

Interactive PDF

User Guide

08/02/2022

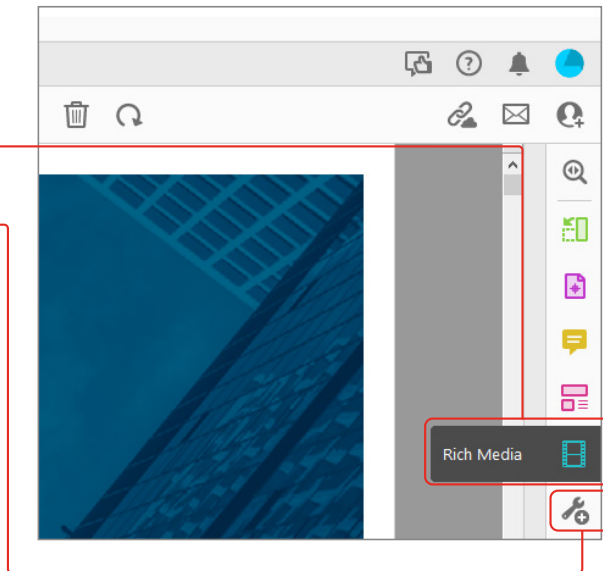
CtrlPrint

Create buttons in Acrobat

This guide shows how you can create buttons in Acrobat and duplicate them in the document in an easy way.

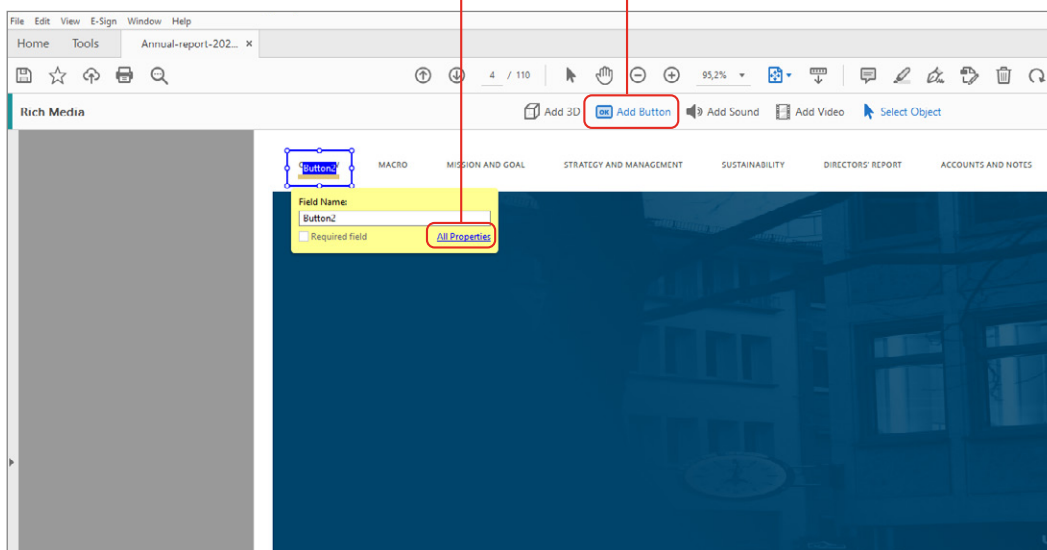
GETTING STARTED

1. Start by opening the PDF you want to make interactive.
2. Open the tool **“Rich Media”**.
3. If the tool isn't available, you can add it by opening **“More Tools”**.



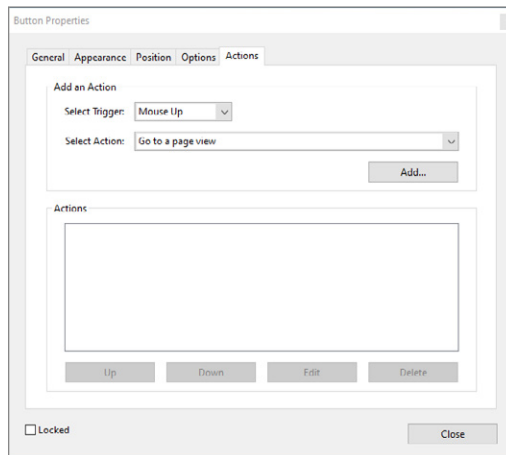
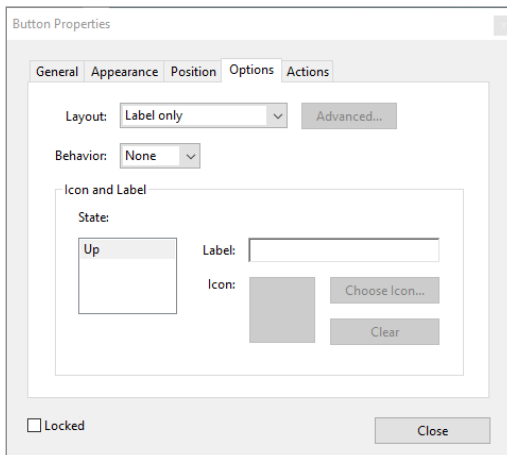
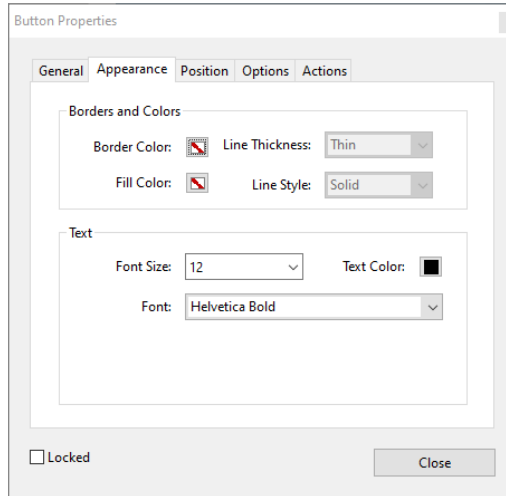
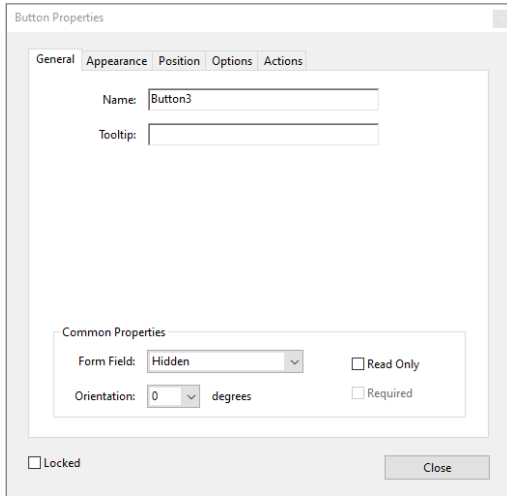
ADD BUTTON

1. Click **“Add button”**.
2. Make a square where you want the button.
3. Click on **“All Properties”** to open the settings for the button.



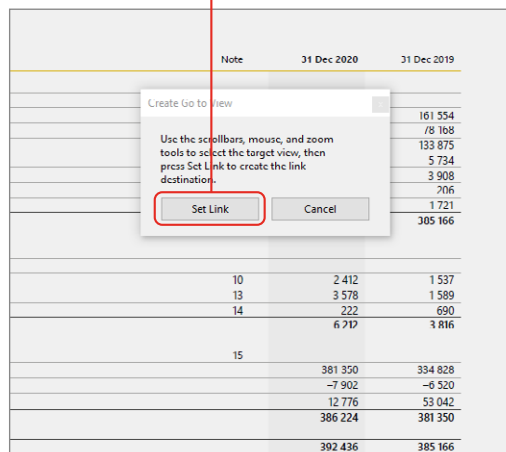
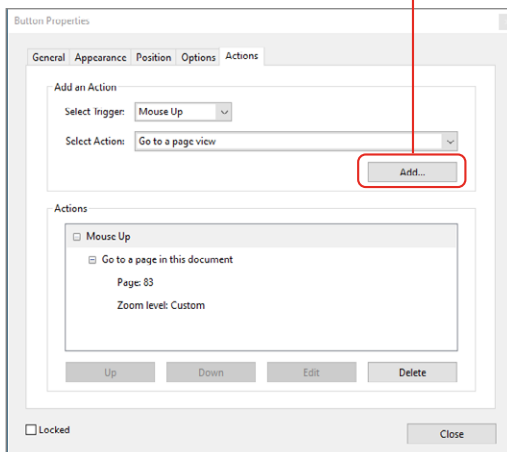
SETTINGS FOR THE BUTTON

1. See settings beneath to create an invisible button.



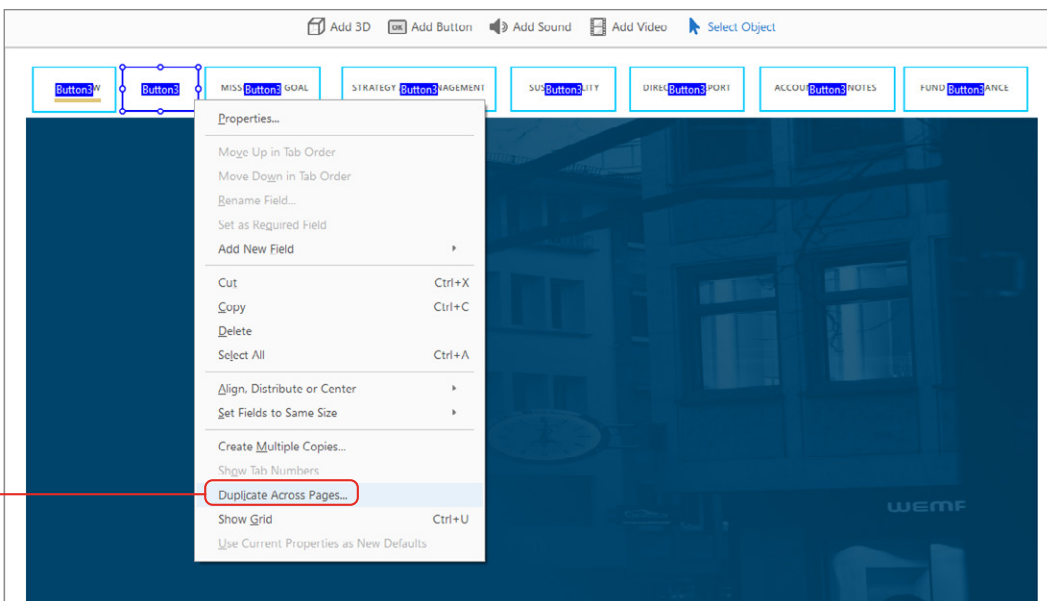
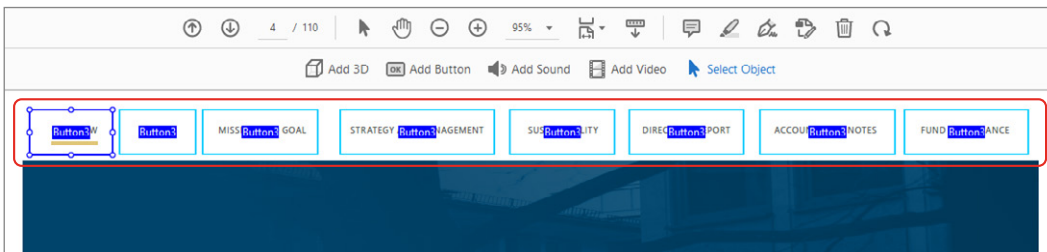
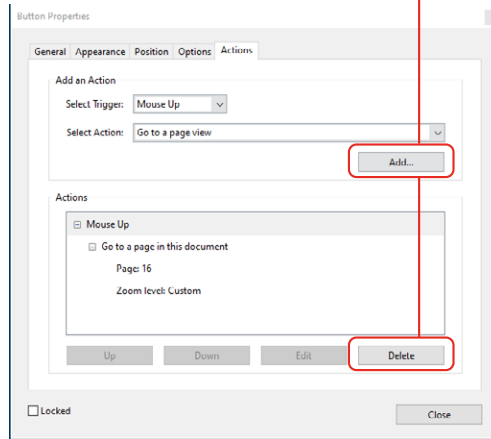
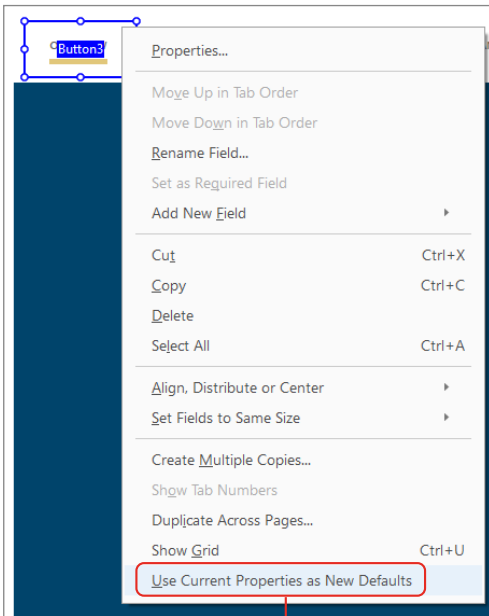
CREATE LINK TO PAGE

1. Click **“Add”**.
2. Navigate to the page you want the link to go to.
3. Click **“Set link”** to set the destination of the link.



FINALISING

1. Right click on the button to set your new settings as default so you don't need to change it every time you make a new button.
2. Copy and paste the button to the other navigation headlines.
3. Change the destination of the link for each button. Open **"Button Properties/Actions"** and click **"Delete"**. Then click **"Add"** and set a new page link.
4. Select all buttons. Right click on one button and choose **"Duplicate across pages"**. Now you have all buttons on all pages.



Replace pages in the PDF

If you have created a new PDF but want to keep the interactivity from the old PDF, follow the steps beneath.

1. Open the old interactive PDF.
2. Open **“Page Thumbnails”**.
3. Open **“Options/Replace pages”**.
4. Select the new PDF and replace all pages.
5. Save the PDF.

Now you have replaced all pages in the PDF but the interactive elements are still there.

