the Acrobat PDFMaker dialog box.
2. Modify the conversion settings to suit the intended destination of the converted PDF file.
3. Click **OK** to close the dialog box.
4. Click the **Convert to Adobe PDF** button, or choose **Adobe PDF > Convert to Adobe PDF**.

After converting a PowerPoint presentation or Excel spreadsheet to PDF you can enhance it with Acrobat features, such as adding hyperlinks, setting display time intervals between each slide/page in the presentation, etc.

If you wish to create a multimedia presentation in a PDF document without the use of PowerPoint or Excel, you can use Adobe Acrobat 6 or 7 Professional Edition to add multimedia elements (including images, sound, video clips, Flash SWF movies, etc.) directly to PDF documents. To automate such a slide show presentation you can use the *setInterval* JavaScript object. Follow these steps to set the interval between each page of the presentation:

1. To assemble the images/elements you want to present, choose **File > Create PDF > From Multiple Files** to open the **Create PDF From Multiple Documents** dialog box and select the files to be assembled as separate pages of the PDF document.
2. In the **File To Combine** window, arrange the files in the order in which they will appear and then click **OK** to convert the files to a PDF document.
3. In the **Pages** tab, select the first thumbnail, right-click (Windows) or CTRL-click (Macintosh), and then choose **Properties** from the **Context** menu. When the **Page Properties** dialog box appears, click the **Actions** tab; **Page Open** is selected by default.
4. Click the triangle to the right of the **Select Action** field and choose **Run a JavaScript**.
5. Click the **Add** button to open the **JavaScript Editor** dialog box.
6. Enter the following code in the **Creat and Edit JavaScript** text window:  

```
var interval = app.setInterval("this.pageNum = this.pageNum + 1; ", 3000);
```

7. Click **OK** to close the **JavaScript Editor** dialog box, and then click **Close** to exit the **Page Properties** dialog box and assign the action to the page.

*NOTE:* Before going to the next step below, take a look at the JavaScript code in step 6 above. A variable named *interval* is created and set equal to the *setInterval* method of the *app* object. The *setInterval* method is used to pause the application for a certain amount of time, in this case 3000 milliseconds, which is equal to 3 seconds. The code in quotation marks executes after the interval has passed. In this case, it increases the value of *pageNum* property of the document by 1, which advances the document to the next page. The code will continue to execute every three seconds until you stop the code by clearing the interval.

8. In the **Pages** tab, select the thumbnail for the last page in the document and then right-click (Windows) or CTRL-click (Macintosh) and choose **Properties** from the **Context** menu. When the **Page Properties** dialog box appears, click the **Actions** tab; **Page Open** is selected by default
9. Click the triangle to the right of the **Select Action** field, choose **Run a JavaScript** from the drop-down menu, and then click the **Add** button to open the **JavaScript Editor** dialog box.
10. Enter the following code in the **Create And Edit JavaScript** window:  

```
app.clearInterval(interval);
```
11. Click **OK** to close the **JavaScript Editor** Dialog box. You now need to specify which document will open next
12. Click the triangle to the right of the **Select Action** field, choose **Open File**, and then click the **Add** button to open the **Select File to Open** dialog box.
13. Select the file that you want to open after the presentation plays: Click **Select** to select the file and exit the **Select File to Open** dialog box, and then click **Close** to exit the **Page Properties** dialog box.

When you use JavaScript, you can control the amount of time each page of the presentation is displayed. To increase or decrease the interval time, enter a new value in Step 6, remembering that 1 second equals 1000 milliseconds and thus you can precisely control the amount of time each page is displayed.

At the end of the document, you can create two buttons: One to replay the show and one to exit. For the **Replay** button, use the **Execute Menu Item** action and choose **View > Go To > First Page**. For the **Exit** button, use the **Execute Menu Item** action and choose **File > Close**.

To enhance your multimedia presentation you can create a menu with multi-state rollover buttons (using the **Button** tool) that play sounds, trigger movies, and much more. You can spice up your presentation by adding interactivity to the Navigation menu buttons. You can add additional interactivity to the button by assigning multiple actions.