



Repurposing PDF print files for online magazines

(using Adobe Acrobat Pro 10)

It will be necessary to create a PDF that contains all the pages in one document, includes hyperlinks, and does not include the bleed. The following will show you how to create links in an existing PDF for Print file, crop the pages to remove the bleed, and optimize it for digital delivery. These instructions were created using [Adobe Acrobat Pro 10.0](#).

And finally, while the print version does not need to have all the publication's pages in one single document, the online version does require that all pages are in one document per issue. Please differentiate these two files by naming them properly. (Suggestion: Add “_DE or _Vmag” to the end of the file name.)

Checking page size

Open the pdf and move your cursor to the lower left corner of the page and the page size will appear. Check this for each page because it is possible to have different size pages in one pdf. (Note: if you check the page size by selecting [File>Properties>Description](#), you only get the size for the actual page you are viewing.)

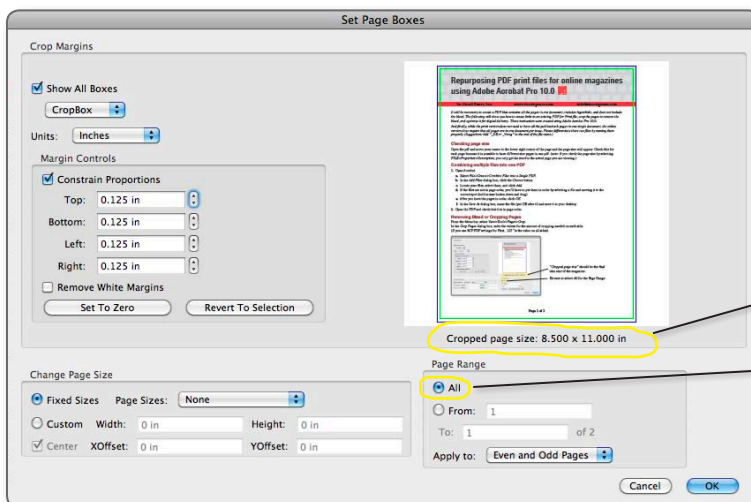
Combining multiple files into one PDF

1. Open Acrobat
 - a. Select [File>Create>Combine Files into a Single PDF](#).
 - b. In the [Add Files](#) dialog box, click the [Choose](#) button
 - c. Locate your files, select them, and click [Add](#).
 - d. If the files are not in page order, you'll have to put them in order by selecting a file and moving it to the correct spot (hold mouse button down and drag)
 - e. After you have the pages in order, click [OK](#)
 - f. In the [Save As](#) dialog box, name the file (put DE after it) and save it to your desktop
2. Open the PDF and check that it is in page order.

Removing Bleed or Cropping Pages

From the Menu bar, select [View>Tools>Pages>Crop](#).

In the [Crop Pages](#) dialog box, enter the values for the amount of cropping needed on each side. (If you use SCP PDF settings for Print, .125” is the value on all sides).



“Cropped page size” should be the final trim size of the magazine.

Be sure to select [All](#) for the Page Range.

Creating Hyperlinks

Auto links: Any text (excluding text in a placed graphic) with *www.*, *http://*, or *@*, can have links automatically generated by selecting *View>Tools>Document Processing>Create Links from URLs*.

Manual links: Ads placed as graphics will have to be linked manually.

1. Select *View>Tools>Content* and select the Link tool  *Link* in the toolbar.

The pointer becomes a crosshair and any existing links in the document become visible.

2. Drag a rectangle around the area you want to be active as a link.

3. In the *Create Link* dialog box, select the option you want for the link appearance.

4. Select one of the following link actions:

Option	Description
Go to a Page View	Using the arrow keys in the menu bar, go to the page within the current document that you want to link, then click Set Link. (<i>Works great for linking your table of contents to the articles</i>).
Open a file	Select the destination file & click Select
Open a Web Page	Type in the URL of the destination web page or an email address. (<i>Note: always add http:// at the start of a URL address or mailto: before an email address</i>)
Custom Link	In this dialog box you can set actions to be associated with the link.

Bookmarks

We manually create a table of contents list (based on your table of contents page) which is assessable from the toolbar of your digital edition. A viewer can select any article from the list and will be taken directly to the page of the corresponding article.

Optional: For more control, or if a more detailed table of contents list is desired, you could create bookmarks in InDesign which will transfer into Acrobat and then into your Digital Edition. Bookmarks also can be easily created directly within Acrobat.

Optimizing

Select

File>Save As>Optimized PDF

Set the Images tab as shown and click *OK*.

