

# PDF Design XT

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for QuarkXPress

## *Manual*

*Version 1.3.0*

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**Techno**Design

# PDF Design XT

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**Try before you buy!!**

The PDF Design XTension comes as a demonstration version, which means it can only be used for a couple of days. During this period, you can discover the full power of PDF Design.

To obtain a fully working version, you should contact your QuarkXTension dealer to acquire a key code. If the PDF Design XTension is to be used with a number of copies of QuarkXPress which share the same serial number, e.g. in the case of a site license, you will need to specify how many copies of PDF Design you want to use when applying for the key code.

Having entered the correct key code (see 4.1 Settings PDF Design XT), this demonstration XTension will change into a fully working version. You should then make a backup copy and keep it in a safe place.

Before installation of the key code, the message *Demo* will appear on the startup screen. Once personalized, the QuarkXPress serial number will appear.

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## 1. Introduction

### 1.1 Portable Document Format (PDF)

PDF is a universal electronic file format. Virtually anyone (including Macintosh, Windows, Dos and Unix systems users) can view and print a PDF file using the free Acrobat Reader. This cross-platform capability keeps more of your documents available to more people. And because PDF files can be easily integrated with other PDF and HTML files on the Web, you can build in helpful links that guide viewers quickly through your documentation, across your home page, and around the Web.

From your favorite desktop publishing application, it is as easy to convert a PostScript language file to PDF as it is to print it. And from word processing and spreadsheet applications, you simply print to PDF. So there is no need to re-author your document, e.g. memo, full-color leaflet, catalog or novel. You can create files for on-line viewing or for printing by using the software you already know. That means you will save time and money by publishing the information just once and delivering it as many times as you would like in any electronic medium: WWW, CD-ROM, network servers, on-line services, e-mail and more.

An Acrobat file may contain the following items: text and graphics (the document base); Bookmarks (to jump to different parts of the document); Thumbnails (to jump to other pages) and hyperlinks (to jump to another part of the document, to open another document or to go to a page on the Internet).

Controlling the appearance of your documents is a challenge. With PDF, however, you can achieve the highest quality and the greatest control to preserve the integrity of your design, including scalable typefaces and graphics. And although they contain the complete formatting of your original document, PDF files are compact, allowing convenient sharing of even the most complex information.

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What's more, PDF files maintain their formatting even when printed, no matter what printer is used. Only by publishing in PDF can you control what your audience sees.

Key features of PDF files:

- Cross-platform compatibility
- High page fidelity
- Compact electronic files that are interactively created using links, bookmarks and thumbnails

## 1.2 Acrobat Reader

The Acrobat Reader enables you to browse through, view and print PDF files. With the use of menus, the tool bar or the mouse the user can navigate through a document. Links take you to other parts in a document, to other documents or even to the Internet. The Acrobat Reader can be applied by Macintosh, DOS, Windows and Unix users. For the Macintosh and Windows users the Reader is free of charge and can be voluntarily distributed. Furthermore, the Acrobat Reader can be located and downloaded on all kinds of sites.

## 1.3 Acrobat Exchange

Acrobat Exchange is a tool for exchanging and sharing electronic documents. The Acrobat Exchange program enables you to search, create and annotate electronic documents. You can view, print, assemble, and add bookmarks, articles and cross-document links to PDF files. The PDF Design XTension enables you to create those PDF marks directly within QuarkXPress. Thus, a lot of (manual) work in Acrobat Exchange can be skipped which improves the productivity.

## 1.4 Acrobat Distiller

Acrobat Distiller creates PDF files from virtually any document that has been saved as a PostScript language file. The resulting PDF files can be viewed and printed by anyone with Acrobat Exchange or the (free) Reader program.

PDF files created by Acrobat Distiller maintain all the formatting, graphics, and photographic images of the original documents.

To use Acrobat Distiller, you first create a PostScript language file. You then open the file using Acrobat Distiller, which converts the PostScript file to PDF. You can also set up Acrobat Distiller to automate this conversion process by saving the files in a folder controlled by the Distiller. As soon as the Distiller locates a file in this folder, the Distiller process will be generated.

Acrobat Distiller can be installed locally on your computer as a personal application, or as a shared application on a network server.

## 2. Basics of the PDF Design XTension

Thanks to the PDF Design XTension, restrictions no longer exist in electronic publishing with QuarkXPress and a tremendous amount of time is saved. The PDF Design XTension enables you to create all links, articles and bookmarks directly within QuarkXPress, either manually, or automatically. These links, articles and bookmarks no longer need to be created within Acrobat Exchange.

The QuarkXPress user can thus create control codes for Acrobat Distiller within QuarkXPress. These Acrobat control codes will be inserted in the PostScript files, which will be converted into PDF files through the Acrobat Distiller.

Should you want to change your document *after* the creation of links, articles and bookmarks, all existing control codes will be automatically adapted through the PDF Design XTension. The XTension scans the document and automatically places all references based on style sheets and/or other specifications. To automatically create an index to your QuarkXPress document(s) e.g., bookmarks can be specified based on style sheets of heads or subheads.

The key features of the PDF Design XTension are:

- User-defined PDF directives within QuarkXPress documents (such as links and bookmarks)
- Project manager (to controll the conversion of QuarkXPress documents into PDF files)
- Automatic generation of user-defined bookmarks (based on style sheets or other typographic attributes)
- Automatic generation of user-defined articles



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## 2.1 Workflow

From within QuarkXPress, control codes are inserted in the PostScript files by means of the PDF Design XTension. The codes are also saved in the PostScript files. These files will be converted into PDF files through the Acrobat Distiller.

- a. **Create** a QuarkXPress document.
- b. **Add** PDF marks, such as bookmarks, links or articles.
- c. **Define** a folder name (*Utilities* → *PDF Design XT* → *Distiller Folder*).  
The Postscript file will be exported to this folder.
- d. **Convert** the document into a PostScript file (*Utilities* → *Project Manager* → *Create PDF file*).  
The PostScript file will be automatically created and exported to the defined Distiller folder (see c.).
- e. **Use** the Acrobat Distiller to convert it into a PDF file.

The PDF file now contains the bookmarks, links and articles created within QuarkXPress through the PDF Design XT.

PDF files created within QuarkXPress using the PDF Design XTension and the Acrobat Distiller, just might need Acrobat Exchange to determine security aspects of the document.

## 3. Installing PDF Design

### 3.1 Try before you buy!!

The PDF Design XTension comes as a demonstration version, which means it can only be used for a couple of days. During this period, you can discover the full power of PDF Design.

To obtain a fully working version, you should contact your QuarkXTension dealer to acquire a key code. If the PDF Design XTension is to be used with a number of copies of QuarkXPress which share the same serial number, e.g. in the case of a site license, you will need to specify how many copies of PDF Design you want to use when applying for the key code.

Having entered the correct key code (see 4.1 Settings PDF Design XT), this demonstration XTension will change into a fully working version. You should then make a backup copy and keep it in a safe place.

Before installation of the key code, the message "Demo" will appear on the startup screen. Once personalized, the QuarkXPress serial number will appear.

### 3.2 Installation

- a. Open the *QuarkXPress* folder on your system and drag the PDF Design XT icon from the floppy disk into the *XTension* folder of your QuarkXPress folder.  
The PDF Design XT will be copied to the *XTension* folder.
- b. (Re)launch QuarkXPress.  
QuarkXPress will then automatically recognize and activate the PFD Design XTension.

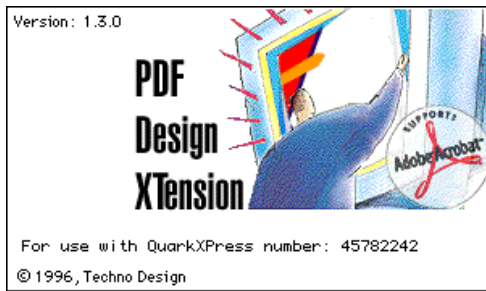
# PDF Design XT

- c. When the XTension is still in demo mode, select *Settings* from the Utilities menu of the PDF Design XTension. The correct key code can then be entered in the evoked dialog.



- Menu *PDF Design XT* and Settings dialog *PDF Design XT*

Having entered the correct key code, the QuarkXPress serial number will appear in the startup screen of the XTension:



- Startup screen of *PDF Design XT* after correct installation and (re)launch of *QuarkXPress*

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## Note!

Since PDF Design becomes a part of the QuarkXPress software, it is essential for accurate performance of the XTension, that QuarkXPress has itself been properly installed and that one uses the most recent version!

### 3.3 Additional functions

Upon loading the XTension, the following additional functions will appear:

In the **Utilities** menu:

- PDF Design XT
- Project Manager
- Bookmarks
- PDF Links
- Articles

In the **View** menu.:

- Show Bookmarks
- Show Link Tools
- Show Articles

# PDF Design XT

## 4. PDF Design XT Menu

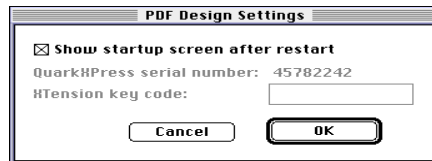
After selecting **PDF Design XT** (*Utilities* → *PDF Design XT*), the following submenu will appear on screen:



• *Menu PDF Design XT*

### 4.1 Settings

When selecting **Settings** (*Utilities* → *PDF Design XT* → *Settings*), the following dialog appears on screen:



• *Settings PDF Design XT*

The option *Show startup screen after restart* enables you to indicate whether or not the PDF Design XT startup screen should be displayed when launching QuarkXPress. This setting can only be activated once your copy of PDF Design has been personalized with the correct key code.

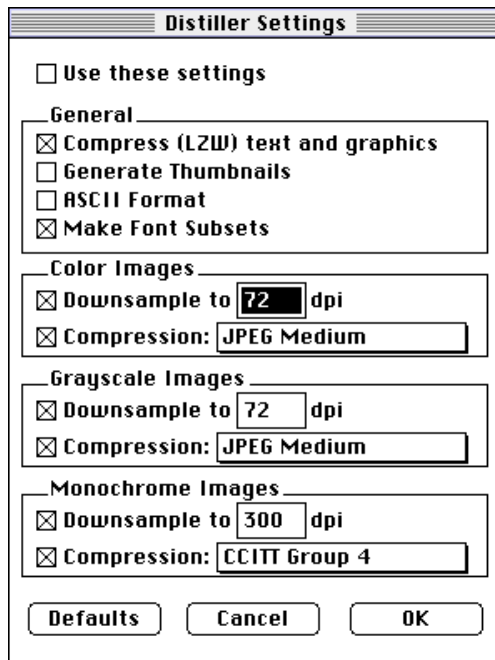
In the field *XTension key code* you can enter your key code to personalize PDF Design. This function is grayed out once the key code has already been entered. If PDF Design has not yet been personalized, note the QuarkXPress serial number situated just above and quote this when you apply for your personal key code.

# PDF Design XT

After entering the correct key code, it will be recorded with the XTension. You should then make a backup copy and put it in a safe place. If the PDF Design XT is to be used with a number of copies of QuarkXPress which share the same serial number, e.g. in the case of a site license, you should state for how many versions of PDF Design you wish to receive a key code.

## 4.2 Distiller Settings

When selecting **Distiller Settings** (*Utilities* → *PDF Design XT* → *Distiller Settings*), the following dialog appears on screen:



• Distiller Settings dialog

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There are three options:

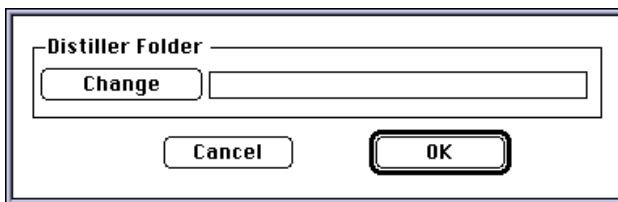
- activate and *define your own* distiller options;
- use the *default settings*;
- use the *current settings* defined by the Acrobat Distiller.

By activating the checkbox *Use these settings*, the current settings as defined in this dialog will be used. Do not activate this box when you wish to use the *settings defined with the Distiller*. Use the Default button to obtain the *default settings*. Activate the checkbox *Use these settings* to use the *default settings from within the XTension*.

More information on this subject can be found in the (electronic) documentation on your Adobe Acrobat programs.

## 4.3 Distiller Folder

When selecting **Distiller Folder** (*Utilities* → *PDF Design XT* → *Distiller Folder*), a dialog will appear on screen.



• *Distiller Folder dialog*

In this dialog, a folder can be selected, to which PostScript files will be exported. PostScript files will be converted into PDF files either separately or grouped into one single PDF file. Please refer to *5.1 How to use the Project Manager* for the processing of PostScript files. It is wise to use identical folders from within PDF Design XT

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to the ones specified with Acrobat Distiller as in that way PostScript files will be converted automatically into PDF files once the Distiller is loaded.

## 4.4 About...

When selecting **About...** (*Utilities* → *PDF Design XT* → *About...*), general information of the PDF Design XTension will be displayed.



## 5. Project Manager

The function **Project Manager** (*Utilities* → *Project Manager*) gives you the opportunity to organize and manage the QuarkXPress files to be converted into PostScript files. This can be done by using the menus, or the buttons in the project palette.

A project contains section(s) and/or document(s). According to the user, documents can be treated separately, or grouped into a section (which is a cluster of documents). All files within one section will be exported to one single PDF file.



• Menu Project Manager and Project palette

### 5.1 How to use the Project Manager

#### To create a new project or to open an existing one

After selecting the option **New Project...** and defining a name, a floating palette appears on screen. In this palette, documents can be added (☞) or removed (☞).


When selecting the option **Open Project....** a dialog appears on screen from where an existing project can be opened.

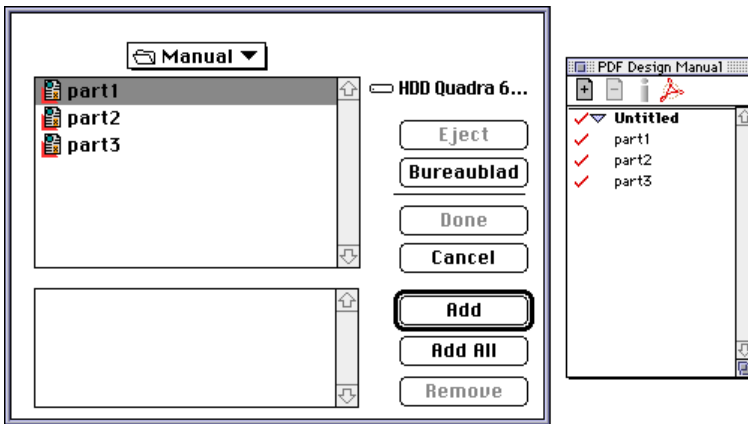
# PDF Design XT

## To close a project

Use the option **Close Project** to close a project, or use the close box in the palette.

## To add a document to a project

When selecting **Add Documents...** or using  in the palette, a dialog appears on screen through which documents can be added to the (new) project.




- *Untitled section with three documents*

Use *Add* to just add one document a the time, or *Add all* to add the contents of an entire folder. Thus, a list of documents will be created at the bottom left of this dialog

When finished (use *Done*), all chosen documents will appear on the project palette. All new sections get the default name *Untitled*.

# PDF Design XT

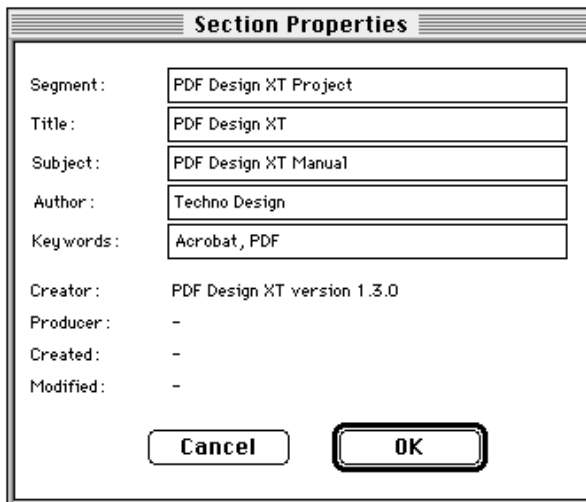
## To remove a document from a project

When selecting **Remove Document** or using  in the palette, a selected document or section can be removed. When nothing has been selected, this menu option or this button will be grayed out.

## Note!

- To add one or more documents to a specific section, the section name has to be selected before using the option *Add Documents*.
- Documents can also be added to a specific section by dragging them from and to the section.
- A document can be directly opened by double clicking on the desired document in the palette.
- When selecting a document in the palette and dragging it to the end of the list, a new section will be created.

## Info... or



The image shows a dialog box titled "Section Properties". It contains several text input fields and labels. The fields are: Segment (PDF Design XT Project), Title (PDF Design XT), Subject (PDF Design XT Manual), Author (Techno Design), and Keywords (Acrobat, PDF). Below these are labels for Creator (PDF Design XT version 1.3.0), Producer (-), Created (-), and Modified (-). At the bottom are "Cancel" and "OK" buttons.

Segment :	PDF Design XT Project
Title :	PDF Design XT
Subject :	PDF Design XT Manual
Author :	Techno Design
Key words :	Acrobat, PDF
Creator :	PDF Design XT version 1.3.0
Producer :	-
Created :	-
Modified :	-

Cancel OK

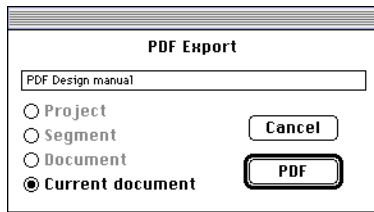
# PDF Design XT

*Section* shows the name of the section; *Title*, *Subject*, *Author* and *Keywords* contain information that will be saved with the PDF file.

When selection **Info...** or using **i** in the palette, the characteristics of a selected section or intended PDF file can be defined (see 5.2 Section Properties and 5.3 Document Properties).

## To create a PDF file

When selecting **Create PDF** or using **PDF** in the palette, the creation of PDF files will start and the following dialog appears on screen:



• PDF Processing dialog

- **Project**  
All different sections in the selected project will be separately converted into PostScript files.
- **Section**  
To convert a *section*, first select the specific *section* in the palette before using the option **Create PDF**. All documents within the highlighted section will be converted into PostScript files.
- **Document**  
To convert a *document* into PostScript, first select the specific *document* in the palette before using the option **Create PDF**.
- **Current document**  
Use this option to convert the current document into PostScript. The current document is the QuarkXPress

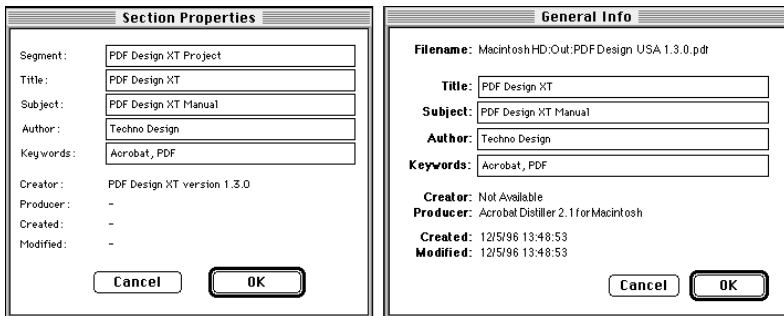
# PDF Design XT

document in the front screen and does not have to be a part of the project in the project palette.

The PostScript files will be exported to the selected folder defined in the Distiller Folder dialog (see 4.3) and converted into PDF files. In the case of a section the PostScript files will be grouped into one single PDF file.

## 5.2 Section Properties

In the dialog **Section Properties**, the characteristics of a section (cluster of documents) can be defined. To display the Section Properties dialog, first select a section in the Project palette and then use **i** in the palette or **Info...** in the submenu **Project Manager** (*Utilities* → *Project Manager* → *Info...*). This dialog looks like this:



• *Section Properties dialog (left) and the result in Acrobat Reader (right)*

- Section (the name to be displayed in the Project palette);
- Title (to be displayed in the PDF file);

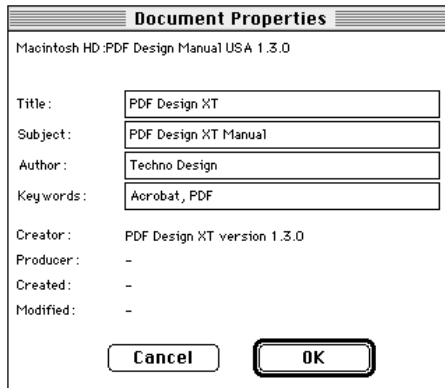
# PDF Design XT

- Subject (to shortly describe the section);
- Author (to specify the author of the section);
- Keywords (to specify one or more topics).

Information in the fields Title, Subject, Author and Keywords can be displayed later on in Acrobat Reader or Acrobat Exchange. Information on the 3 lower fields (Conversion, Created and Modified) will automatically appear when converting into PDF files.

## 5.3 Document Properties

In the dialog **Document Properties**, the characteristics of an intended PDF file can be defined. To display the Document Properties dialog, first select a document in the Project palette and then use **i** in the palette or **Info...** in the submenu **Project Manager** (*Utilities* → *Project Manager* → *Info...*). This dialog looks like this:



• *Document Properties dialog*

- Title (to be displayed in the PDF file);
- Subject (to shortly describe the document);
- Author (to specify the author of the document);
- Keywords (to specify one or more topics).

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Information in the fields Title, Subject, Author and Keywords can be displayed later on in Acrobat Reader or Acrobat Exchange. Information on the 3 lower fields (Conversion, Created and Modified) will automatically appear when converting into PDF files.

## 6. Bookmarks

Bookmarks are created to allow quick access to parts of a document, to link to page views in other PDF files, or link to another application file, such as spreadsheet or text editor documents. You can also use bookmarks to locate hard-to-find or often-used information, and to create a custom outline of a document.

An action can be incorporated into a bookmark as to indicate what should occur when clicking on it. Should you want to know more about the functionality of bookmarks in Adobe Acrobat, please refer to the manual of Adobe Acrobat.

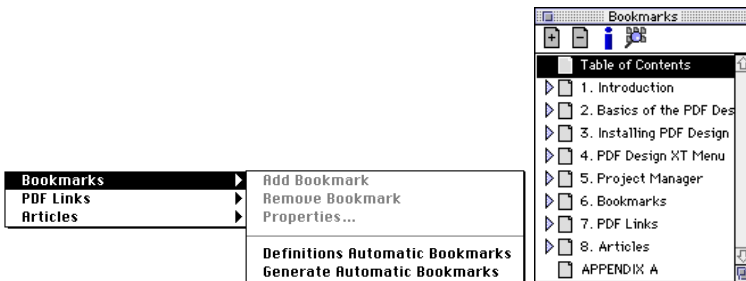
Identical to Acrobat Exchange, the bookmarks can be listed in ranking order. Through the indicator the bookmark symbols can be relocated, by clicking and dragging them. When creating a new bookmark in an existing hierarchic list of bookmarks, the at that time selected bookmark in the palette will determine the location of the new bookmark. It will be placed on the same level directly beneath the selected bookmark.



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## 6.1 How to use Bookmarks

With the option **Show Bookmarks** (*View* → *Show Bookmarks*), the floating palette **Bookmarks** can be displayed. The palette size is adjustable. After selecting the option **Show Bookmarks** it will change into **Hide Bookmarks** through which the palette can be closed. This can also be done by using the close box in the palette.




- *Menu Bookmarks and Bookmarks palette*

### To manually add a bookmark:

- Select *Show Bookmarks* in the *View* menu.
- Use  or the option *Add bookmark* in the *Bookmarks* menu to display the dialog *Bookmark Properties*.
- Define the characteristics in this dialog.
- Use *OK* to save the bookmark.  
All new bookmarks receive the default name *Untitled*.

### To remove a bookmark:

Use  or the option *Remove bookmark* in the *Bookmarks* menu to delete the selected bookmark.  
When no bookmark is selected these options will not be available and grayed out.

## Note!

Subbookmarks that are part of the selected bookmark will be removed as well.

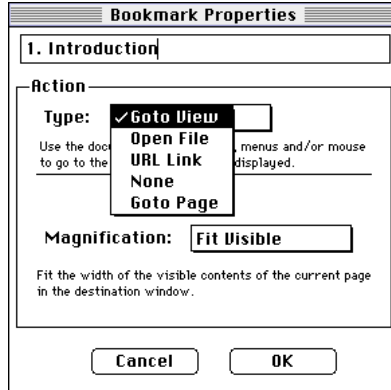
## To display or define bookmark properties:

Use **i** or the option *Properties...* in the Bookmarks menu to display the Bookmark Properties dialog. When no bookmark is selected these options will not be available and grayed out.

In this dialog the characteristics of the selected bookmark (see 6.2 Bookmark Properties) can be defined or altered.

## 6.2 Bookmark Properties

To define the settings of a specific bookmark, use **i** to display the **Bookmark Properties** dialog. This dialog will be displayed automatically when using **+** in the palette to add a bookmark.



• *Bookmark Properties dialog*

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## Untitled

All new bookmarks receive the default name *Untitled*. Within this field, a name can be defined or altered.

## Type

The **Type** pop-up menu offers four options:

- Go to View (7 different specifications, which are identical to Acrobat Exchange, can be defined in the Magnification pop-up menu to display the chosen page on screen);
- Open File (to open another QuarkXPress document);
- World Wide Web Link (the button Edit URL will appear in the dialog and when using it, a second dialog will appear where a URL -Universal Resource Locator/an address on Internet- can be defined);



Enter a URL for this link:

Cancel OK

- None (no types defined).

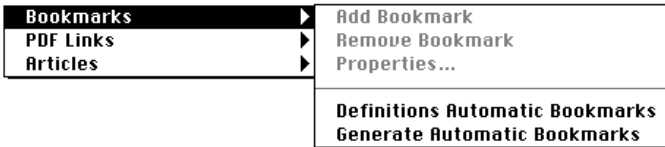
## Magnification

The **Magnification** pop-up menu offers the following options:

- Fixed (maintains the original percentage value);
- Fit View (scales the rectangle to fit the main window);
- Fit Page (scales the page to fit within the main window);
- Fit Height (scales the page to fit the height of the main window);
- Fit Width (scales the page to fit the width of the main window);
- Fit Visible (fills the window with the page's imaged area only, both text and graphics);
- Inherit Zoom (maintains the current percentage value).

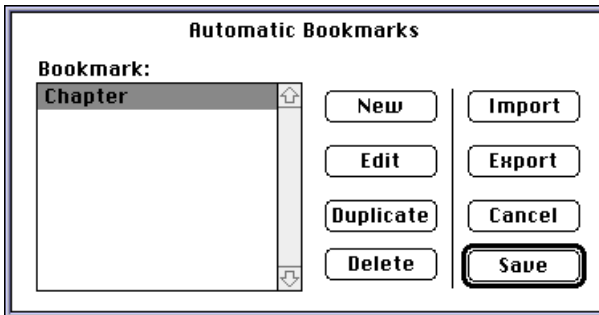
## 6.3 Automatic Bookmarks

Through the PDF Design XTension, by defining specific characteristics to a bookmark, bookmarks can be automatically created. Before the generation of Automatic Bookmarks you need to determine these characteristics.



• *Menu Automatic Bookmarks*


When selecting **Definitions Automatic Bookmarks** (*Utilities* → *Bookmarks* → *Definitions Automatic Bookmarks*), following dialog appears on screen:



• *Definitions dialog Automatic Bookmarks*

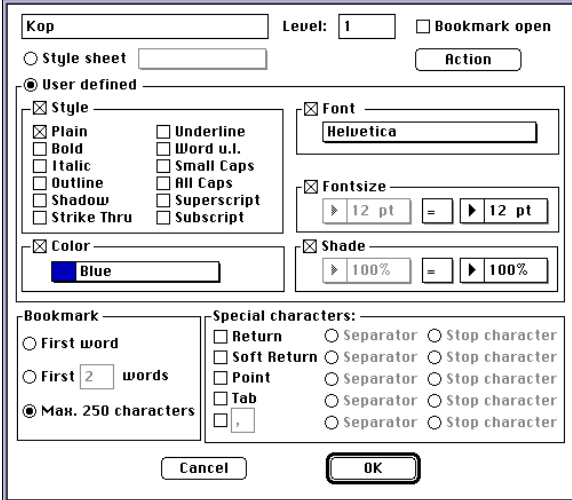
Use the function *New* to define new automatic bookmarks; *Edit* to modify existing ones; *Duplicate* to duplicate a selected bookmark and *Delete* to remove one; *Import* and *Export* to either import or export bookmark specifications from and to different documents thus avoiding useless repetitive actions.

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After determining the definitions of an automatic bookmark and when using the option **Generate Automatic Bookmarks** or  in the palette, the PDF Design XT scans the document and automatically creates bookmarks based on style sheets and/or other specifications.

## New or Edit

When selecting **New** or **Edit**, the following dialog appears on screen:



The dialog box is titled "Automatic Bookmark Properties" and contains the following fields and options:

- Kop**: Text input field.
- Level**: Text input field with value "1".
- Bookmark open**
- Style sheet** [Text input field]
- User defined**
- Action**: Button.
- Style** (checked):
  - Plain**
  - Bold**
  - Italic**
  - Outline**
  - Shadow**
  - Strike Thru**
  - Underline**
  - Word u.i.**
  - Small Caps**
  - All Caps**
  - Superscript**
  - Subscript**
- Font** (checked): [Text input field with "Helvetica"]
- FontSize** (checked): [Spinners for "12 pt" and "12 pt"]
- Color** (checked): [Color picker showing "Blue"]
- Shade** (checked): [Spinners for "100%" and "100%"]
- Bookmark**:
  - First word**
  - First** [Text input field with "2"] **words**
  - Max. 250 characters**
- Special characters:**
  - Return**
  - Soft Return**
  - Point**
  - Tab**
  - ,**
  - Separator**
  - Stop character**
  - Separator**
  - Stop character**
  - Separator**
  - Stop character**
  - Separator**
  - Stop character**
- Cancel** and **OK** buttons.

• *Automatic Bookmark Properties dialog after selecting New or Edit*

According to your specifications, automatic bookmarks can be created or edited using the different checkboxes and defining the different options provided in this dialog.

Style sheets are often used, such as the style sheet used for titles. When generating automatic bookmarks based on such style sheet, the list of bookmarks will automatically become an index to your document.

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In the top right corner of this Properties dialog you can determine the *level* of the bookmarks (first level is 1, second level is 2, etc.). Activating the box *Open bookmark* will display this level in the Bookmark palette.

When clicking on *Action*, the following dialog will appear on screen:

The screenshot shows a dialog box titled "Property Action". It contains a "Type:" dropdown menu with "Goto View" selected. Below this is a section labeled "URL Link" with "Prefix:" and "Suffix:" text input fields. There are two radio buttons; the top one is selected and labeled "Use text defined in bookmark", and the bottom one is unselected. Below the radio buttons is a text input field. Underneath is a section labeled "Goto view" with a "Fit Page" button and a "Default scale:" dropdown menu set to "100%". At the bottom are "Cancel" and "OK" buttons.

- *Property Action dialog Auto Bookmarks*

*Type* determines the kind of link; World Wide Web, Go to view or none. When selecting World Wide Web, the fields *Prefix* and *Suffix* can be defined, e.g. http:// and .pdf respectively. When activating *Use text defined in bookmark*, that text will be placed in between the Prefix and Suffix. You can define your own text in the field just beneath Use text defined in bookmark.

When activating *User-defined* in the Automatic Bookmark Properties dialog, a variety of specifications can be defined to determine the text to be located.

The *Style* boxes have three states: unchecked, grayed and checked. Leave a box **unchecked** if that attribute must be ignored; click **once** (box is gray) if the style must be (e.g.) bold and/or other; and click **twice** (box is checked) if the style must be only bold (e.g.)


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Specifying the options under *Bookmark*, will influence the name of the bookmark to be displayed in the list of bookmarks.

The different *Special Signs* will determine where the located text should stop (stop sign) or where the text should be interrupted (separator) to create a new bookmark after the separation. The last choice of separators is user-defined.

## **To generate automatic bookmarks**

Use  in the palette Bookmarks or the option **Generate Automatic Bookmarks...** to generate the automatic bookmarks. When creating a new automatic bookmark or editing an existing one, all previously generated bookmarks will be regenerated.

## 7. PDF Links

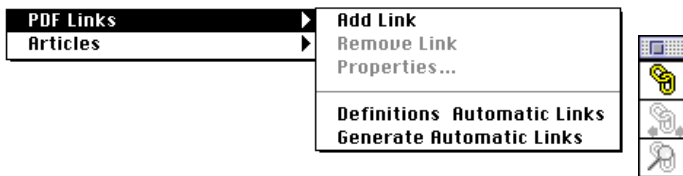
Use the tools in the palette PDF Links to create a link between two parts of the same document, to link part of a PDF file to part of another PDF file, or to link part of a PDF file to another application file, such as a spreadsheet or text editor document or a link to the Internet.

PDF Links are created from within the QuarkXPress document. Its specifications can be determined through the dialog **PDF Link Properties** (see 7.2 PDF Link Properties).

### 7.1 How to use PDF Links

Links can be added and removed through the Link Tools palette and Link menu.

With the option **Show Link Tools** (*View* → *Show Link Tools*), the floating palette **Link Tools** can be switched on. After selecting this option, it will change into **Hide Link Tools**. Until selection of the Link Tools palette the menu items **Add link**, **Remove link** en **Properties....** are grayed out.




• Menu PDF Link and Link Tools palette

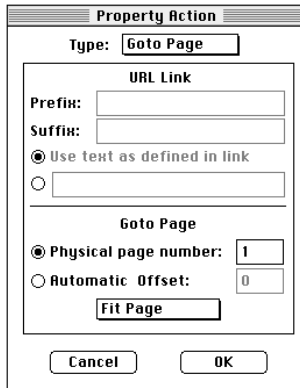
#### To create a PDF link:

- a. Select *Show Link Tools* in the *View* menu or use the option *Add link* in the Link menu (*Utilities* → *PDF Links* → *Add Link*).



# PDF Design XT

- b. Select an existing or create a new box.
- c. Use  to specify the characteristics of the link.  
The following dialog will appear on screen:



The dialog box is titled "Property Action" and contains the following elements:

- Type: Goto Page
- URL Link section:
  - Prefix: [text box]
  - Suffix: [text box]
  - Use text as defined in link
  - [text box]
- Goto Page section:
  - Physical page number: [1]
  - Automatic Offset: [0]
  - Fit Page [text box]
- Buttons: Cancel, OK

• *PDF Link Properties dialog*

- d. Define the characteristics in the *PDF Link Properties* dialog (please refer to 7.2 PDF Link Properties).
- e. Use OK to save the link.


## Note!

When two boxes are already connected to one another through a QuarkXPress link, it will **not** be possible to create a PDF link, and vice versa. When this situation occurs, use the QuarkXPress tool bar to create a new box to which the PDF Link properties can be defined.

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## To edit a PDF link:

- a. Select the box containing the PDF link.
- b. Use  in the palette or select *Properties (Utilities → PDF Links → Properties)* to display the Properties dialog.
- c. Edit the link properties and use OK.

The PDF Link has been adjusted according to the new specifications.


## To remove a PDF link:

- a. Select the box containing the PDF link.
- b. Use  in the palette or select *PDF Link Properties (Utilities → PDF Links → Properties)* to display the PDF Link Properties dialog.
- c. Use the button *Remove* and OK.

or


- c. Select *Remove Link (Utilities → PDF Links → Remove Link)*.

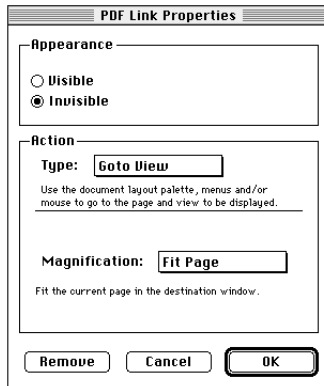
## To use PDF links within QuarkXPress:

Use  to execute the link action within QuarkXPress. Or, in other words, to jump to the document's position to which the link refers to or to launch your Internet Browser and to jump to a page on the World Wide Web, etc.

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## 7.2 PDF Link Properties

As mentioned, the PDF Link Properties dialog appears on screen when selecting  in the floating palette Link Tools.



• *PDF Link Properties dialog*

### Appearance

Links can be made either visible or invisible within the PDF file.

### Type

The **Type** pop-up menu has four possibilities:

- Go to View (7 different specifications, which are identical to Acrobat Exchange, can be defined in the Magnification pop-up menu to display the chosen page on screen);
- Open File (to open another QuarkXPress document);
- World Wide Web Link (the button Edit URL will appear in the dialog and when using it, a second dialog will appear where a URL -Universal Resource Locator/an address on Internet- can be defined);

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- Special (to create a jump to the previous or next page).

## Note!

When the **Type** item *Special* is specified on a master page, this link will be incorporated in every new page.

## Magnification

The **Magnification** pop-up menu offers the following options:

- Fixed (maintains the original percentage value);
- Fit View (scales the rectangle to fit the main window);
- Fit Page (scales the page to fit within the main window);
- Fit Height (scales the page to fit the height of the main window);
- Fit Width (scales the page to fit the width of the main window);
- Fit Visible (fills the window with the page's imaged area only, both text and graphics);
- Inherit Zoom (maintains the current percentage value).

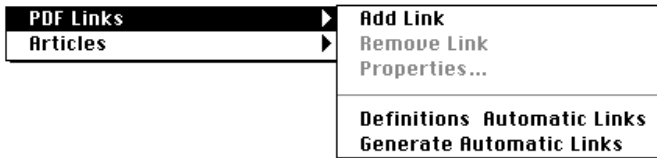
## Remove

With this option the defined link can be removed.

# PDF Design XT

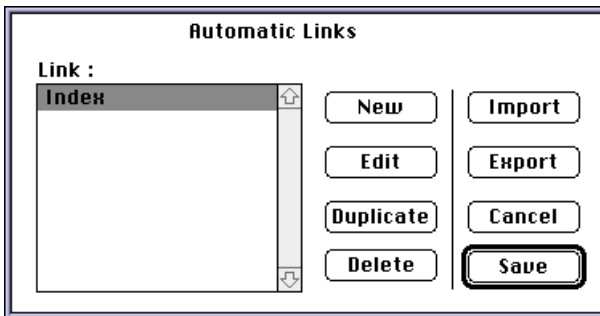
## 7.3 Automatic PDF Links

Through the PDF Design XTension, by defining specific characteristics to a PDF Link, they can be automatically created. Before the generation of Automatic PDF Links you need to determine these characteristics.



• Menu PDF Links

When selecting **Definitions Automatic PDF Links** the following dialog appears on screen:



• Definitions dialog Automatic PDF Link

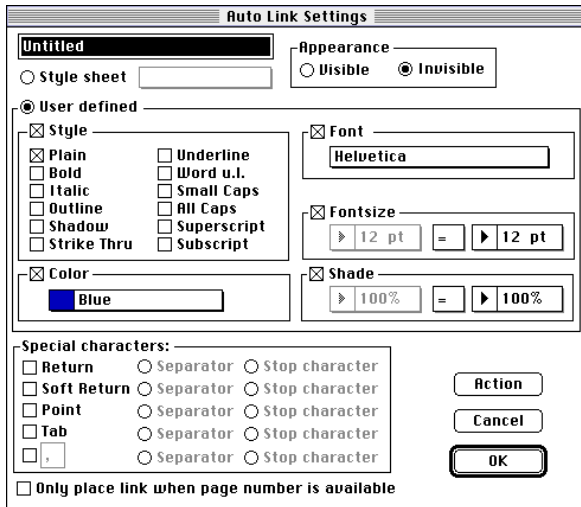
# PDF Design XT

Use the function *New* to define new automatic PDF links; *Edit* to modify existing ones; *Duplicate* to duplicate a selected PDF link and *Delete* to remove one; *Import* and *Export* to either import or export link specifications from and to different documents thus avoiding useless repetitive actions.

After determining the definitions of an automatic PDF link and when using the option *Generate Automatic PDF Links*, the PDF Design XT scans the document and automatically creates PDF links based on style sheets and/or other specifications.

## New or Edit

When selecting **New** or **Edit**, the following dialog appears on screen:



- *Automatic PDF Link Properties dialog after selecting New or Edit*

This dialog offers various ways to determine the document text to be converted into a PDF Link.

# PDF Design XT

You can either choose the specifications of a *Style sheet* or define your own when checking *User-defined*. Different specifications can be defined to determine the text to be located.

The *Style* boxes have three states: unchecked, grayed and checked. Leave a box **unchecked** if that attribute must be ignored; click **once** (box is gray) if the style must be (e.g.) bold and/or other; and click **twice** (box is checked) if the style must be only bold (e.g.).

When using *Color*, PDF links can be created based on the colors used in the document text. When page numbers in an index are red for instance, you could locate the red color and thus create links to pages in the document itself.

When clicking on *Action* (below right in Properties dialog), the following dialog will appear on screen:

The screenshot shows a dialog box titled "Property Action". At the top, there is a "Type:" dropdown menu currently set to "Goto Page". Below this, the dialog is split into two main sections. The first section, "URL Link", contains two text input fields for "Prefix:" and "Suffix:", a radio button selected for "Use text as defined in link", and an empty text input field. The second section, "Goto Page", contains a radio button selected for "Physical page number:" with a text box containing the number "1", a radio button for "Automatic Offset:" with a text box containing "0", and a "Fit Page" button. At the bottom of the dialog are "Cancel" and "OK" buttons.

• *Property Action dialog Auto Links*

*Type* determines the kind of link; World Wide Web, Go to page or none. When selecting World Wide Web, the fields *Prefix* and *Suffix* can be defined, e.g. *http://* and *.pdf* respectively.


# PDF Design XT

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When activating *Use text as defined in link*, that text will be placed in between the Prefix and Suffix. You can *define your own* text in the field just beneath Use text as defined in link.

When selecting *Go to page*, the options are *Physical page number* and *Automatic offset*. You can influence the size of this page in the field just below.

## To generate automatic PDF links

Use the option **Generate Automatic PDF Links...** in the PDF Links menu or  in the palette to generate the automatic PDF links.

When creating a new automatic bookmark or editing an existing one, all previously generated bookmarks will be regenerated.

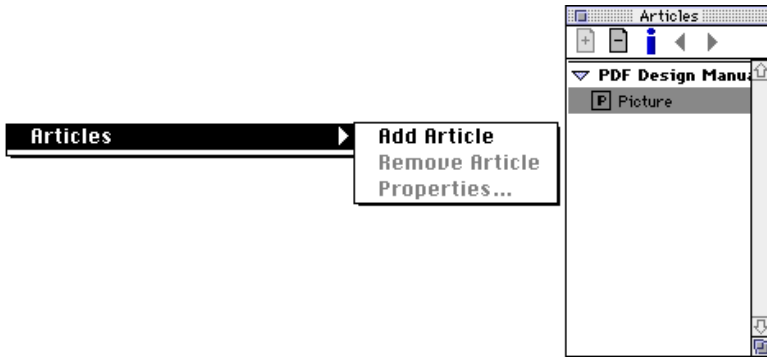


## 8. Articles

Many documents are organized by pages that can be navigated screen by screen. With documents in which text is separated in columns or otherwise, however, you may want to guide the reader through a specified set of columns. In Acrobat this phenomenon is called an article. PDF Design XT enables you to define such articles within QuarkXPress.


### 8.1 How to use Articles

With the option **Show Articles** (*View* → *Show Articles*), the floating palette Articles can be displayed. The palette size is adjustable.



• *Menu Articles and Articles palette*

#### To add articles:

Use  in the palette or **Add article** to add an article which can only be done when a box has been selected. Before allowing you to add the article you will be prompted to specify in what manner you wish to add the article to the list of articles in the palette.

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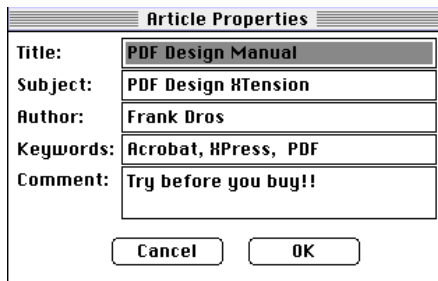


• Article Settings dialog

This dialog offers the following options:

- to just add the selected box (e.g. a QuarkXPress illustration box);
- to add the selected box plus the boxes linked within QuarkXPress;
- to add all boxes linked to the selected box separately.


Before the appearance of the article box in the palette, the article properties need to be defined, such as Title, Subject, Author and Keywords.




• Article Properties dialog

- Title (to be displayed in the palette, in the case of QuarkXPress boxes either the name of the illustration or the first sentence will be displayed);
- Subject (to shortly describe the article);
- Author (to specify the author of the article);
- Keywords (to specify one or more topics).
- Comment (once approved -OK- the first sentence of the article box will automatically be displayed in this field).

### **To remove articles or parts of an article:**


Use  in the palette or the option **Remove article** to delete a box or an entire article. The button and option can only be used when an article or box within the article has been selected in the palette.

Use  in the palette or the option **Properties...** to display the Article Properties dialog where defined specifications articles can be modified (see 8.2 Article Properties). The button and option can only be used when an article has been selected in the palette.



These buttons allow you to either jump backwards or forwards within an article.

### **To join an article to an existing article:**

- a. Highlight the desired article displayed in the palette.
- b. Select an existing box.
- c. Use  in the palette or the option **Add article** to join this article including its specifications at the end of the highlighted article.

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## Different kind of boxes in the Articles palette

According to your own settings in the Article Properties dialog, the article box displayed in the palette will receive its proper characteristic.



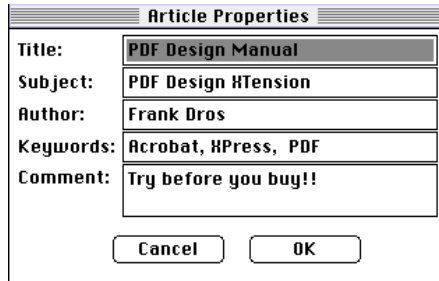
- *Characteristics of Article boxes*

The first rectangle (T) indicates that the article box is a text box, the second one (P) an illustration box and the third one (L) indicates the preference of QuarkXPress text box links.

# PDF Design XT

## 8.2 Article Properties

Use **i** in the palette or the option **Properties....** to display the Article Properties dialog where defined article specifications can be modified.



• *Article Properties dialog*

- Title (to be displayed in the palette);
- Subject (to shortly describe the article);
- Author (to specify the author of the article);
- Keywords (to specify one or more topics).
- Comment (initially the first sentence of the selected article box which can now be edited).

## APPENDIX A

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