

Step-by-Step Tasks in Full Color

Includes

- Workshops ▶
- ACE Exam Objectives ▶
- More than 500 Essential
InDesign CS5 Tasks ▶

Adobe®

InDesign® CS5

1 2 3 4 5 6 7 on Demand

What you need, when you need it!

que®

Steve Johnson, Perspection, Inc.

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Library of Congress Cataloging-in-Publication Data is on file

ISBN-13: 978-0-7897-4446-3

ISBN-10: 0-7897-4446-5

Printed and bound in the United States of America

First Printing: April 2010

13 12 11 10 4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

1-800-382-3419 or corpsales@pearsontechgroup.com

For sales outside the U.S., please contact: International Sales

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Introduction

Welcome to *Adobe InDesign CS5 On Demand*, a visual quick reference book that shows you how to work efficiently with InDesign. This book provides complete coverage of basic to advanced InDesign skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in InDesign CS5, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in InDesign. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P (Win) or ⌘+P (Mac), as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at www.perspection.com.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

Step-by-Step Instructions

Real World Examples

Workshops

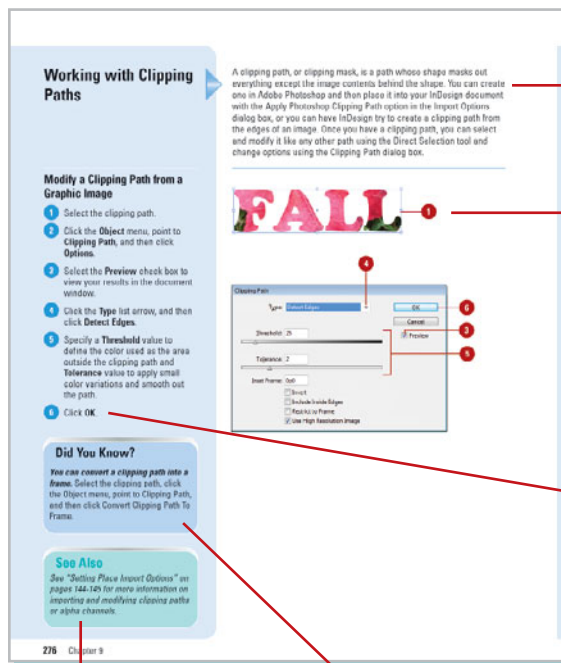
Adobe Certified Expert

Get More on the Web



Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

This book uses real world example files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the Web at www.perspection.com.



Real world examples help you apply what you've learned to other tasks.

Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshops. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the Web at www.perspection.com.

Adobe Certified Expert

This book prepares you fully for the Adobe Certified Expert (ACE) exam for Adobe InDesign CS5. Each Adobe Certified Expert certification level has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with an ACE objective to confirm that you can meet the requirements for the exam. Information about the ACE program is available in the back of this book. The Adobe Certified Expert objectives and the specific pages that cover them are available on the Web at www.perspection.com.

Workshops

Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy, by explaining why things work the way they do. Exploring InDesign's possibilities is great fun; however, always stay grounded with knowledge of how things work. Knowledge is power.

Getting and Using the Project Files

Each project in the Workshop includes a start file to help you get started with the project, and a final file to provide you with the results of the project so you can see how well you accomplished the task.

Before you can use the project files, you need to download them from the Web. You can access the files at www.perspection.com in the software downloads area. After you download the files from the Web, unzip the files into a folder on your hard drive to which you have easy access from InDesign.

Project 1: Creating a Master Page

Skills and Tools: Master pages

A master page holds and displays all the elements that you want to appear on every page in a document, such as headers, footers, page numbers, and footers. The master is like a background layer to a page. Everything on the background layer appears on the page above it. Master elements appear on document pages surrounded by a dotted border to make them easy to identify. When you create a new document, you also create a master page. You will take a document with facing pages and set up a master page to add auto page numbers on all page numbers except the title and last page. Next, you will create a master page that is built upon the first master page and add an extra element to it, then apply that master to the internal left-facing pages of the booklet.

The Project

In this project, you'll take a 12-page document and create two master pages, apply them to pages within the document, and override selections on selected pages to change some of the master page elements.

The **Workshops** walk you through in-depth projects to help you put InDesign to work.

Adobe Certified Expert

About the Adobe Certified Expert (ACE) Program

The Adobe Certified Expert (ACE) program is for graphic designers, Web designers, systems integrators, value-added resellers, developers, and business professionals seeking official recognition of their expertise on Adobe products.

What Is an ACE?

An Adobe Certified Expert is an individual who has passed an Adobe Product Proficiency Exam for a specific Adobe software product. Adobe Certified Experts are eligible to promote themselves to clients or employers as highly skilled, expert-level users of Adobe software. ACE certification is a recognized worldwide standard for excellence in Adobe software knowledge. There are three levels of ACE certification: Single product certification, Specialist certification, and Master certification. To become an ACE, you must pass one or more product-specific proficiency exams and sign the ACE program agreement. When you become an ACE, you enjoy these special benefits:

- Professional recognition
- An ACE program certificate
- Use of the Adobe Certified Expert program logo

What Does This Logo Mean?

It means this book will prepare you fully for the Adobe Certified Expert exam for Adobe InDesign CS5. The certification exam has a set of objectives, which are organized into broader skill sets. The Adobe Certified Expert objectives and the specific pages throughout this book that cover the objectives are available on the Web at www.perspection.com.



Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up-to-speed faster with InDesign CS5. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your InDesign documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the Web at www.perspection.com.

Keyboard Shortcuts

Adobe InDesign CS5

If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

If you're searching for new keyboard shortcuts in InDesign CS5, just look for the letter **N**. The **N** appears in the Keyboard Shortcuts table so you can quickly and easily identify new or changed shortcuts.

Keyboard Shortcuts		
Command	Windows	Macintosh
Menu Commands		
Tools		
Selection tool	V, Esc	V, Esc
Direct Selection tool	A	A
Pen tool	Shift+A	Shift+A
Toggle Selection and Direct Selection tool	Ctrl+Tab	Command+Control+Tab
Pen tool	P	P
Add Anchor Point tool	-	-
Remove Anchor Point tool	-	-
Convert Direction Point tool	Shift+C	Shift+G
Type tool	T	T
Type On A Path tool	Shift+T	Shift+T
Pencil tool (Note tool)	N	N
Line tool	\	\

Additional content is available on the Web.

Creating an Interactive Document

Introduction

In the past, desktop publishing was exclusively considered a print-based medium. However, with the introduction and popularity of the PDF (Portable Document Format) file format and the Adobe Reader as well as the SWF (ShockWave Flash) file format and the Adobe Flash Player, interactive documents are more popular than ever. Instead of creating a document just for printing, you can now create an interactive document with hyperlinks, bookmarks, and buttons for presentations. You can even add animation using motion presets, page transitions, such as a wipe or dissolve, when you turn a page and insert sounds and videos into an InDesign document in addition to graphics.

With the Hyperlinks panel, you can create hyperlinks that navigate to external URLs, link to files with supplemental information, launch an e-mail client, or jump to a page or section of a page within the same or even a different document. You can also verify your hyperlinks directly in InDesign with no need to export the document to a PDF or Flash (SWF) file for testing.

The Buttons panel is a centralized place to work with interactive buttons in InDesign. The Buttons panel makes it easy to create interactive buttons that perform actions when the document is exported to Flash (SWF file) or Acrobat (PDF). You can create a custom button from a selected object in an InDesign document or select a button from the built-in Samples button library. When you create an interactive button, you can add events and actions to enable navigation within a document, launch a movie, play a sound, or open a Web page.

When you're finished with your interactive document, you can use the Preview panel to view animation and interactivity for the current selection, current spread, or the entire document.

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What You'll Do

Define Hyperlink Destinations

Create Hyperlinks

Convert and Stylize Hyperlinks

Use the Hyperlinks Panel

Create Cross-References

Create Bookmarks

Add Media

Set Media Options

Add Animation with Motion Presets

Work with Animations

Change Animation Order

Add Page Transitions

Use the Buttons Panel

Create Buttons

Work with Events and Actions

Work with Button States

Set Button Tab Order

Create Multi-State Objects

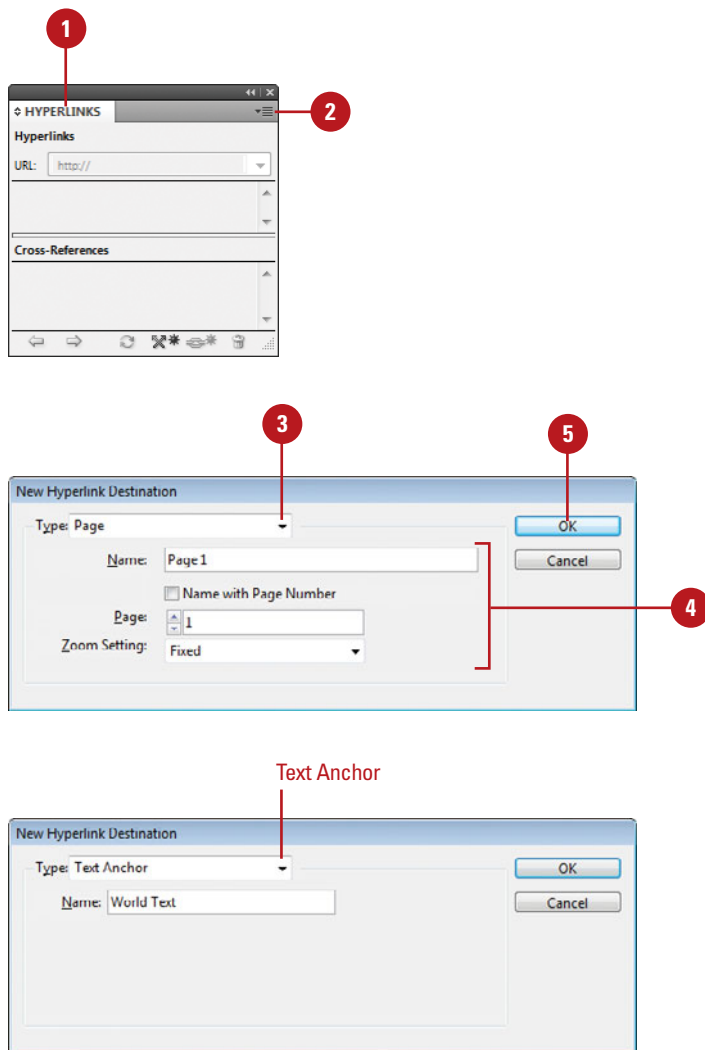
Use the Preview Panel

Defining Hyperlink Destinations

Create a Hyperlink Destination

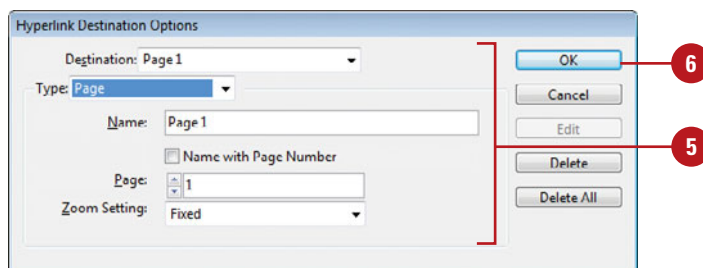
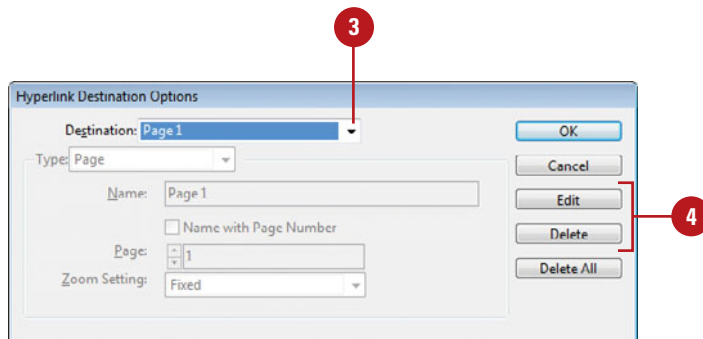
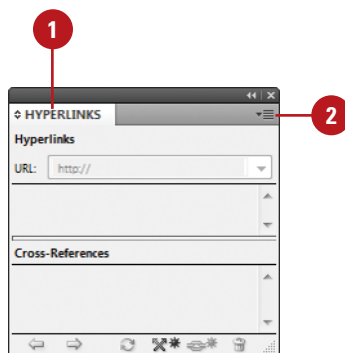
- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Click the **Options** menu, and then click **New Hyperlink Destination**.
- 3 Click the **Type** list arrow, and then select a hyperlink type:
 - ◆ **Page**. Creates a link to a page in the same document.
 - ◆ **Text Anchor**. Creates a link to a selected area of text.
 - ◆ **URL**. Creates a link to a Web page on the Internet.
- 4 Specify the options related to the hyperlink type; options vary depending on the type.
 - ◆ **For a Page**. Specify a page name, page number, and zoom setting.
 - ◆ **For a Text Anchor**. Specify a name for the anchor.
 - ◆ **For an URL**. Specify a name and address for the URL (Uniform Resource Locator).
- 5 Click **OK**.

A **hyperlink** is a text or graphic object that is linked to other parts of the document, other documents, or Web pages. A hyperlink consists of a source and a destination. The **source** is the text or graphic object that you click to jump to the hyperlink location while the **destination** is the place that InDesign sends you to. The destination can be in the same document, another document, an e-mail message, or a Web page on the Internet. You need to define a destination before you can define the source.



Edit or Delete a Hyperlink Destination

- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Click the **Options** menu, and then click **Hyperlink Destination Options**.
- 3 Click the **Destination** list arrow, and then select a destination.
- 4 Click **Edit** or **Delete**.
- 5 If editing, make the changes you want for the destination.
- 6 Click **OK**.

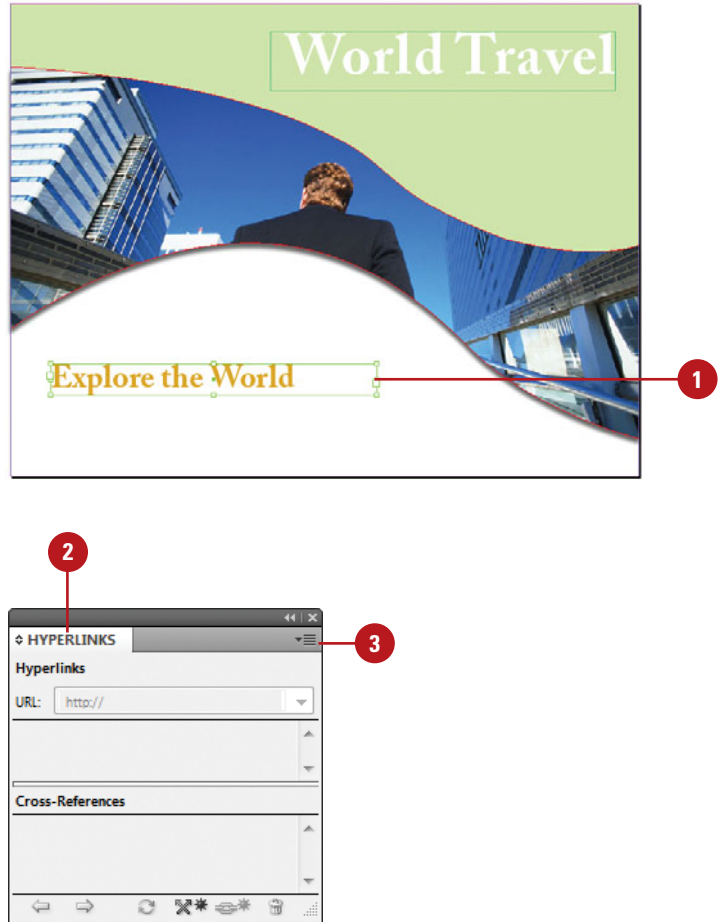


Creating Hyperlinks

Before you can create a hyperlink, you need to define a hyperlink destination. After you create one or more hyperlink destinations, you can create a hyperlink source, which is a text or graphic object that you click to jump to a hyperlink destination. You can link a hyperlink to several different destination types, including URL, File, Email, Page, Text Anchor, and Shared Destination. If you need a quick hyperlink to an URL, you can create one with the New Hyperlink From URL command.

Create a Hyperlink

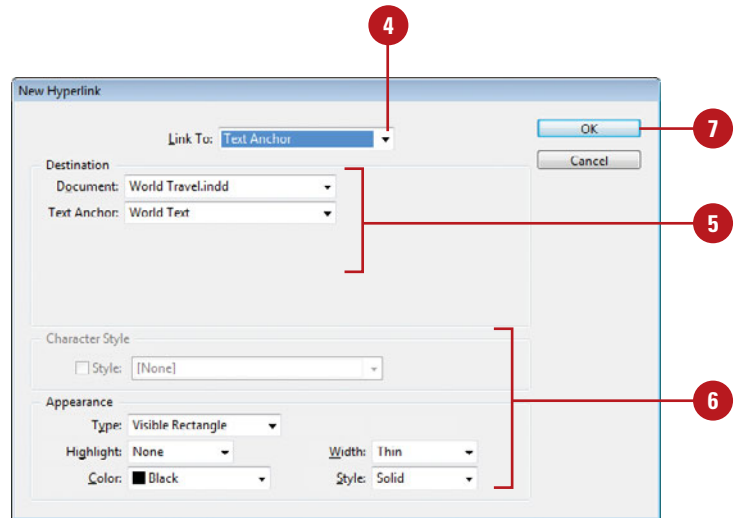
- 1 Select the text or graphic you want to use as the hyperlink.
- 2 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 3 Click the **Options** menu, and then click **New Hyperlink**.
- 4 Click the **Link To** list arrow, and then select an option:
 - ◆ **URL**. Creates a link to a web page on the Internet.
 - ◆ **File**. Creates a link to a document.
 - ◆ **Email**. Creates an e-mail message link, which opens your default e-mail program.
 - ◆ **Page**. Creates a link to a page in the same document.
 - ◆ **Text Anchor**. Creates a link to a selected area of text.
 - ◆ **Shared Destination**. Creates a link to the same destination from multiple sources.
- 5 Specify the options related to the hyperlink type; options vary depending on the type.
 - ◆ **For an URL**. Specify a name and address for the URL (Uniform Resource Locator).
 - ◆ **For a File**. Use the Browse button to select a file to link.



- ◆ **For an Email.** Specify an e-mail address and message subject line.
- ◆ **For a Page.** Specify a page name, page number, and zoom setting.
- ◆ **For a Text Anchor.** Specify a name for the anchor.
- ◆ **For a Shared Destination.** Specify a document name, and hyperlink destination.

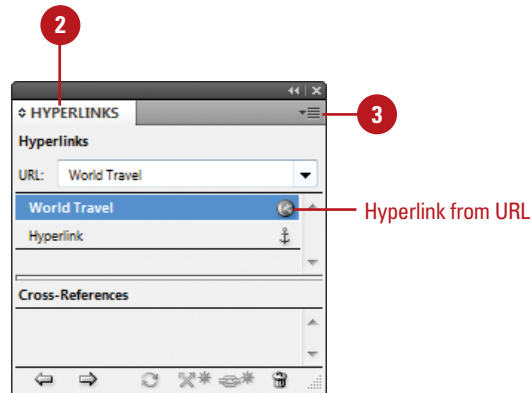
6 Specify a character style for the text and appearance options for the hyperlink.

7 Click **OK**.



Create a Hyperlink From an URL

- 1 Select the text that you want to use to create a URL.
- 2 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 3 Click the **Options** menu, and then click **New Hyperlink From URL**.

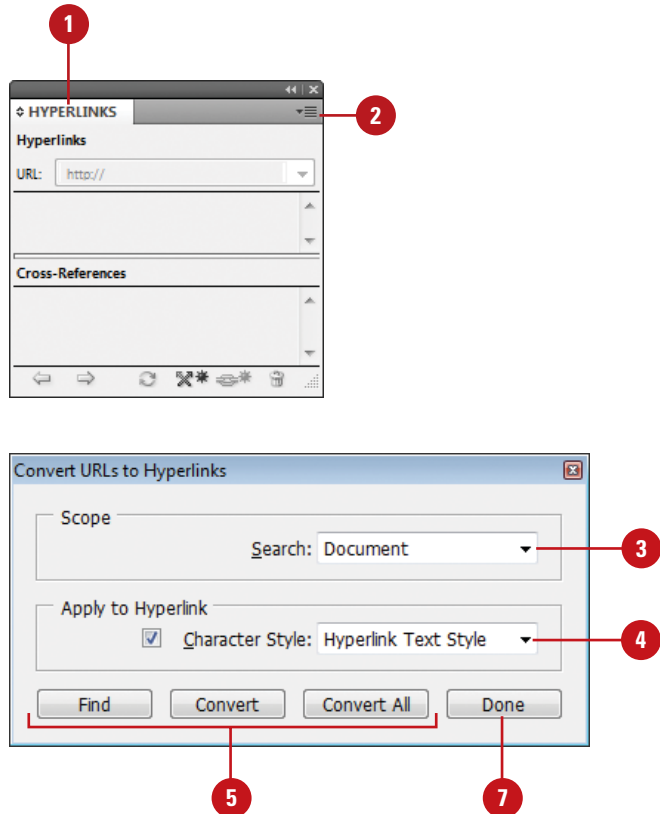


Converting and Styling Hyperlinks

Convert and Stylize URLs to Hyperlinks

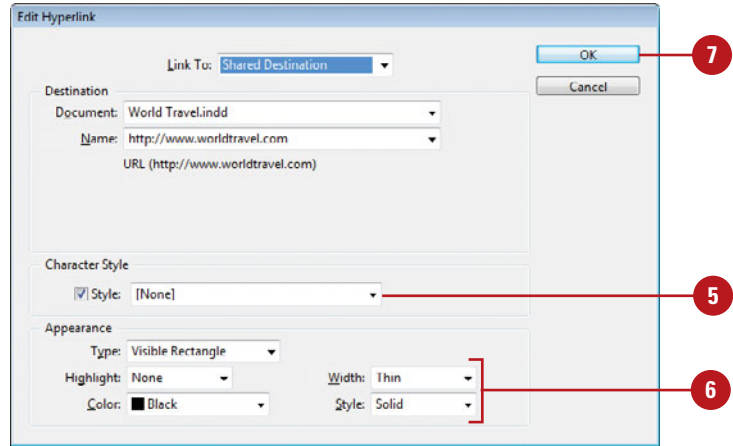
- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Click the **Options** menu, and then click **Convert URLs to Hyperlinks**.
- 3 Click the **Search** list arrow, and then select the scope option you want: **Document**, **Story**, or **Selection**.
- 4 To apply a character style to the converted hyperlinks, select the **Apply to Hyperlink** check box, click the **Character Style** list arrow, and then select a character style.
- 5 Use the following buttons to find or convert the URL strings:
 - ◆ **Find**. Starts the search for the next URL string.
 - ◆ **Convert**. Converts the selected URL string to a hyperlink.
 - ◆ **Convert All**. Changes all find URL strings to hyperlinks.
- 6 If the Finished Finding URLs alert dialog box appears, click **OK**.
- 7 When you're finished, click **Done**.

If you have one or more URLs in your document, you can use the Convert URLs to Hyperlink command (**New!**) to search the current selection, story, or document for URL strings and convert them to hyperlinks. The Convert URLs to Hyperlinks dialog box works like the Find/Change dialog box. You can find URLs and convert one URL at a time or convert them all at once. In addition to converting URLs to hyperlinks, you can also apply a character style to create a consistent look. However, if you don't want them all the same, you can change the style and appearance of individual hyperlinks.



Change the Appearance of a Hyperlink

- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Select the hyperlink you want to edit.
- 3 Click the **Options** menu, and then click **Hyperlink Options**.
 - ◆ You can also double-click a hyperlink in the Hyperlinks panel.
- 4 Double-click the hyperlink in the Hyperlinks panel.
- 5 For text, select the **Style** check box, and then select a character style.
- 6 Make the changes you want for the hyperlink appearance.
 - ◆ **Type**. Specify a visibility setting for the hyperlink.
 - ◆ **Highlight**. Specify a highlight setting for the hotspot.
 - ◆ **Color**. Specify a color for the hyperlink.
 - ◆ **Width**. Specify a thickness for the visible rectangle type.
 - ◆ **Style**. Specify a line style for the visible rectangle type.
- 7 Click **OK**.

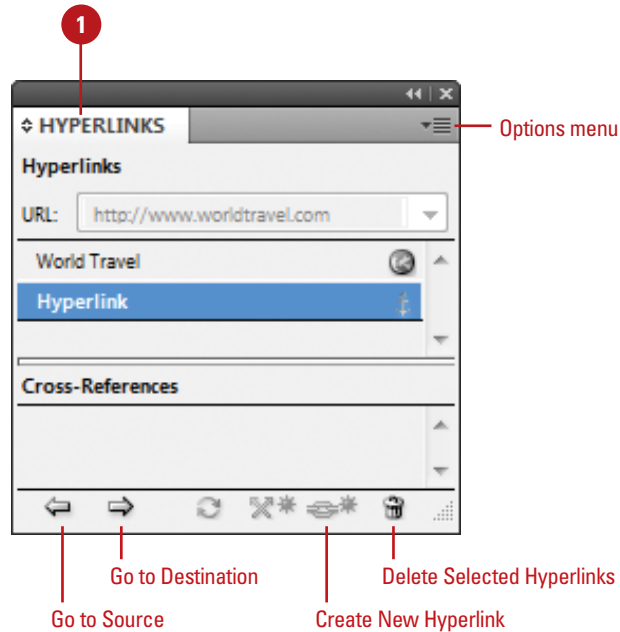


Using the Hyperlinks Panel

The Hyperlinks panel is a centralized place to work with hyperlinks and cross references in InDesign. The redesigned Hyperlinks panel makes it easy to create hyperlinks that navigate to external URLs, link to files with supplemental information, launch an e-mail client, or jump to a page or section of a page within the same or even a different document. You can also verify your hyperlinks directly in InDesign with no need to export the document to a PDF or Flash (SWF file) for testing. You can use buttons on the bottom of the panel to go to the hyperlink source or destination, create a new hyperlink, or delete hyperlinks.

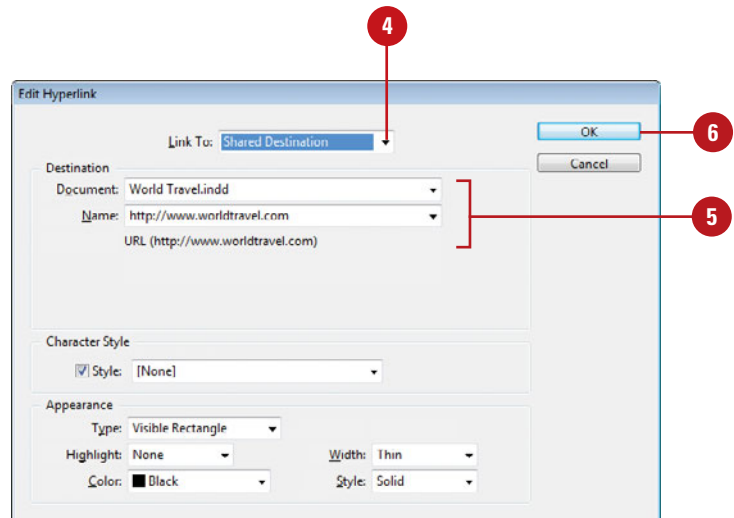
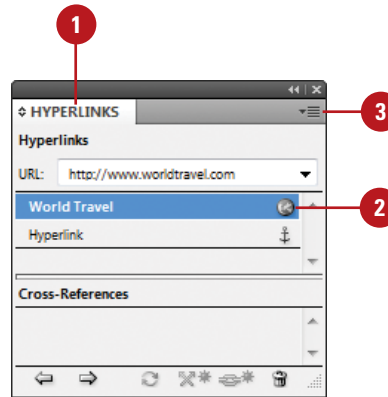
Use the Hyperlinks Panel

- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Use any of the following buttons or commands to perform an operation:
 - ◆ **Go to the Hyperlink Source.** Select the hyperlink, and then click the **Go to Source** button.
 - ◆ **Go to the Hyperlink Destination.** Select the hyperlink, and then click the **Go to Destination** button.
 - ◆ **Create a New Hyperlink.** Create a destination, and then click the **Create New Hyperlink** button.
 - ◆ **Delete a Hyperlink.** Select the hyperlink, click the **Delete Selected Hyperlinks** button, and then click **Yes**.
 - ◆ **Reset a Hyperlink.** Select the hyperlink, click the **Options** menu, and then click **Reset Hyperlink**.
 - ◆ **Update a Hyperlink.** Select the hyperlink, click the **Options** menu, and then click **Update Hyperlink**.



Edit a Hyperlink

- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Select the hyperlink you want to edit.
- 3 Click the **Options** menu, and then click **Hyperlink Options**.
 - ◆ You can also double-click a hyperlink in the Hyperlinks panel.
- 4 Click the **Link To** list arrow, and then select an option:
 - ◆ **URL**. Creates a link to a web page on the Internet.
 - ◆ **File**. Creates a link to a document.
 - ◆ **Email**. Creates an e-mail message link, which opens your default e-mail program.
 - ◆ **Page**. Creates a link to a page in the same document.
 - ◆ **Text Anchor**. Creates a link to a selected area of text.
 - ◆ **Shared Destination**. Creates a link to the same destination from multiple sources.
- 5 Specify the options related to the hyperlink type; options vary depending on the Link To type.
- 6 Click **OK**.



See Also

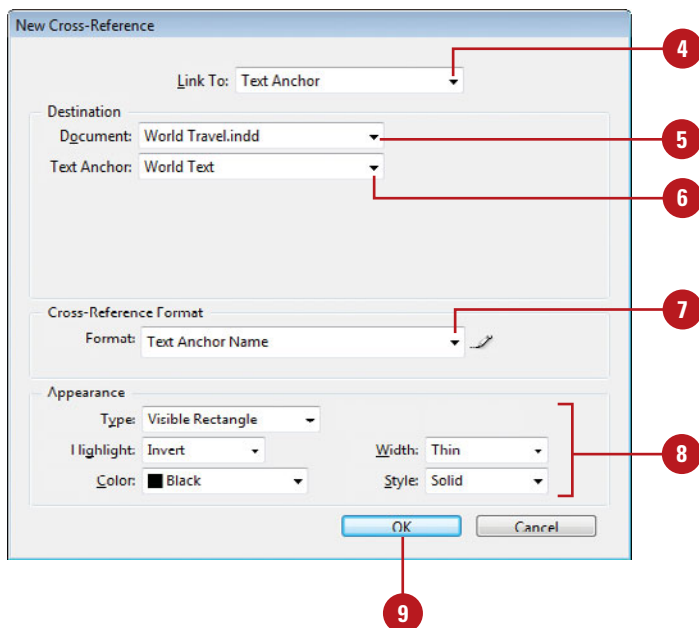
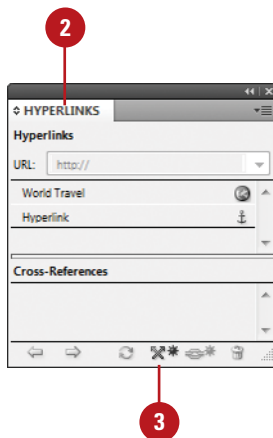
See “Creating Hyperlinks” on page 348-349 for more information on setting options for editing a hyperlink.

Creating Cross-References

Create a Cross-Reference

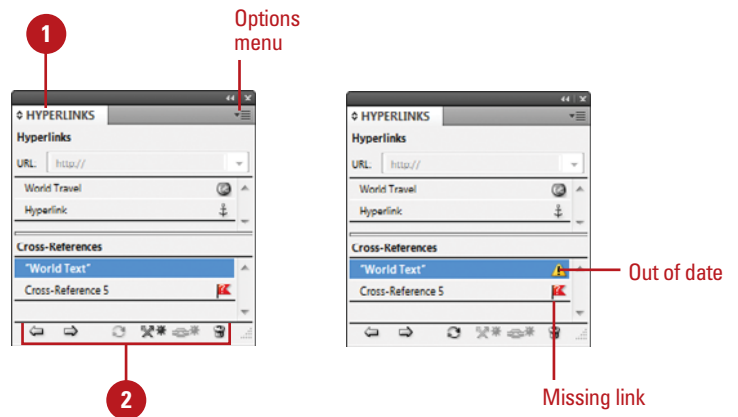
- 1 Click to place the insertion point where you want the cross-reference.
- 2 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Type & Tables**, and then click **Cross-References**.
- 3 Click the **New Cross-Reference** button on the panel.
- 4 Click the **Link To** list arrow, and then select a link type.
- 5 Click the **Document** list arrow, and then select a document location.
- 6 Select a paragraph in the document or a hyperlink destination for the text anchor.
- 7 Click the **Format** list arrow, and then select a cross-reference format.
- 8 Make the changes you want for the cross-reference appearance.
 - ◆ **Type.** Specify a visibility setting.
 - ◆ **Highlight.** Specify a highlight setting for the hotspot.
 - ◆ **Color.** Specify a color.
 - ◆ **Width.** Specify a thickness for the visible rectangle type.
 - ◆ **Style.** Specify a line style for the visible rectangle type.
- 9 Click **OK**.

A cross-reference refers a reader from one section of a document to another. For example, *For more information, see “Using the Hyperlinks Panel” on page 352.* The text being referred to is the destination text, while the text generated from the destination is the source cross-reference, which is editable. The Hyperlinks panel is a centralized place to create and work with hyperlinks and cross references in InDesign. You can use buttons on the bottom of the panel to go to the cross-reference source or destination, create a new cross-reference, or delete cross-references. When you create or edit a cross-reference, you can select format and appearance settings for the reference.



Work with Cross-References

- 1 Select the **Hyperlinks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Hyperlinks**.
- 2 Use any of the following buttons or commands to perform an operation:
 - ◆ **Go to the Cross-Reference Source.** Select the reference, and then click the **Go to Source** button.
 - ◆ **Go to the Cross-Reference Destination.** Select the reference, and then click the **Go to Destination** button.
 - ◆ **Create a New Cross-Reference.** Select the cross-reference text, and then click the **Create New Cross-Reference** button.
 - ◆ **Edit a Cross-Reference.** Double-click the cross-reference in the panel.
 - ◆ **Delete a New Cross-Reference.** Select the reference, click the **Delete Selected Cross-Reference** button, and then click **Yes**.
 - ◆ **Reset a New Cross-Reference.** Select the reference, click the **Options** menu, and then click **Reset Cross-Reference**.
 - ◆ **Update a Cross-Reference.** Select the reference, click the **Options** menu, and then click **Update Cross-Reference**.
 - ◆ **Relink a Cross-Reference.** Select the reference, click the **Options** menu, click **Relink Cross-Reference**, select the reference, and then click **OK**.



For Your Information

Creating or Editing Cross-Reference Formats

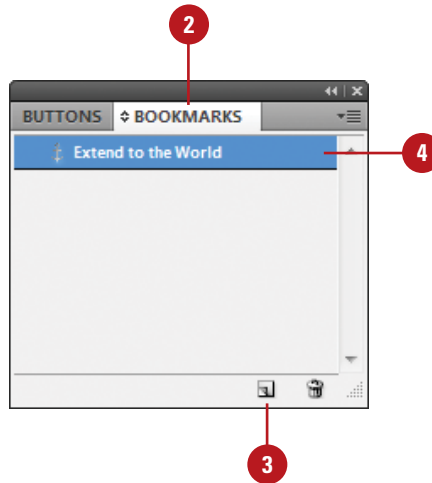
When you create or edit a cross-reference, you can also select a format, such as Page Number Only or Full Paragraph & Page Number. You can create new formats or edit the existing formats to customize your own. In the Cross-Reference dialog box, click the **Create or Edit Cross-Reference Formats** button, enter a name, click the different reference formats and add your own text to create your own definition. When you're done, click **OK**. You can also click the **Options** menu, and then click **Define Cross-Reference Formats** to make changes.

Creating Bookmarks

Create and Rename a Bookmark

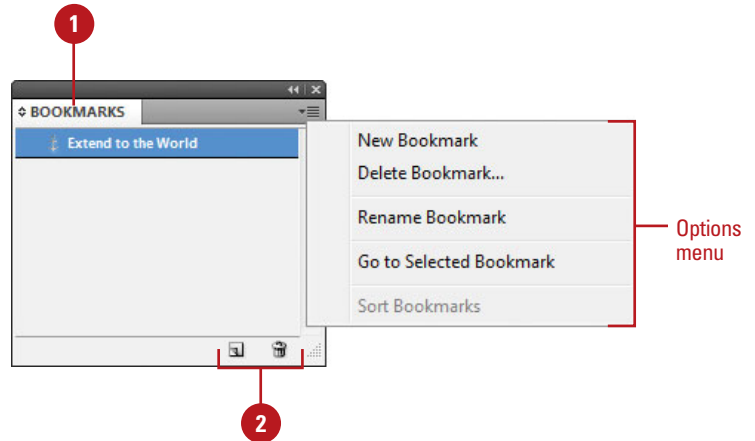
- 1 Do one of the following to select a bookmark location:
 - ◆ **Insertion Point.** Click to place the insertion point where you want the bookmark.
 - ◆ **Text.** Select any text to specify a location.
 - ◆ **Frame.** Select a text or graphic frame to specify a location.
 - ◆ **Page.** Double-click a page in the Pages panel to specify a page location.
- 2 Select the **Bookmarks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Bookmarks**.
- 3 Click the **New Bookmark** button on the panel.
- 4 Click the bookmark to select it.
- 5 Click the bookmark again to make the name editable.
 - ◆ You can also click the **Options** menu, click **Rename Bookmark**, enter a name, and then click **OK**.
- 6 Type a name for the bookmark, and then press Enter (Win) or Return (Mac).

Bookmarks provide another way to navigate through a document. You can create bookmarks that will point to a place in a text frame, any selected text, a frame, or a page. You can create and work with bookmarks in the Bookmarks panel. When you create a PDF of your document, readers can use the bookmarks to navigate from one location to another by using the Bookmarks panel.



Use the Bookmarks Panel

- 1 Select the **Bookmarks** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Bookmarks**.
- 2 Use any of the following buttons or commands to perform an operation:
 - ◆ **Create a New Bookmark.** Select a location, and then click the **Create New Bookmark** button.
 - ◆ **Delete a Bookmark.** Select the bookmark, click the **Delete Selected Bookmarks** button, and then click **OK**.
 - ◆ **Rename a Bookmark.** Select the bookmark, click the **Options** menu, click **Rename Bookmark**, type a name, and then click **OK**.
 - ◆ **Go to a Selected Bookmark.** Select the bookmark, click the **Options** menu, and then click **Go to Selected Bookmark**.
 - ◆ **Sort Bookmarks.** Click the **Options** menu, and then click **Sort Bookmarks**.



Adding Media

Insert a Media File

- 1 Click the **File** menu, and then click **Place**, or select the **Media** panel, and then click the **Place Video or Audio File** button on the panel (**New!**).

◆ Place a Video from a URL

Select the **Media** panel, click the **Place Video From URL** button on the panel, type the URL, and then click **OK** (**New!**).

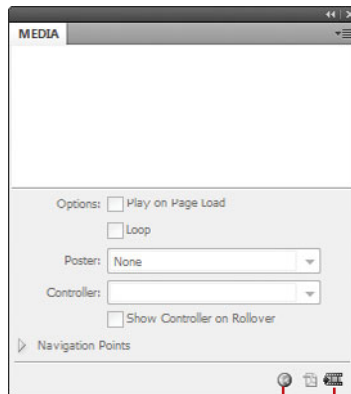
- 2 Navigate to the location with the file you want to import.
- 3 Select the sound or video file you want to place.

- 4 Click **Open**.

The imported sound or movie is placed in a loaded preview cursor.

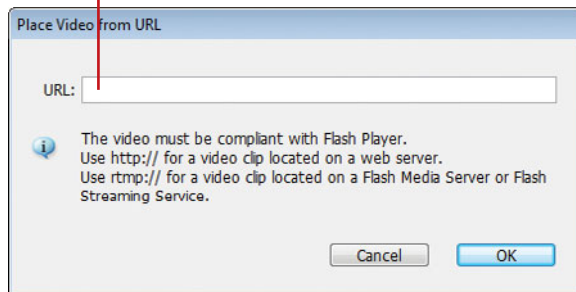
- 5 Click or drag a rectangle frame with the loaded cursor to place the clip in a new sound or movie frame, or click in an empty sound or movie frame (designated by diagonal lines) to place it in an empty frame.

With the Place command or Media panel, you can import the sound or video clips that you want to play in your interactive document. You can import video files in Flash Video format (FLV and F4Vm), H.264-encoded files (such as MP4), and SWF (ShockWave Flash) files (**New!**). You can import audio files in MP3 format. Legacy media files, such as QuickTime (MOV), AVI, WMV, and MPEG, are still supported. However, if you want to take advantage of the rich media support in Acrobat 9, Adobe Reader 9, and Adobe Flash Player 10 or later, you need to convert and relink your legacy media to FLV, F4V, SWF, MP4, or MP3 using Adobe Media Encoder. After you import sound and video files, you can preview them in the Preview panel (**New!**) in InDesign or export them to Adobe PDF or SWF, or XML. You can export legacy media files to PDF files, but not to SWF or FLA files. If you have video on a Web server, you can place the video from a URL (**New!**). If you're not sure what to play, you can create an empty frame (with diagonal lines) and then import the clip later. When you import a media file, a poster image appears, which you can change or remove later.



Place Video From URL button

URL to a video on a Web server



Convert and Relink Legacy Media Files Using Adobe Media Encoder

- 1 Start Adobe Media Encoder from the All Programs menu (Win) or the Applications folder (Mac).

IMPORTANT Adobe Media Encoder doesn't convert audio files to MP3. You need to use another program, such as iTunes.

- 2 Click **Add**, select the media files you want to convert, and then click **Open**.

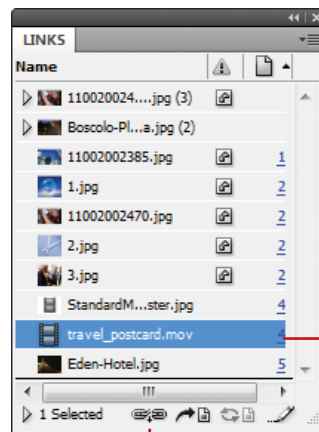
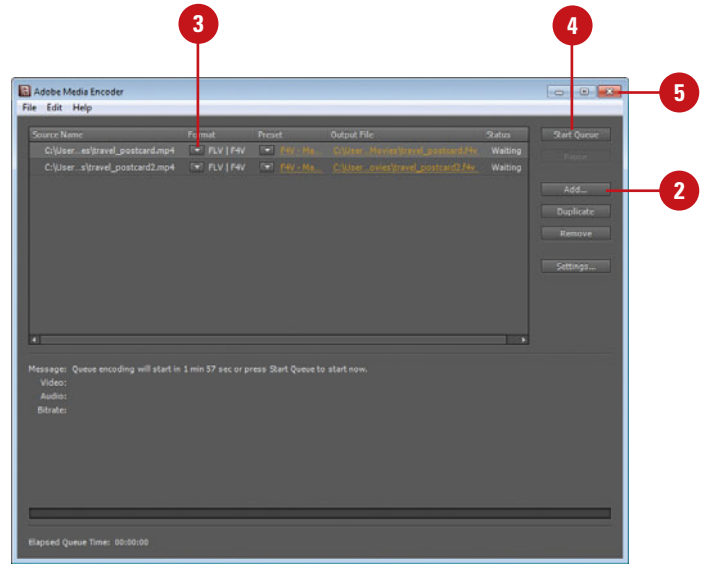
- 3 Select each media file, click the **Format** list arrow next to the file name, and then select a conversion file format.

- 4 Click **Start Queue**.

The media files are converted to the new media format and placed in the same folder as the original media file.

- 5 When you're done, click the **File** menu, and then click **Exit**, or click the **Close** button.

- 6 To relink the media files, select the Links panel, Alt (Win) or Option (Mac) click the **Relink** button on the panel, select the replacement media file for each one (or click Skip if not available), and then click **Open**.



Legacy MOV video to relink

Did You Know?

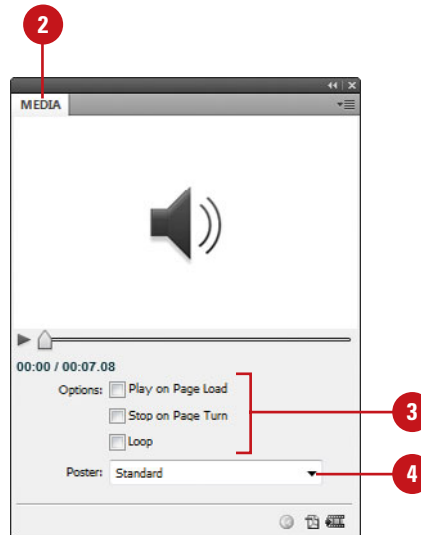
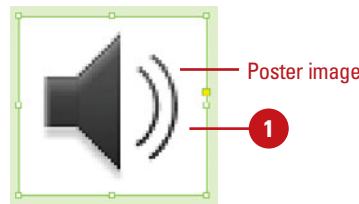
You can preserve transformation when you update or reestablish a link. Click the Edit (Win) or InDesign (Mac) menu, point to Preferences, click File Handling, select the Preserve Image Dimensions When Relinking check box, and then click OK.

Setting Media Options

After you import media files into a document, you can use the Media panel (**New!**) to preview media, set playback and other properties. You can preview FLV, F4V, SWF, MP4, and MP3 files directly in InDesign; all other legacy media cannot be viewed in the Media panel. You can select the playback controls you want, and select the placeholder poster image for FLV, F4V, and MP4 files. A placeholder poster image is the still image that appears for the media in the frame, which you can change or remove later. In addition, you can create navigation points, which are time-code markers, that you can use with button actions to play a video starting from any of the navigation points (**New!**). You can work with media frames like any other frame in InDesign.

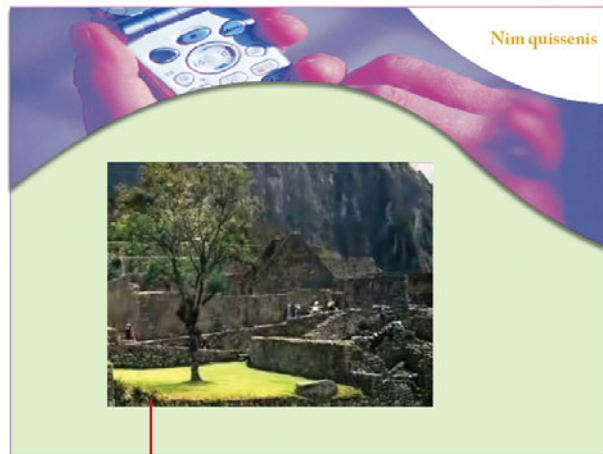
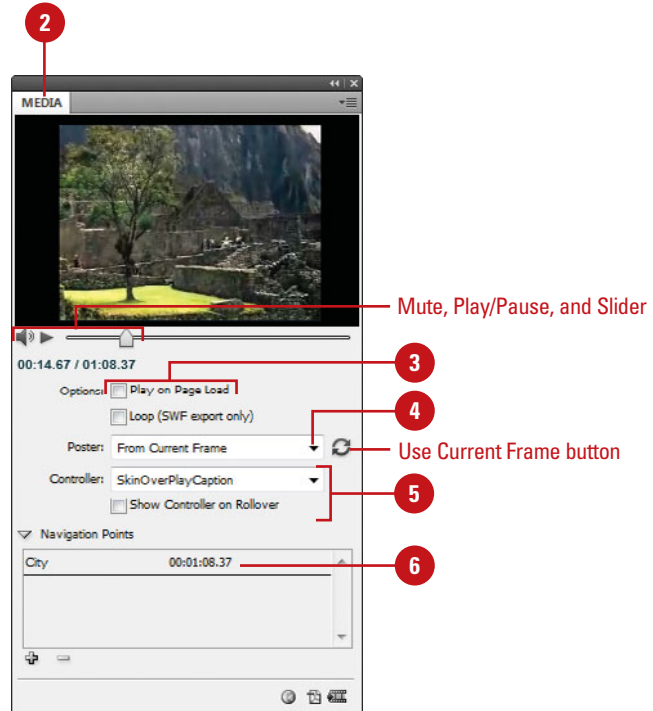
Set Sound Options

- 1 Select the sound clip.
- 2 Select the **Media** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Media**.
- 3 Select any of the following check boxes to enable the option:
 - ◆ **Play on Page Turn.** Select to play the sound when turned to the page. If other objects are set to play, the Timing panel determines the order.
 - ◆ **Stop on Page Turn.** Select to stop playing an MP3 sound when turned to a different page.
 - ◆ **Loop.** Select to play the MP3 sound repeatedly.
- 4 Click the **Poster** list arrow, and then select a poster option:
 - ◆ **None.** Removes poster image.
 - ◆ **Standard.** Uses the file: *StandardSoundPoster.jpg*.
 - ◆ **Choose Image.** Use the Browse button to select a bitmap graphic (BMP).



Set Video Options

- 1 Select the video clip.
- 2 Select the **Media** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Media**.
- 3 Select any of the following check boxes to enable the option:
 - ◆ **Play on Page Turn.** Select to play the video when turned to the page. If other objects are set to play, the Timing panel determines the order.
 - ◆ **Loop (SWF export only).** Select to play the video repeatedly. For SWF Flash video, it only works in exported files.
- 4 Click the **Poster** list arrow, and then select a poster option:
 - ◆ **None.** Removes poster image.
 - ◆ **Standard.** Uses the file: *StandardMoviePoster.jpg*.
 - ◆ **From Current Frame.** Uses the current frame displayed in the Media panel. Use the slider to change it, and then click the **Use Current Frame** button.
 - ◆ **Choose Image.** Use the Browse button to select a bitmap graphic (BMP).
- 5 Click the **Controller** list arrow, select a playback control skin.
 - ◆ **Show Controller on Rollover.** Select to show the controller when you point to the media.
- 6 To create a navigation point, drag the slider to a frame, and then click the **Add Nav Point** button, type a name, and then press Enter (Win) or Return (Mac). To remove a navigation point, select the point name in the list, and then click the **Delete Nav Point** button.

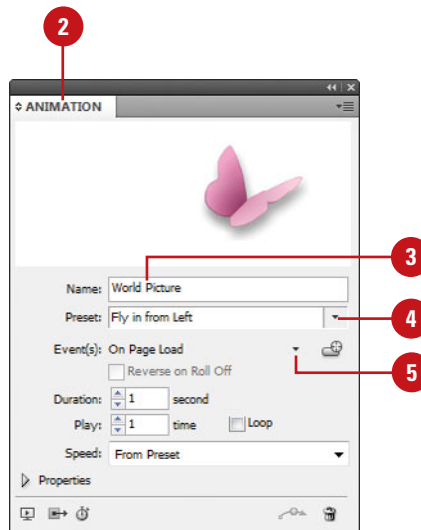


Adding Animation with Motion Presets

Apply an Animation Motion Preset and Set Options

- 1 Select the object you want to animate.
- 2 Select the **Animation** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Animation**.
- 3 Type a descriptive name for the animation. The name is also used when you set up an action to play the animation.
- 4 Click the **Preset** list arrow, and then select a motion preset.
- 5 Click the **Event(s)** list arrow, and then select an event to play the animated object in the SWF file.
 - ◆ **On Page Load**. Plays when the page is loaded (selected by default).
 - ◆ **On Page Click**. Plays when the page is clicked.
 - ◆ **On Click (Self)**. Plays when the object is clicked.
 - ◆ **On Roll Over (Self)**. Plays when the object is pointed to. To reverse the action when you point off the object, select the **Reverse On Roll Off** check box.
 - ◆ **On Button Event**. Plays when a button action takes place.

In an InDesign document, you can add animation to objects for use in exported SWF files, not in an Interactive PDF. To add animation to a PDF, export a selection as a SWF and place it in an InDesign document, and then export it as a PDF. With the Animation panel (**New!**), you can animate an object quickly using motion presets, which are pre-defined animations that come along with InDesign. The motion presets are the same ones used in Adobe Flash Professional CS5. You can import any custom presets from XML created in Flash or save your own in InDesign. After you apply a motion preset, you can modify animation settings (**New!**), such as speed, duration, and when the animation plays. If you no longer want to use an animation, you can remove it.



6 To create a button trigger, click the **Create Button Trigger** button, click an object to convert it to a button, and then set options in the Buttons panel.

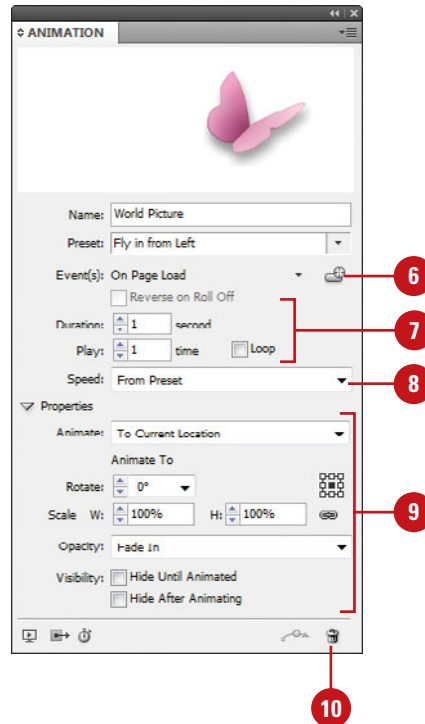
7 Specify a duration for the animation and the number of time the animation plays, or select the **Loop** check box to repeatedly play the animation.

8 Click the **Speed** list arrow, and then select an option: **From Preset** for the default, **None** for a steady rate, **Ease In** to start slow and speeds up, or **Ease Out** to start fast and slows down.

9 To use advanced options, click the Properties arrow, and then do any of the following:

- ◆ **Animate.** Select **From Current Appearance** or **To Current Appearance** to use the object's current properties as the starting or ending point. Select **To Current Location** to use the object's properties as the starting and ending point.
- ◆ **Rotate.** Specify a rotation angle the object completes.
- ◆ **Origin.** Uses the proxy to specify the origin point of the motion path.
- ◆ **Scale.** Specify a percentage to increase or decrease the size.
- ◆ **Opacity.** Select **None** (remains solid), **Fade In** (goes to visible), or **Fade Out** (goes to invisible).
- ◆ **Visibility.** Select the **Hide Until Animated** or **Hide After Animating** check boxes to make an object invisible before or after playback.

10 To remove an animation from an object, select the object, and then click the **Delete** button on the Animation panel.

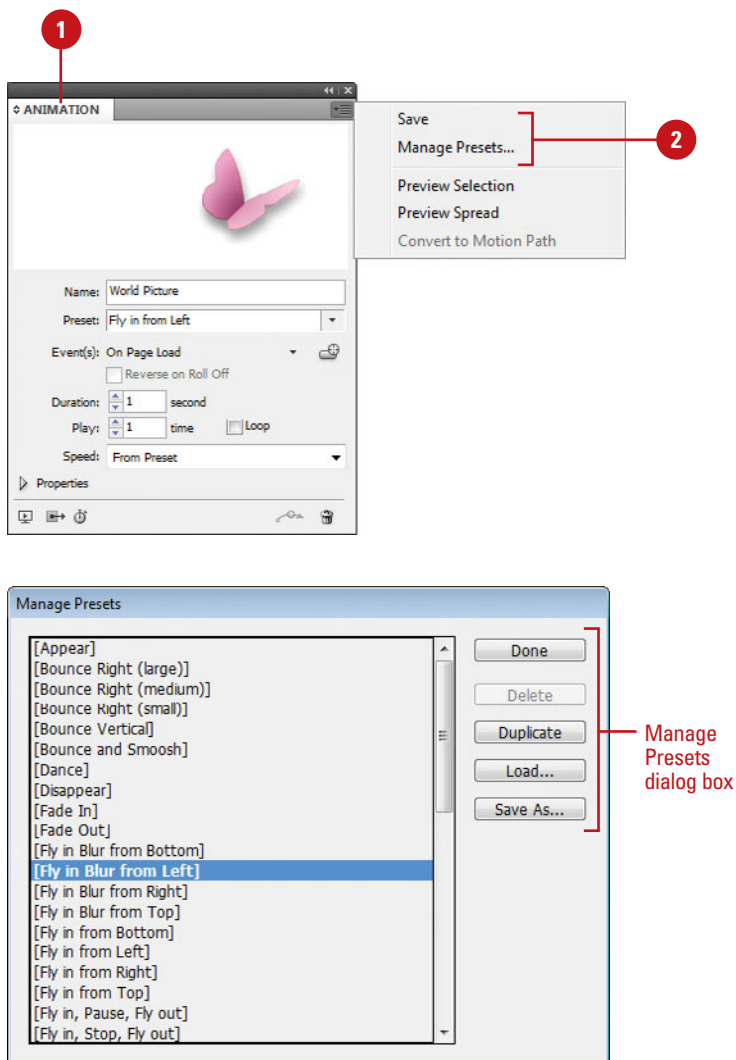


Working with Animations

Manage Animation Motion Presets

- 1 Select the **Animation** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Animation**.
- 2 Perform any of the following management options:
 - ◆ **Save Motion Presets.** Specify the settings you want to save, click the **Options** menu, click **Manage Presets**, type a name, and then click **OK**.
 - ◆ **Delete Motion Presets.** Click the **Options** menu, click **Manage Presets**, select a preset, and then click **Delete**.
 - ◆ **Duplicate Motion Presets.** Click the **Options** menu, click **Manage Presets**, select a preset, and then click **Duplicate**.
 - ◆ **Save Motion Presets as XML.** Click the **Options** menu, click **Manage Presets**, select a preset, click **Save As**, type a name, specify a location, and then click **Save**.
 - ◆ **Import Motion Presets as XML.** Click the **Options** menu, click **Manage Presets**, click **Load**, and then double-click the XML file you want.

With the Animation panel (**New!**), you can import any custom motion presets from XML created in Flash or InDesign, or save your own in InDesign. If you want to share your motion presets with other InDesign users, you can save them as an XML file, which they can in turn import. After you import, save, or duplicate motion presets, you can delete the ones you don't want. After you apply a motion preset to an object, you can change the motion path with the Direct Selection tool or Pen tool just like any other path in InDesign.



Edit a Motion Path

- 1 Select the **Direct Selection** tool on the Tools panel.
- 2 Click a blank area to deselect all points.
- 3 To select and move multiple anchor points and segments, hold the Shift key, and then click the anchor points or segments you want, or drag a rectangle marquee around the ones you want.
- 4 Drag an anchor point or drag the middle of a segment.
 - ◆ For a smaller move, click the anchor point or segment, and then press an arrow key.
 - ◆ To constrain the movement of anchor points or segments to 45 degrees, hold down Shift while dragging.
- 5 To reshape a curve segment, click an anchor point or a curve segment, and then drag a direction point at the end of the direction handle.

Did You Know?

You can convert selected objects to a motion path. Select the object you want to animate and the path you want to use as the motion path (cannot select more than two objects), select the Animation panel, click the Convert To Motion Path button on the panel, and then change settings in the panel.

You can change the direction of the motion path. Select the motion path, click the Object menu, point to Paths, and then click Reverse Path.



4



Edited motion path

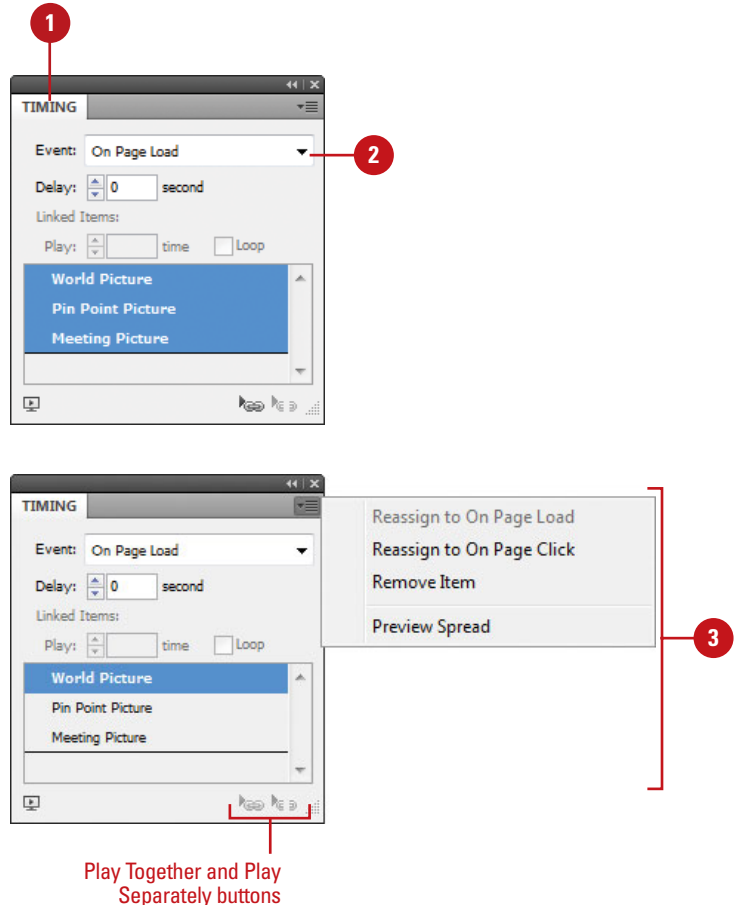


Changing Animation Order

Use the Timing Panel

- 1 Select the **Timing** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Timing**, or click the **Show Timing Panel** button on the Animation panel.
- 2 Click the **Events** list arrow, and then select an event type: **On Page Load**, **On Page Click**, or **Unassigned**.
- 3 Perform any of the following:
 - ◆ **Animation Order.** Drag elements up or down the list. Items at the top play first.
 - ◆ **Delay Animation.** Select a element, and then specify the delay in seconds.
 - ◆ **Play Multiple Animations Together.** Select the elements, click the **Play Together** button on the panel to link them. To unlink Play Together elements, select them, and then click the **Play Separately** button on the panel.
 - ◆ **Play Linked Animations.** Select the linked elements, and then specify the number of play times or select the **Loop** check box.
 - ◆ **Remove Animation.** Select a element, click the **Options** menu, and then click **Remove Item**.
 - ◆ **Reassign Animation.** Select a element, click the **Options** menu, and then click **Reassign to On Page Load** or **Reassign to On Page Click**.

With the Timing panel (**New!**), you can change the order of when objects play an animation. Animated objects on the current spread appear in the Timing panel based on the page event assigned to each object animation, either On Page Load, On Page Click, or Unassigned. You can change the animation order, delay time, event assignment, and play animations together, separately, or linked.

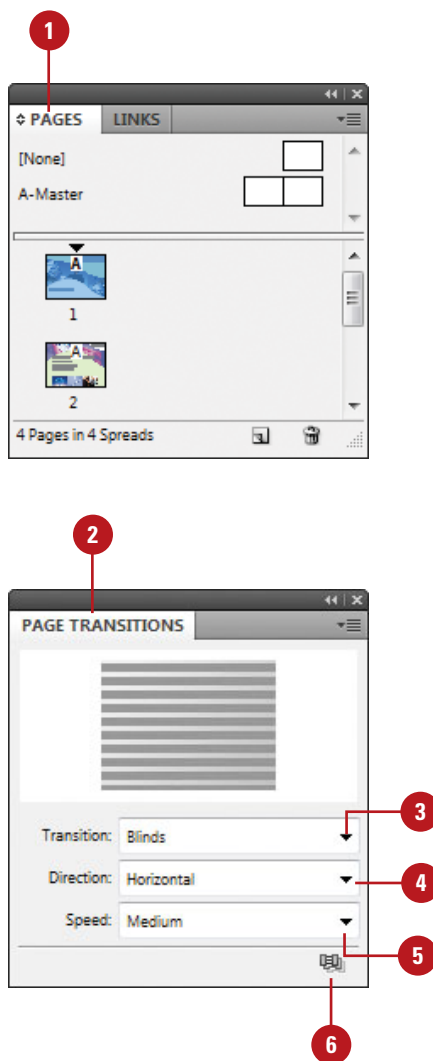


Adding Page Transitions

Apply a Page Transition

- 1 Select the **Pages** panel, and then select the spread to which you want to apply a page transition.
- 2 Select the **Page Transitions** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Page Transitions**.
- 3 Click the **Transition** list arrow, and then select a transition.
 - ◆ To select a page transition from the Page Transitions dialog box, click the **Options** menu, click **Choose**, select a transition, and then click **OK**.
- 4 Click the **Direction** list arrow, and then select a transition direction.
- 5 Click the **Speed** list arrow, and then select a transition speed.
- 6 To apply the current transition to all spreads, click the **Apply To All Spreads** button on the panel.
- 7 To clear all page transitions, do either of the following:
 - ◆ Click the **Transition** list arrow, and then click **None**.
 - ◆ Click the **Options** menu, and then click **Clear All**.

A page transition displays a visual effect, such as a wipe or dissolve, when you turn the page in an interactive document. You can apply page transitions directly in InDesign to individual pages or to all spreads at once with a single click. See previews of available transition types in the Page Transitions dialog box, and control the direction and speed of your transitions for export to Flash (SWF file) or PDF. When you export your document to a PDF, select the Interactive Elements option in the Export PDF dialog box to include page transitions. You can view the page transitions in Full Screen Mode in the PDF by pressing Ctrl+L (Win) or ⌘+L (Mac) in Adobe Acrobat or Reader; press Esc to exit from Full Screen Mode.

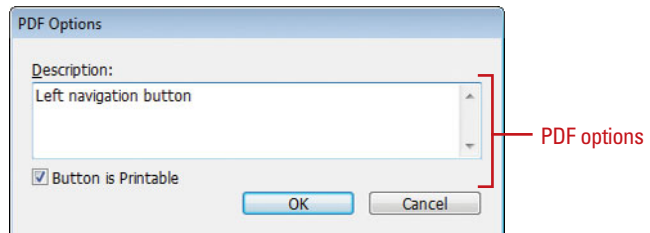
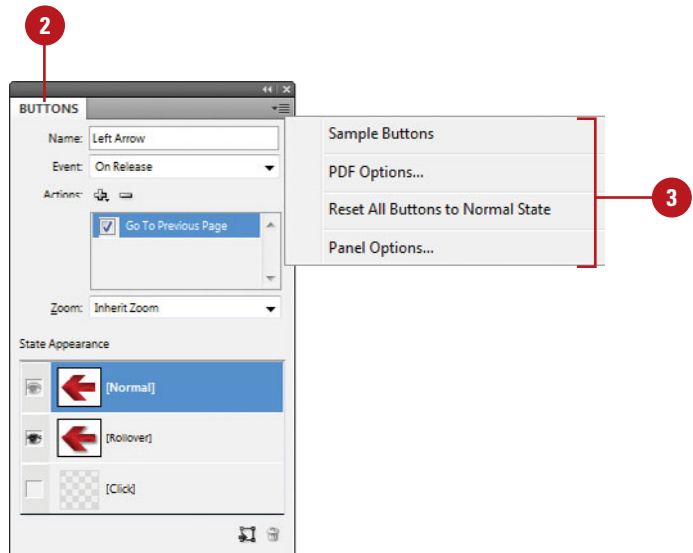


Using the Buttons Panel

Use the Buttons Panel

- 1 Select the **Selection** tool on the tools panel, and then select a button to view or change.
- 2 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 3 Click the **Options** menu, and then select one of the following PDF options (a check mark appears next to the selected item):
 - ◆ **Sample Buttons.** Opens the Sample Buttons panel to access and use pre-built buttons.
 - ◆ **PDF Options.** Opens the PDF Options dialog box. Type a description to provide alternative text for visually impaired users. To make the button printable in the PDF, select the **Button is Printable** check box.
 - ◆ **Reset All Buttons to Normal State.** Resets all buttons back to the normal state.
 - ◆ **Panel Options.** Changes the thumbnail size in the Buttons panel.

The Buttons panel is a centralized place to work with interactive buttons in InDesign. The Buttons panel makes it easy to create interactive buttons that perform actions when the document is exported to Flash (SWF file) or PDF. You can use buttons on the bottom of the panel to convert an object to a button and to delete buttons. You can also use the Options menu to view sample buttons, set options to show (make visible) or hide buttons in PDFs, as well as set panel options.

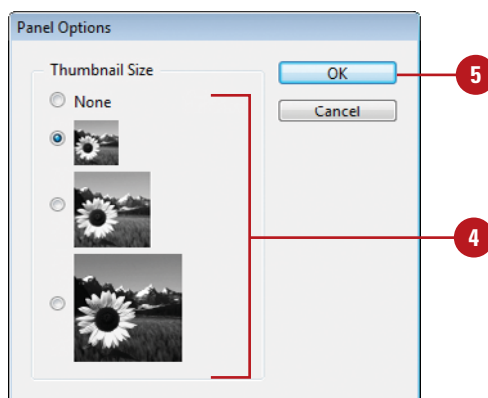
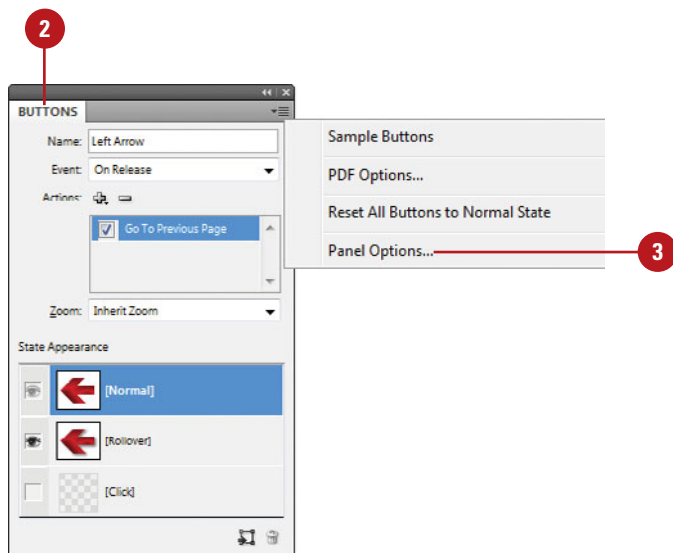


Change the Buttons Panel Display

- 1 Select the **Selection** tool on the tools panel, and then select a button to view or change.
- 2 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 3 Click the **Options** menu, and then click **Panel Options**.
- 4 Select a thumbnail size.
- 5 Click **OK**.

Did You Know?

You can delete a button. Select the Buttons panel, select the button, and then click the Delete button on the panel.



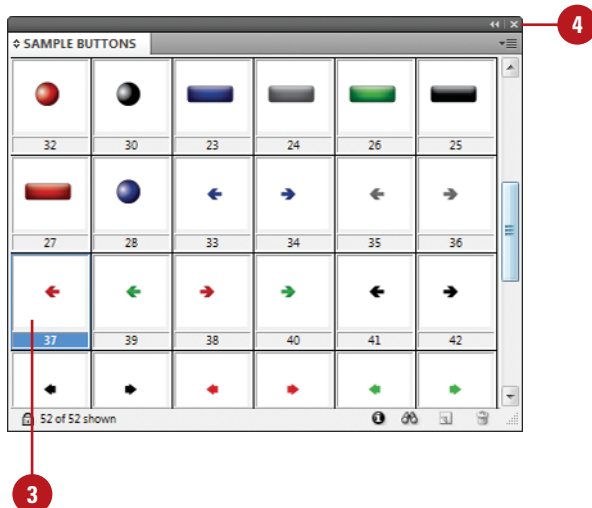
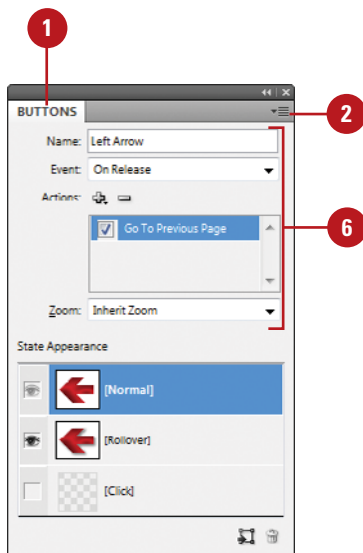
Creating Buttons

Create a Button from a Sample

- 1 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 2 Click the **Options** menu, and then click **Sample Buttons**.

The Sample Buttons panel appears.
- 3 Drag a button from the Sample Buttons panel to the document.
- 4 Click the **Close** button on the Sample Buttons panel.
- 5 Select the button using the **Selection** tool on the Tools panel.
 - ◆ You can drag a resize handle to change the size of the button, and then move it to where you want.
- 6 Enter a name and make changes to the button settings in the Buttons panel.

You can build interactive buttons to perform an action using the Buttons panel. For example, you can create a button to navigate within a dynamic document, launch a movie, play a sound, or open a Web page. You can create a custom button from a selected object in an InDesign document or select a button from the built-in Samples button library. The sample buttons include effects, such as adding gradient feathers and drop shadows. There are also assigned actions. For example, the arrow buttons are assigned the Go To Next Page or Go To Previous Page action.

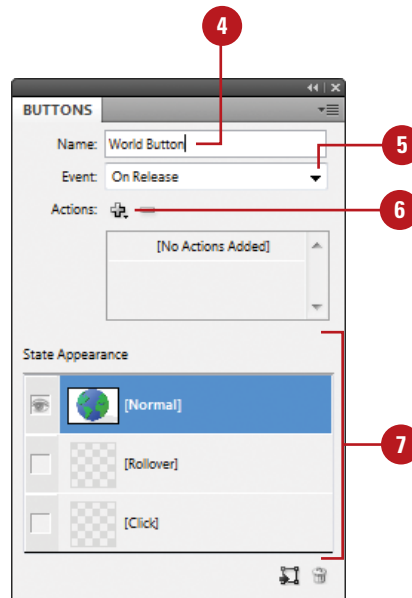
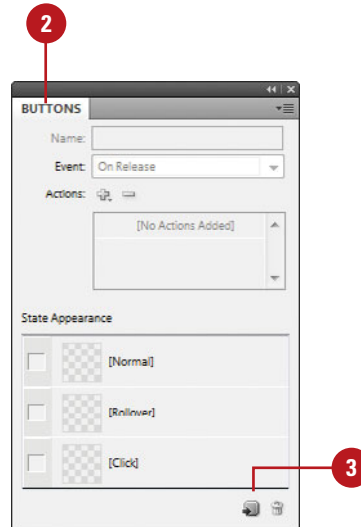
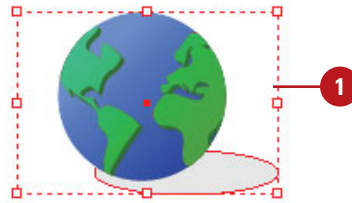


Convert an Object to a Button

- 1 Create and select an object that you want to convert to a button.
- 2 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 3 Click the **Convert Object to Button** button on the panel.
- 4 Type a name for the button.
- 5 Click the **Event** list arrow, and then select an event type.
 - ◆ The options include On Release, On Click, On Roll Over, On Roll Off, On Focus, and On Blur.
- 6 Click the **Add New Action** button, and then select an action to perform for the button.
 - ◆ The options include Close, Exit, Go To First Page, Go To URL, Movie, Sound, and Open File, among others.
- 7 Specify the various options for the selected action type (options vary).

Did You Know?

You can convert a button to an object. Select the button, select the Buttons panel, click the Convert Button To An Object button, and then click OK.

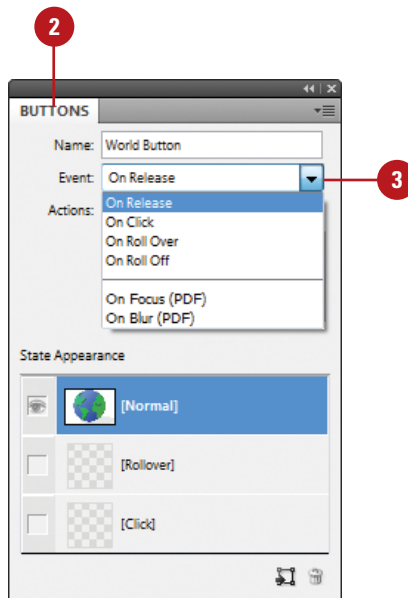
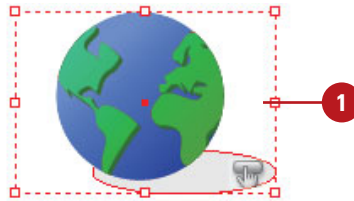


Working with Events and Actions

Select Events for a Button

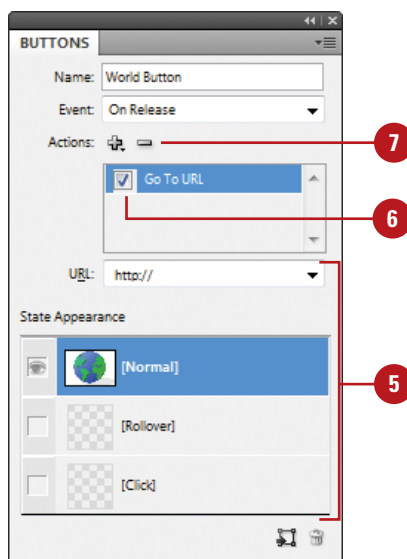
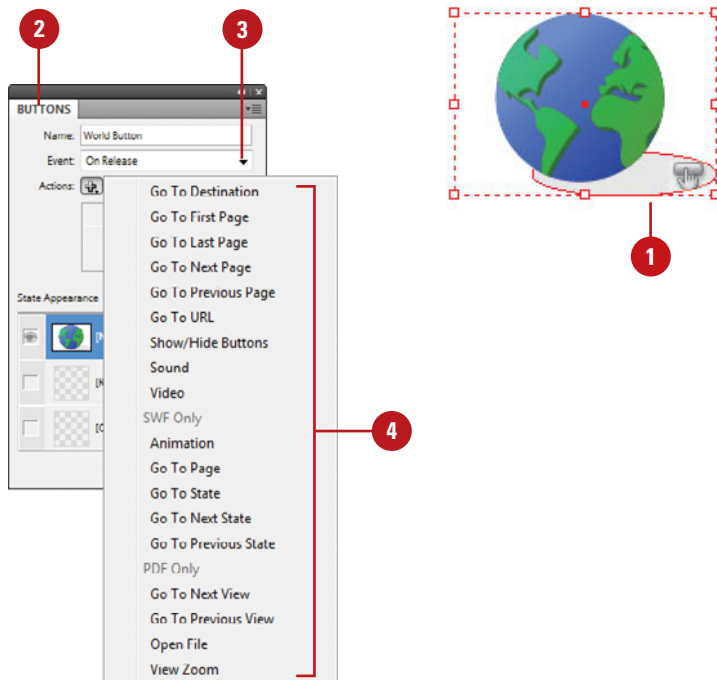
- 1 Select the **Selection** tool on the tools panel, and then select a button to change.
- 2 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 3 Click the **Event** list arrow, and then select an event type.
 - ◆ **On Release.** Event occurs when the mouse button is released after a click.
 - ◆ **On Click.** Event occurs when the mouse button is clicked.
 - ◆ **On Roll Over.** Event occurs when the mouse pointer enters the button.
 - ◆ **On Roll Off.** Event occurs when the mouse pointer moves off the button.
 - ◆ **On Focus (PDF).** Event occurs when the button gets the focus using the Tab key.
 - ◆ **On Blur (PDF).** Event occurs when the focus moves to another button or form field using the Tab key or mouse click.

An event determines when to trigger an action that will execute a button operation. For example, the On Release event triggers an action when the mouse button is released after a button click. An action is associated with an event. You can assign an action type to a button to perform an action. For example, the Go To URL action type opens a web page in your default browser from the PDF document with the interactive button. You can create actions to navigate to anchor text or bookmarks, document pages and views, to launch a movie, play a sound, or open a web page. You can work with events and actions for a selected button in the Buttons panel.



Add or Edit Actions for a Button

- 1 Select the **Selection** tool on the tools panel, and then select a button to change.
- 2 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 3 Click the **Event** list arrow, and then select an event type.
- 4 Click the **Add New Action** button, and then select an action to perform for the button.
- 5 Specify the various options for the selected action type (options vary).
- 6 To enable or disable an action, select or deselect the check box next to the action name.
- 7 To delete an action, select the action, click the **Delete Selected Action** button, and then click **OK**.
- 8 To change an action order, drag an action to a new position.

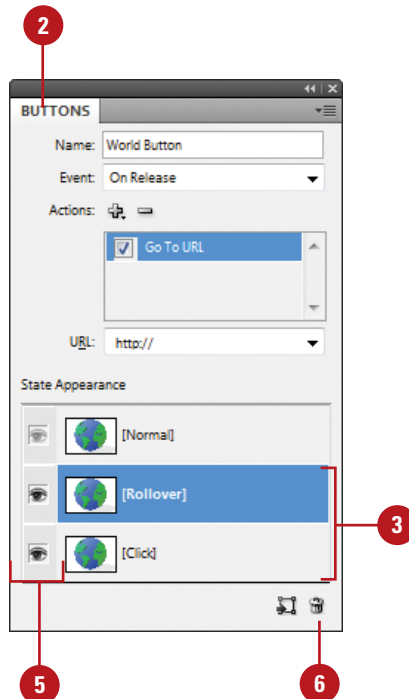
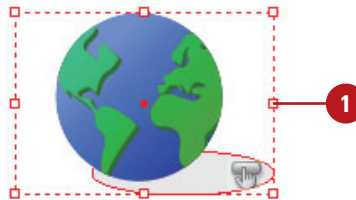


Working with Button States

Work with Button States

- 1 Use the **Selection** tool to select a button or use the **Direct Selection** tool to select a button as an individual object (state).
- 2 Select the **Buttons** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Buttons**.
- 3 Click the **[Rollover]** or **[Click]** state to activate it.
- 4 Use any of the following to change the state appearance in the layout view.
 - ◆ **Change Color.** Use the **Color** and **Swatches** panel to select a color.
 - ◆ **Add Text.** Select the **Type** tool, click a button, and then type.
 - ◆ **Insert Graphic.** Click the **File** menu, click **Place**, and then double-click a graphic file.
- 5 To disable/enable a state, click the **Eye** icon next to the state. Disabled states (no Eye icon) are not exported to the SWF or PDF.
- 6 To delete a state, select the **[Rollover]** or **[Click]** state, and then click the **Delete** button on the panel (you can't delete Normal).

A button consists of a group of individual objects. When you view a button, an object appears. When you point to or click on a button, another object appears. Each object represents a button state. Each button can have up to three states: Normal, Rollover, and Click. The button is in Normal state when you don't point to or click on the button, Rollover occurs when you point to the button, and Click occurs when you click the button. You can work with button states for a selected button in the Buttons panel. When you activate a state in the Buttons panel, the Normal state (default) is copied to it. After it's copied, you can change the appearance of the button using InDesign color, text, and image tools.

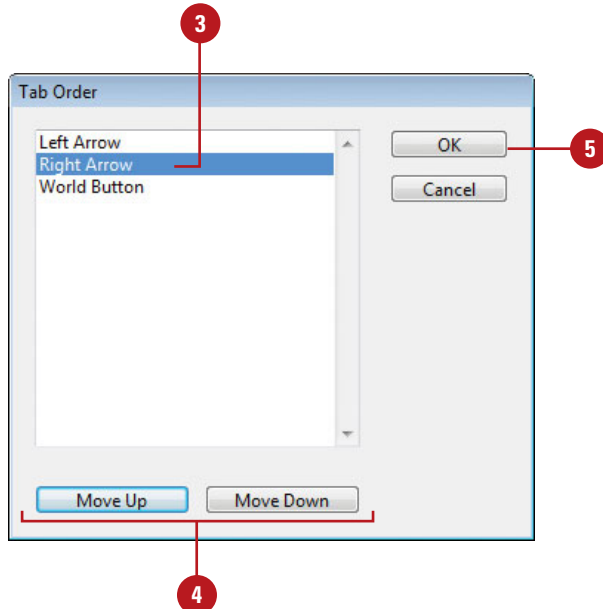
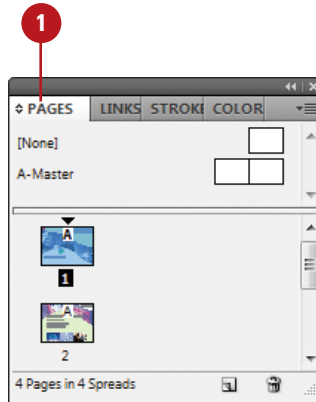


Setting Button Tab Order

Set the Button Tab Order

- 1 Select the **Pages** panel, and then double-click the page containing the buttons you want to set the tab order for.
- 2 Click the **Object** menu, point to **Interactive**, and then click **Set Tab Order**.
 - ◆ The tab order includes buttons on hidden layers, but not buttons on master pages.
- 3 Select the button you want to move.
- 4 Click the **Move Up** or **Move Down** buttons to adjust the order.
- 5 Click **OK**.

The tab order determines when a button receives focus as you press the Tab key in a SWF or PDF document. When a button receives focus, you can press Enter (Win) or Return (Mac) to execute the button. You can also use the On Focus event to trigger an action when a button gets the focus. In the Tab Order dialog box, you can change the tab order for optimal use. The tab order includes buttons on hidden layers, but not buttons on master pages.



Creating Multi-State Objects

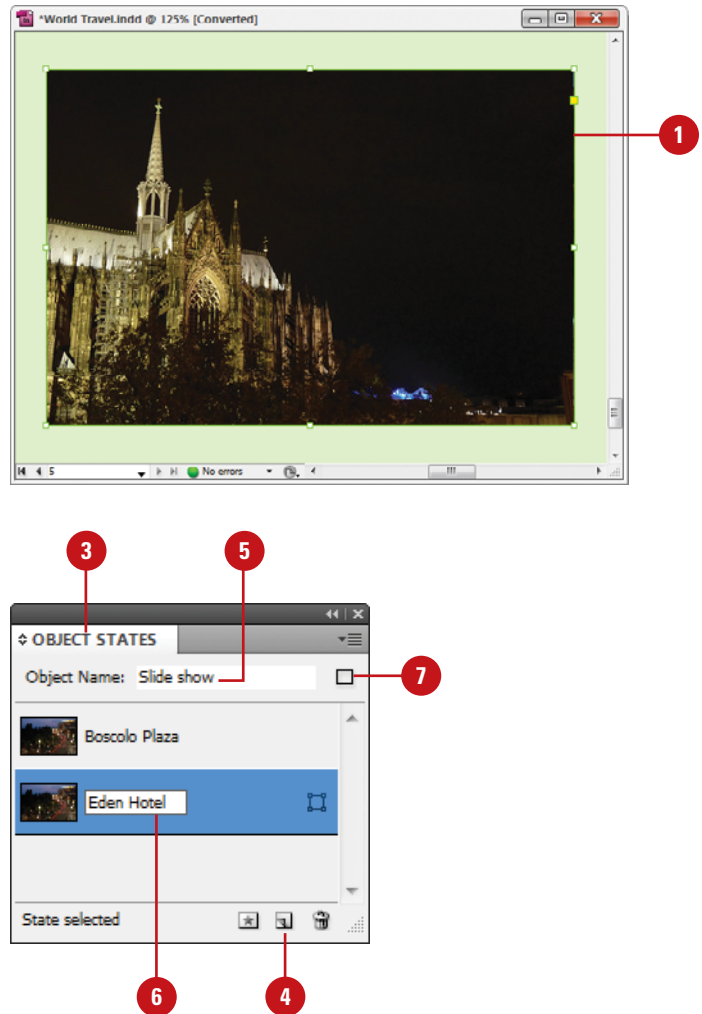
With the Object States panel (**New!**), you can create multiple versions of an object, known as a state, on a page. An object with multiple states is called a multi-state object. Each time you create a new state, you create a new version of the selected object to the page. Only one state is visible on the page at a time. For example, you can create a slide show for use in a PDF or SWF, where each image is stacked and aligned on top of each other as a multi-state object. When you print the document or export it as a PDF, only the active state appears. After you create a multi-state object, you can edit it in a variety of ways. You can edit an object in a state, add to or duplicate objects in a state, or delete a state and its contents. If you want to break apart a multi-state object, you can convert it to independent objects.

Create a Multi-State Object

- 1 Select the objects you want to convert into a multi-state object.
- 2 To stack the objects on top of each other, click the **Align Horizontal Centers** and **Align Vertical Centers** buttons on the Control or Align panel.
- 3 Select the **Object States** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Object States**.
- 4 Click the **Convert Selection To Multi-State Object** button on the panel.

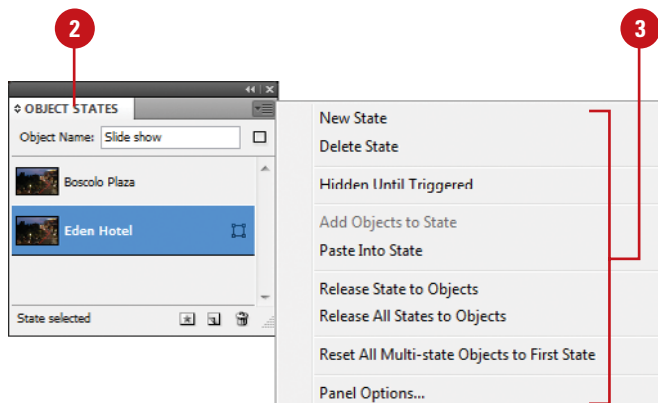
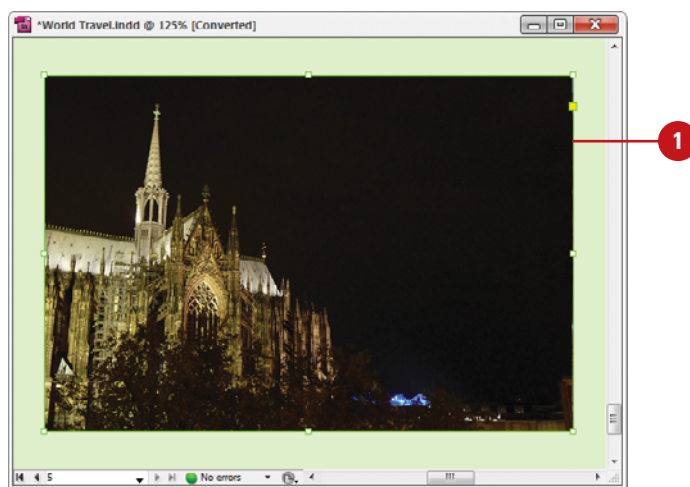
The objects appears as states in the panel and a dashed frame border appears around them in the document.

- 5 Type a name for the multi-state object.
- 6 Click the default state name, type name, and then press Enter (Win) or Return (Mac).
- 7 To select the multi-state object, click the **Multi-State** button.
 - ◆ To select a state, click the state in the list.



Edit a Multi-State Object

- 1 Select a multi-state object.
- 2 Select the **Object States** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Object States**.
- 3 Perform any of the following:
 - ◆ **Edit a State.** Select the state in the panel, and then edit it in the document.
 - ◆ **Add an Object to an Existing State.** Select the object and multi-state object, and then click the **Add Objects To Visible State** button on the panel.
 - ◆ **Paste an Object to an Existing State.** Cut or copy the object to the Clipboard, select the multi-state object, select the state in the panel, click the **Options** menu, and then click **Paste Into State**.
 - ◆ **Duplicate a State.** Select the state in the panel, click the **Options** menu, and then click **New State**.
 - ◆ **Delete a State and Remove Contents.** Select the state in the panel, click the **Options** menu, and then click **Delete State**.
 - ◆ **Convert a Multi-State Object to Independent Objects.** Select the state in the panel, click the **Options** menu, and then click **Release State To Object**.
 - ◆ **Hide a Multi-State Object in an Export Until Triggered.** Click the **Options** menu, and then click **Hidden Until Triggered**.
 - ◆ **Reset All Multi-State Objects to the First State.** Click the **Options** menu, and then click **Reset All Multi-State Objects To First State**.

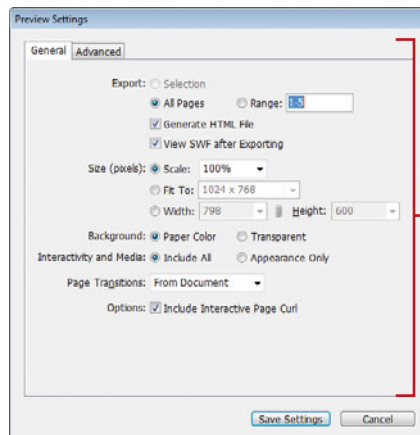


Using the Preview Panel

Use the Preview Panel

- 1 Select the object or display the spread or document (interactive) you want to preview.
- 2 Select the **Preview** panel.
 - ◆ Click the **Window** menu, point to **Interactive**, and then click **Preview**.
- 3 Click a preview mode button on the panel: **Set Preview Selection Mode**, **Set Preview Spread Mode**, or **Set Preview Document Mode**.
- 4 To play the preview, click the **Play Preview** button on the panel.
 - ◆ To erase the preview, click the **Clear Preview** button on the panel.
- 5 To set preview settings, click the **Options** menu, click **Edit Preview Settings**, select the options you want on the General and Advanced tabs, and then click **Save Settings**.
- 6 To test in your browser, click the **Options** menu, and then click **Test in Browser**.

If you're working on an interactive document, you can use the Preview panel (**New!**) to view animation and interactivity for the current selection, current spread, or the entire document. If you want to test your interactive document in your browser, you can open it from the Preview panel. If the preview display is not exactly what you want, you can set general and advanced options in the Preview Settings dialog box to change it. Some of the options include size, background, interactivity and media, page transitions, frame rate, and image handling resolution, compression and quality.



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