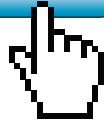




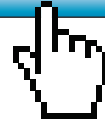
**InDesign**  
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## **Build PDF Tool Tips Inside InDesign**

hover over me



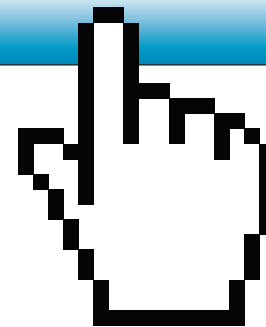
check me out



I have a secret



# Build PDF Tool Tips Inside InDesign



Adding “tool tips” to your PDFs  
is an easy way to let your reader  
learn more about your subject.

**By Keith Gilbert**

I love the tool tips that appear when you hover over icons in most modern applications and Web sites. These tool tips give you a written explanation of an icon’s purpose or a text’s meaning, and so are a user-friendly way to save on screen real estate. Move over, software developers and Web site engineers—now you and I can include this type of help in PDF files generated from InDesign!

Let’s say you’re laying out a document that’s loaded with technical jargon and acronyms. It will be distributed as a PDF to a wide audience that

may not know all those terms. Rather than bury the usual acronym glossary in the back of the document, you can enhance the PDF so that when readers hover over an acronym, the tool tip defines the mystery word.

You can add these handy tool tips in InDesign CS2 or CS3 in just a few steps. I’ll show you how to create an invisible button in InDesign that contains a tool tip; then export the InDesign file to PDF with the proper settings. Along the way, you’ll also pick up tricks on anchored graphics and Find/Change techniques.

# Tip

I'm using the CS3 term "panel"; CS2 users, mentally substitute the word "palette" and you'll be fine.

## 1 Prepare

Start InDesign, open your States panel (Window > Interactive), and position it somewhere handy on your screen (Figure 1). Make your Frame edges visible (View > Show Frame Edges).

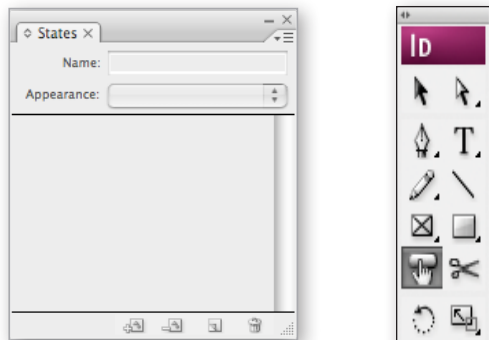


Figure 1: The States panel.

Figure 2: I've highlighted the Button tool icon in the Tools panel.

## 2 Build the Button

Create the pages of your document normally. I add the tool tip text descriptions as I create my layout; you can also do so as a final step just before you finish the document. When you're ready to add a tool tip description, select the Button tool and draw a box around one of the acronyms in your document. (You'll find the Button tool below the Rectangle tools in the Tools panel (Figure 2), or press "b" to access the tool from the keyboard.)

Look in the States panel and you'll see that InDesign has created a button named "Button 1" (Figure 3).

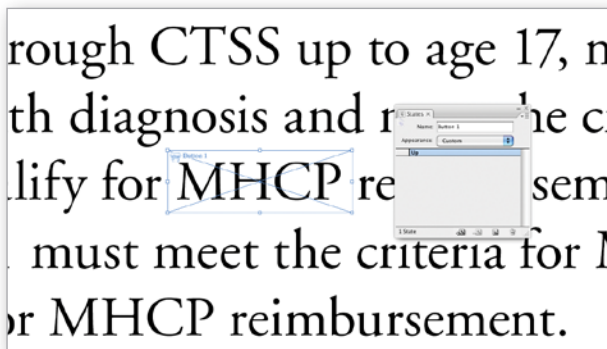
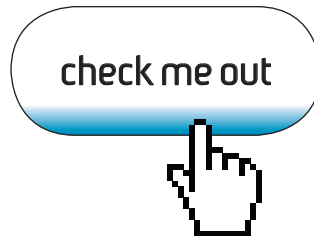


Figure 3: It may not look like it, but the blue box with the X through it is a button.



## 3 Specify Button Options

In the States panel's fly-out menu, choose Button Options or double-click on the button with the Select (Black arrow) tool. In the Button Options dialog box (Figure 4), enter a new name for the button if you wish, but the name of the button isn't important. Type the meaning of the acronym—what you want to appear in the tool tip—in the Description field. Make sure that the Visibility in PDF: field is set to "Visible", and then click OK.

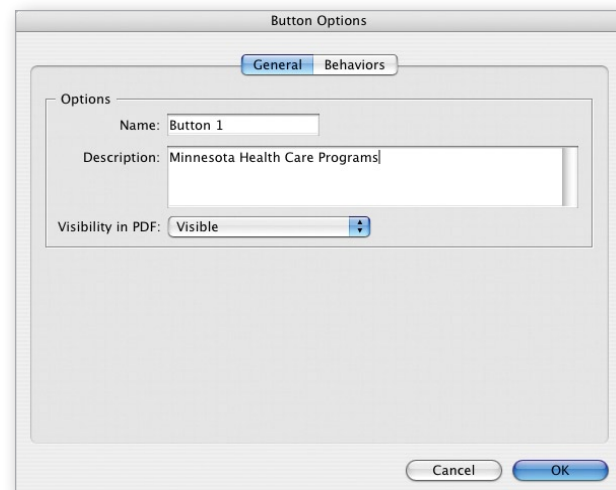


Figure 4: The Description field is very important: what you enter here will show up as a tool tip in the final PDF.

## Tip

Because you can apply Object Styles to buttons, you could create an Object Style that removes any fill or stroke from the button with a single click. Or, with no button selected, click on the button tool and change the stroke color to None.

This changes the default behavior of the tool, so all future buttons you create in this document with the button tool have no stroke.

## 4 Format the Hover Area

If you don't want the hover area around the acronym to be visible, use either the Stroke panel or the Control panel to remove any stroke from the button. However, if you want the hover area to be visible to the reader, you may want to give it a stroke or semi-transparent fill. Alternately, you could format the text beneath the button to indicate that it's a hot spot.

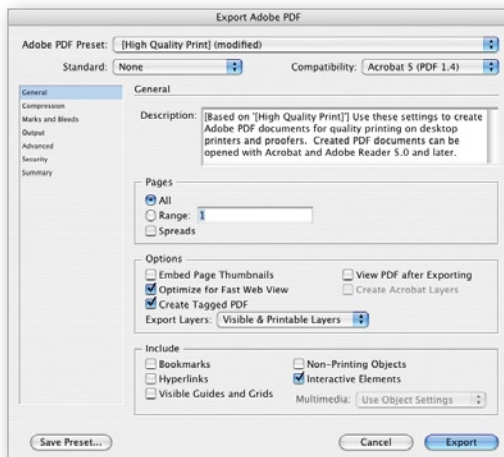
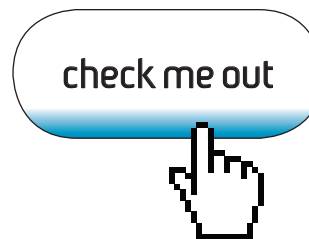


Figure 5: The two most important options here are Compatibility (Acrobat 5) and Interactive Elements (Include).



## 5 Test It

That's all there is to it—you've created your first acronym description "button". To test it, go to File > Export and choose Adobe PDF for the Format, then click the Save button. You can tweak the PDF export options as you wish (Figure 5), but you must set Compatibility to Acrobat 5 and check the Include: Interactive Elements option. Finally, click the Export button.

Open the PDF in Adobe Acrobat or Adobe Reader. The button you just created should be invisible, but when you hover over the acronym, the full definition should be spelled out (Figure 6).

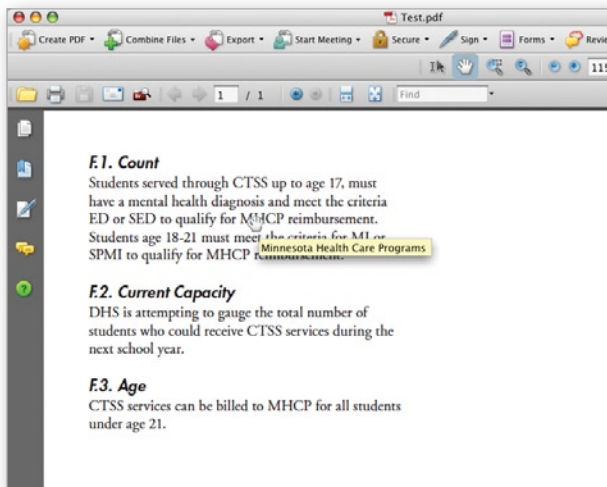


Figure 6: That small yellow box is a tool tip.

## 6 Anchor the Button

The button you created won't move with the underlying acronym text if the text reflows in InDesign. To accommodate this, embed the button object as an anchored object.

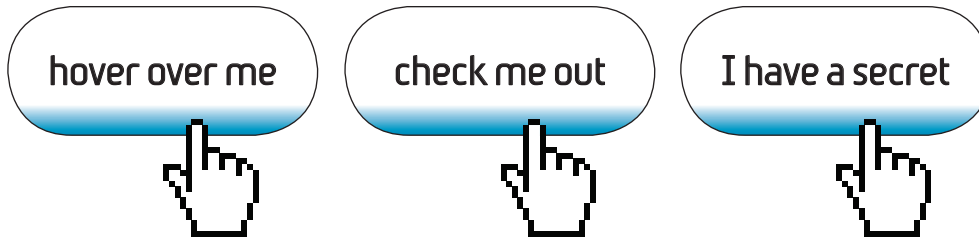
Use the Selection (black arrow) tool to select the button you just created. Choose Edit > Cut. Double-click on the acronym to switch to the Type tool, and then click in the middle of the acronym. Choose Edit > Paste (Figure 7).

### F.1. Count

Students served through CTSS up to age 17, must have a mental health diagnosis and meet the criteria ED or SED to qualify for MHCP reimbursement. Students age 18-21 must meet the criteria for MI or SPMI to qualify for MHCP reimbursement.

Figure 7: This looks odd, but you're not done yet.

Switch to the Selection tool again (in CS3, press the Esc key to quickly switch from the Type tool to the Selection tool) and select the button once again. Choose Object > Anchored Object > Options.



Complete the dialog box exactly as shown in (Figure 8), then click the OK button. You may need to adjust the vertical and horizontal position of the button slightly with the Selection tool. Now the button is anchored to the acronym and will move where the acronym moves (Figure 9).

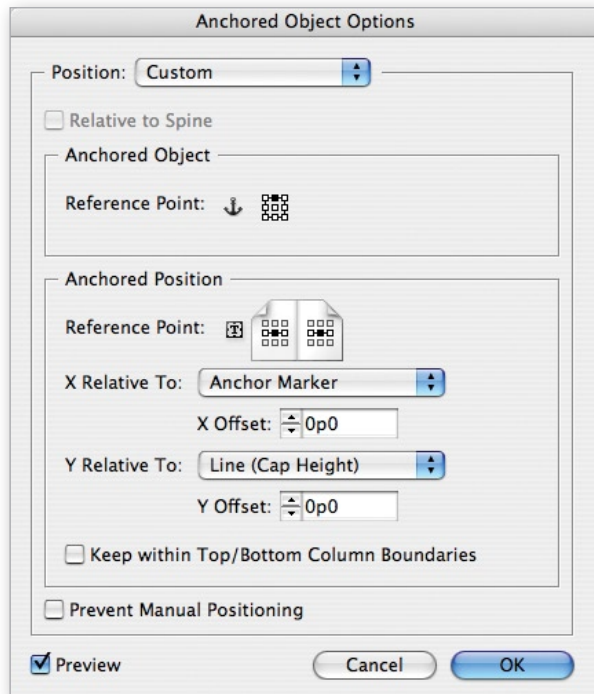


Figure 8: Replicate the settings in this dialog box.

### F.1. Count

Students served through CTSS up to age 17, must have a mental health diagnosis and meet the criteria ED or SED to qualify for MHCP reimbursement.

Figure 9: This button will move with the acronym even if text reflows.

## 7 Build a New Tool Tip

Making the first tool tip is the hard part. After you have one, you can duplicate it or create a new one pretty easily.

To make a second button for a different acronym, choose **Type > Show Hidden Characters**. Use the Type tool to carefully select the “Yen” symbol that marks where the first button you created is anchored to the middle of the first acronym. (You will either need to zoom way in to see the Yen symbol through the button, or choose **Edit > Edit in Story Editor**, and select the Anchor Symbol [Figure 10] in the middle of the acronym.) Choose **Edit > Copy**, click in the middle of the next acronym you want to define, and choose **Edit > Paste**.



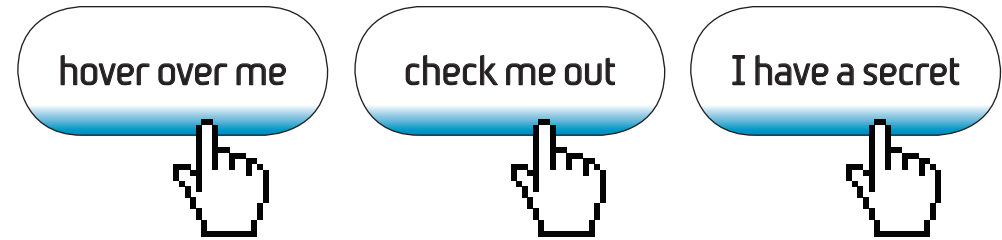
Figure 10: The anchor symbol (circled) is an important marker.

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Select the new button with the Selection tool. In the States panel menu, choose Button Options. In the Button Options dialog box, type the new tool tip text in the Description field. Make sure that the Visibility in PDF: field is set to “Visible”, and then click the OK button.

## 8 Build Multiple Instances of the Same Tool Tip

If an acronym appears a few times in your document, you can easily copy and paste the acronym with the Type tool, and the button that’s attached as an anchored object will come along for the ride. But what if an acronym that occurs dozens or hundreds of times, and you want it tool tip to appear every time? Not to worry—you can accomplish it quickly with Find/Change if you have InDesign CS3.

With the Type tool, select an acronym (the entire chunk of text in which the button’s anchored, not just the Yen symbol). Choose Edit > Copy, then choose Edit > Find/Change (Figure 11). In the Find What field, choose the acronym you’re looking for. In the Change to field, type ^c (which means “Clipboard contents, formatted”). Next, click the Change All button, and you’re finished!

■ **Keith Gilbert** is an Adobe Certified Instructor and an Adobe Print Specialist and has taught classes and seminars throughout the US, as well as Bridgetown, Barbados, and Nairobi, Kenya. Keith is one of a select group of individuals nationwide to be certified for on-site training in InDesign, InCopy, Illustrator, Photoshop, and Acrobat. He has been consulting and training for 22 years and still loves his job. For more information, visit [www.gilbertconsulting.com](http://www.gilbertconsulting.com) or read his blog at [gilbertconsulting.blogspot.com](http://gilbertconsulting.blogspot.com).



Figure 11: InDesign CS3’s Find/Change box is ideal for acronyms that appear frequently throughout a document.

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