

BOOKENDS

THE COMPREHENSIVE INDEX GENERATOR

Activate 6.x

Macintosh and Windows
Combined User's Guide



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Section I – Introduction

Overview of Features

Sonar Bookends® Activate™ is a plug-in for Adobe's Acrobat 8.0 and later that automatically creates (activates) hyperlinks for:

- Table of contents entries
- Index entries
- URLs
- Email addresses
- Figures and tables
- Page references

A new feature will now create Acrobat bookmarks automatically from your document's table of contents!

If you have an earlier version of Acrobat (version 5.0 to 7.x), the older versions of Sonar Bookends Activate are included.

The table of contents, URLs, e-mails, figures, page references, and index in this manual have not been activated, nor are there any bookmarks. This was done intentionally to allow you to activate the entries and create bookmarks while following the tutorial in Section VII on page 19.

Except for URLs and email addresses, hyperlinked text can be colored red, green, or blue starting with Acrobat version 8. Bookmark generation also starts with Acrobat version 8.

Hardware Requirements

Sonar Bookends Activate requires either a:

- Macintosh computer running OS X or
- Windows compatible computer

Installing Sonar Bookends Activate

Macintosh (Acrobat 9.x): To install, hold the *control* key while clicking and holding on the *Acrobat* application. Select *ShowPackage Contents* and open the *Contents* folder. Drag the *Sonar Bookends Activate.acroplugin* into the *Plug-ins* folder.

Macintosh (pre-Acrobat 9.0): To install, click once on the *Acrobat* application and in the *File* menu select *Get Info*. Then under *Plug-ins* click the *Add* button and select the *Sonar Bookends Activate* plug-in.

Windows (all Acrobat versions): To install, simply copy the *Sonar Bookends Activate* plug-in into the Acrobat *Plug-ins* folder (usually found at *c:\program files\adobe\acrobat*).

Registering Sonar Bookends Activate

Beginning with Acrobat 8, Sonar Bookends Activate will run in *demo* mode until you enter a valid serial number, which you will have received with your purchase.

To enter the serial number, select *Register...* in Sonar Bookends Activate's *Activate* menu, which is found in Acrobat's *Advanced* menu.

Technical Support

You will receive 30 days of free telephone or email support, starting with your first call or email asking for support.

You can purchase a **Technical Support and Software Update Agreement (TSSUA)** that will give you unlimited support for a year, notifications via email of any updates or upgrades, and free downloads of those updates and upgrades.

For technical support, please call Virginia Systems between the hours of 9 AM and 5 PM Eastern Standard Time, Monday through Friday. Be ready to provide the customer support representative with your serial number or your TSSUA number.

Alternatively, technical questions can be sent to Virginia Systems' FAX number or email address. Along with any questions, please include your:

- Name
- Serial number or TSSUA number
- Telephone number
- FAX number

Telephone number: (804) 739-3200

Fax number: (804) 739-8376

Email: support@virginiasytems.com

More detailed information is available at: www.virginiasytems.com/support.html

Section II – Table of Contents Activation

Sonar Bookends Activate can automatically create hyperlinks for all of the page numbers in a table of contents. Once activated, clicking on a line in the table of contents causes Acrobat to jump to the page number found on that line.

Requirements

Before a table of contents can be activated, the following requirements must be met:

- The entire document, including the table of contents, must be contained in a single PDF file.
- Each entry in the table of contents must consist of a title, a tab leader and a single page number, just like the table of contents in this document.
- If the document has non-numeric or non-contiguous page numbers, use *Number Pages...* in Acrobat's page thumbnail view to set the page numbers so that Acrobat's page numbers match those printed on each page.

Activating a Table of Contents

Before activating a table of contents, you must first determine the following things:

- The page number on which the table of contents begins. This is the physical page number, with the first page number of the manual always starting at one. In this manual, the table of contents begins on physical page 3.
- The number of pages that make up the table of contents, including the first page of the table of contents. In this manual, the table of contents consists of one page.

Once the above information has been determined, we are ready to go. To begin, select *Table of Contents...* in the *Activate* menu as shown in figure 2.1.

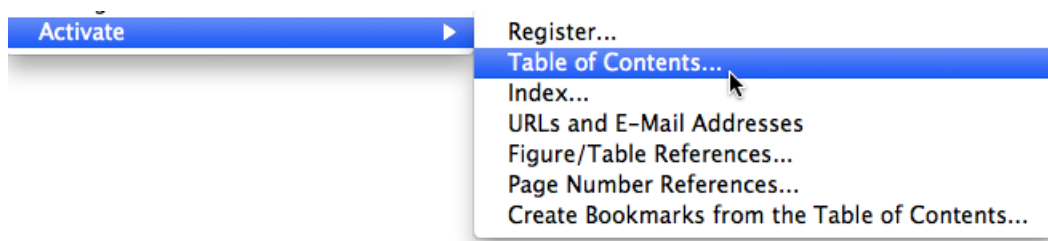


Fig. 2.1

When the dialog box shown in figure 2.2 appears, fill-in the page number where the table of contents begins in the top box. In the bottom box, enter the total number of pages in the table of contents.

Starting with Acrobat 8 you can also have the text of activated table of contents entries colored in red, green, or blue. To color the entries, click *Highlight links* and then choose the color that you want.

When ready, click the *OK* button and in a few seconds the lines in the table of contents will all be hyperlinked.

Click on a few of the links to make sure that the hyperlinks go to the correct page. If the links go to the wrong page, then you may not have programmed the correct page number sequence into Acrobat. Use *Number Pages...* in Acrobat's page thumbnail view to set the page numbers so that Acrobat's page numbers match those printed on each page.

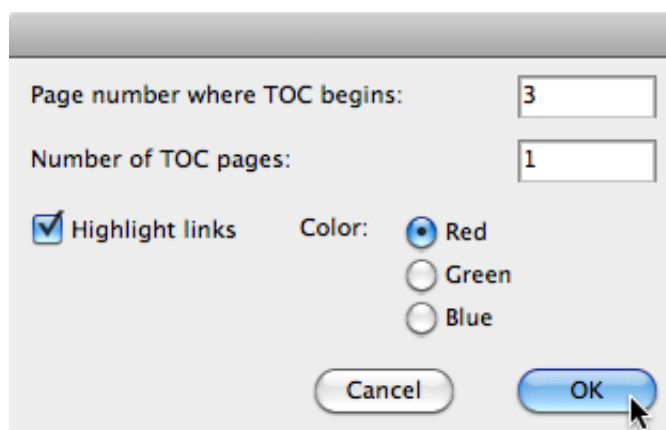


Fig. 2.2

Section III – Index Activation

Sonar Bookends Activate can automatically create hyperlinks for all of the page numbers in an index. Once activated, clicking on a page number in the index causes Acrobat to jump to that page number in the PDF document.

Requirements

Before an index can be activated, the following requirements must be met:

- The entire document, including the index, must be contained in a single PDF file.
- If the document has non-numeric or non-contiguous page numbers, use *Number Pages...* in Acrobat's page thumbnail view to set the page numbers so that Acrobat's page numbers match those printed on each page.
- Each entry in the index must consist of a word or phrase, a comma, and the page numbers for the entry separated by commas. Alternatively, a dot-leader can be used between the word or phrase and the first page number, or there can be a gap at least several characters wide (usually created using a tab character) between the word or phrase and the first page number.

Examples of valid index-entry formats:

Feral cats, 24, 46, 92-98

or

Feral cats 24, 46, 92-98

or

Feral cats 24, 46, 92-98

Activating an Index

Before activating an index, you must first determine the page number on which the index begins. This is the physical page number, with the first page number of the manual always starting at one. The physical page number does not necessarily correspond with the page number printed on the page itself. The index in this manual starts on physical page number 25.

If the index doesn't run through the end of the book and you are using Acrobat 8 or later, determine the number of pages that the index contains and only those pages will be hyperlinked.

Once you know the page number where the index begins and, if needed, the number of index pages, you are ready to go. To begin, select *Index...* in the *Activate* menu as shown in figure 3.1.

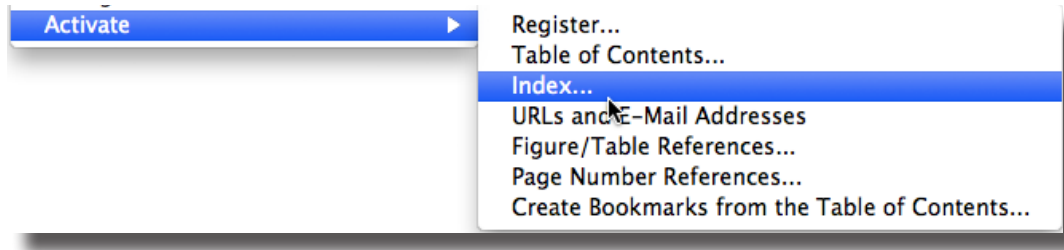


Fig. 3.1

When the dialog box shown in figure 3.2 appears, fill-in the page number where the index begins and, optionally, put in the number of index pages. If the index goes to the end of the book, then you don't need the number of pages.

If the page numbers in the document are numeric, then the *Hyphens separate page ranges* check box should be checked. Otherwise, uncheck it if the document has page numbers that contain non-numeric values (like *ii* or *A6* or *12-5*).

For Acrobat 8 or later, if you want the text of the hyperlinked page numbers to be colored, click the *Highlight links* check box and the selected either red, green, or blue for the color of the text.

When you are ready, click the *OK* button and in a few seconds the page numbers in the index will all be hyperlinked. Click on a few of the page numbers to make sure that the hyperlink goes to the correct page. If the links go to the wrong page, then you may not have programmed the correct page number sequence into Acrobat. Use *Number Pages...* in Acrobat's page thumbnail view to set the page numbers so that Acrobat's page numbers match those printed on each page.

Note: If *Hyphens separate page ranges* is checked, then for consecutive page numbers which are hyphenated, only the first number is activated. In the following example pages 24, 46 and 92 are hyperlinked, but not 98:

Feral cats, 24, 46, 92-98

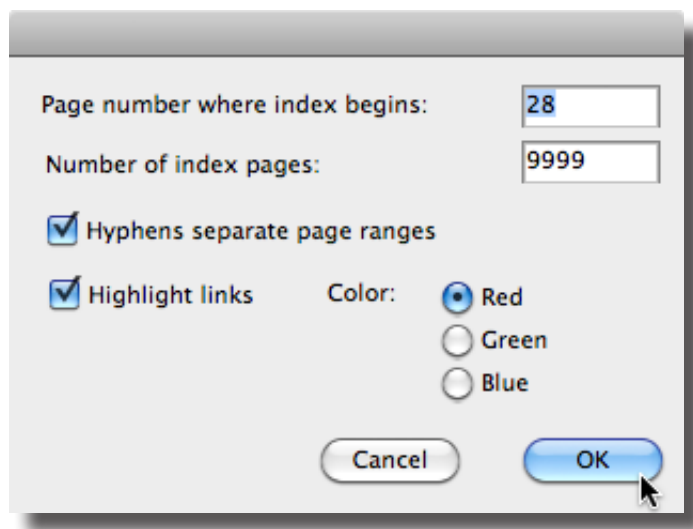


Fig. 3.2

Section IV – URL and Email Activation

Sonar Bookends Activate can automatically create hyperlinks for all of the URLs (Universal Resource Locators) and email addresses in a document. Once activated, clicking on a URL or email address causes the default web browser to either open the selected web page or invoke a mail-to dialog box, respectively.

Requirements

There are no particular requirements to activate URLs or emails. URLs may be prefixed with <http://>, but this is not a requirement.

The following URLs will all behave identically:

<http://www.virginiasystems.com>
www.virginiasystems.com
<www.virginiasystems.com>
[virginiasystems.com](mailto:www.virginiasystems.com)

Activating URL and Email Addresses

To activate URLs and emails, select *URLs and E-Mail Addresses* in the *Activate* menu as shown in figure 4.1. All URLs and email addresses will be activated within a few seconds.

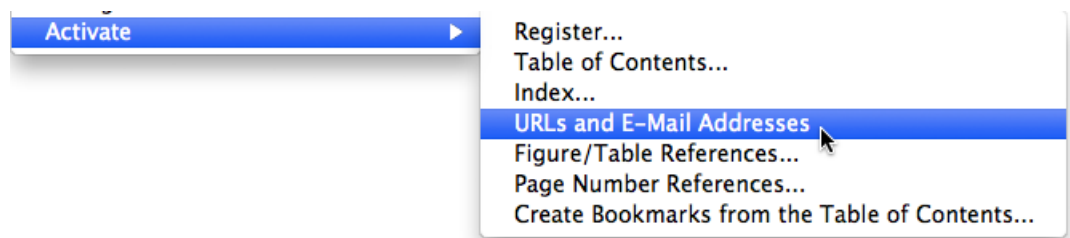


Fig. 4.1

Section V – Figure/Table Reference Activation

Sonar Bookends Activate can automatically create hyperlinks for all references to figures and tables in a document. After activation, clicking on a reference (such as [Table 4.6](#) in the phrase [See Table 4.6](#)) will cause Acrobat to display the page where [Table 4.6](#) appears.

Requirements

The titles of figures and tables and the references to those titles need to be both **consistent** and **different**. In this manual, for example, references in the text always use the word “[figure](#),” while the title of each figure uses the abbreviation “[Fig.](#)” Without this distinct difference, Sonar Bookends Activate could not tell titles from references. The title numbers must contain at least one numeric digit, like Table 6.5W. Reference words not followed by a title number are ignored. Thus, the occurrence of [figure](#) in the sentence “[I can’t figure it out](#)” would be ignored because “it” does not contain at least one digit.

Symbols like “<>()[]{}” can be used to make either titles, or references, or both, unique:

See <Table 6.2W>
{Table 2}

Optionally, case can be used to make titles and references unique. For example, case can be used if references are always lower case (“[see table 65](#)”) and titles are always upper case (“[Table 65](#)”).

Activating Figure and Table References

To activate figure and table references, select *Figure/Table References...* in the *Activate* menu as shown in figure 5.1.

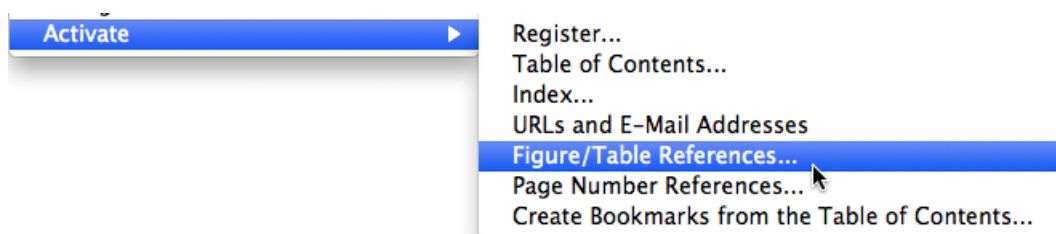


Fig. 5.1

When the dialog box shown in figure 5.2 appears, enter the reference identifier in the top box. For this manual, you would enter [Figure](#) as the reference. In the bottom box enter the target, or title, identifier. For this manual, you would enter [Fig.](#) as the target (including the period if it is an abbreviation). Ignore case should be checked if case is not being used to distinguish between titles and references. You can optionally color the text of the links in either red, green, or blue. Click the *OK* button and the figure and table references will be activated.

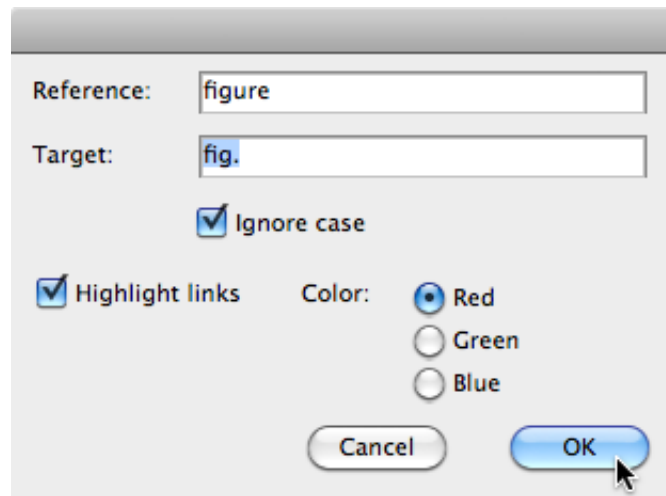


Fig. 5.2

Using Brackets in Reference or Target Names

If brackets `(){}[]<>` are used to delineate either figure and table references, targets, or both, then the bracket must be included in the reference or target fields in figure 5.2. However, depending on where the brackets are placed, you may or may not enter both brackets. You will always enter the left most bracket. Here are the rules:

Reference or title in book	Entered into figure 5.2
<Table 22>	<Table
<Table> 22A	<Table>

Errors

When activating figure and table references, there are two main errors that can occur. The first is if there are two or more targets with the same title number. For example, two [Table 5.2s](#). Sonar Bookends Activate puts up a dialog box showing the offending title number, ignores the duplicate, and continues.

The second error is caused when a title number cannot be found to match a reference. For example, the text of the book contains the phrase “[Referring to table 4.8 below...](#)” and there is no [table 4.8](#) or the table name or number are misspelled. Sonar Bookends Activate puts up a dialog box showing the offending title number, ignores the offending reference, and continues.

Sometimes the second message can appear if the reference word is used in other ways. For example, if the book has the phrase “[Move the table 6 feet to the left,](#)” then Sonar Bookends Activate would be looking for [table 6](#) in the book and not finding it. This reference to “[table 6](#)” will simply be ignored. Also “[I figure it was an easy thing to do](#)” would be ignored since “[figure](#)” is not followed by a value containing at least one digit.

Section VI – Page Number Reference Activation

Sonar Bookends Activate can automatically create hyperlinks for page number references, like “[See page 15.](#)” Once activated, clicking on the text in a page number reference causes Acrobat to jump to the corresponding page number in the PDF document.

Requirements

Before page number references can be activated, the following requirements must be met:

- The entire document must be contained in a single PDF file.
- The page number to be activated must exist in the document.
- If the document has non-numeric or non-contiguous page numbers, use *Number Pages...* in Acrobat’s page thumbnail view to set the page numbers so that Acrobat’s page numbers match those printed on each page.

Activating Page Number References

To activate page number references, select *Page Number References...* in the *Activate* menu as shown in figure 6.1.

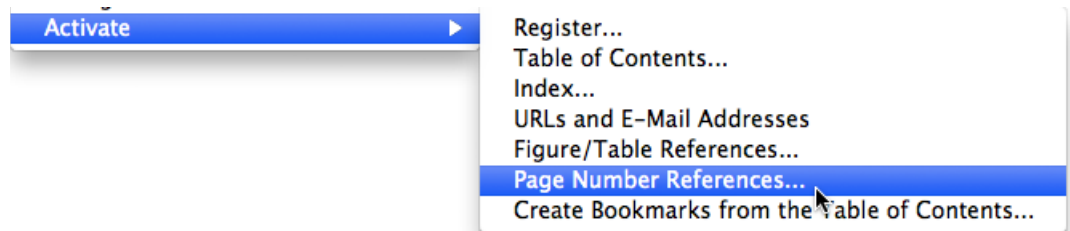


Fig. 6.1

When the dialog box shown in figure 6.2 appears, enter the page number reference identifier in the top box. For this manual, you would enter [on page](#) as the reference. Ignore case should be checked if case is not being used to distinguish page number references. You can optionally color the text of the links in either red, green, or blue. Click the *OK* button and the page number references will be activated.

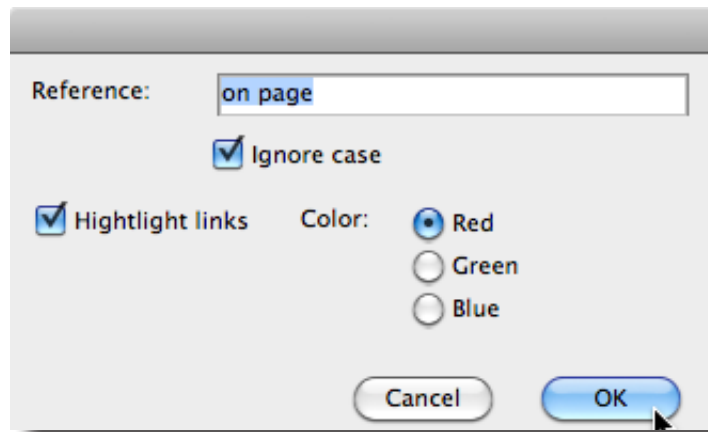


Fig. 6.2

The entire page number reference, including the page number, is activated.

You can repeat this operation using different page number references until you have exhausted all the various ways that page numbers are referenced in the document.

Section VII – Bookmark Creation

Sonar Bookends Activate can automatically create Acrobat bookmarks based on the table of contents for your PDF file.

Requirements

Before bookmarks can be created, the following requirements must be met:

- The entire document, including the table of contents, must be contained in a single PDF file.
- Each entry in the table of contents must consist of a title, a tab leader and a single page number, just like the table of contents in this document.
- If the document has non-numeric or non-contiguous page numbers, use *Number Pages...* in Acrobat's page thumbnail view to set the page numbers so that Acrobat's page numbers match those printed on each page.

Creating Bookmarks

Before creating bookmarks, you must first determine the following things:

- The page number on which the table of contents begins. This is the physical page number, with the first page number of the manual always starting at 1. In this manual, the table of contents begins on physical page 3.
- The number of pages that make up the table of contents, including the first page of the table of contents. In this manual, the table of contents consists of one page.

Once the above information has been determined, we are ready to go. To begin, select *Create Bookmarks from the Table of Contents...* in the *Activate* menu as shown in figure 7.1.

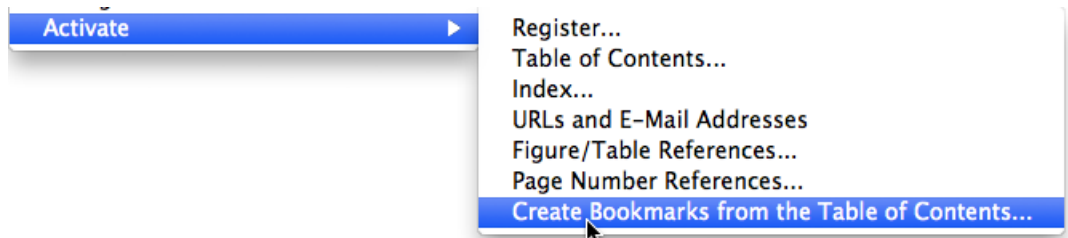


Fig. 7.1

When the dialog box shown in figure 7.2 appears, fill-in the page number where the table of contents begins in the top box. In the bottom box, enter the total number of pages in the table of contents.

When ready, click the *OK* button and in a few seconds the bookmarks will be created.

NOTE: Any existing bookmarks are replaced.

Click on a few of the bookmarks to make sure that the hyperlinks go to the correct page. If the bookmarks go to the wrong page, then you may not have programmed the correct page number sequence into Acrobat. Use *Number Pages...* in Acrobat's page thumbnail view to set the page numbers so that Acrobat's page numbers match those printed on each page.

If your table of contents has multiple levels, those levels are preserved in the bookmarks.

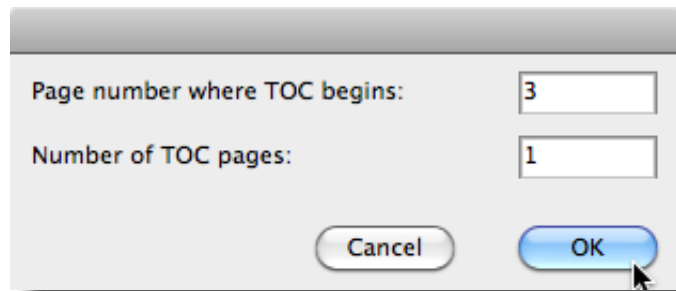


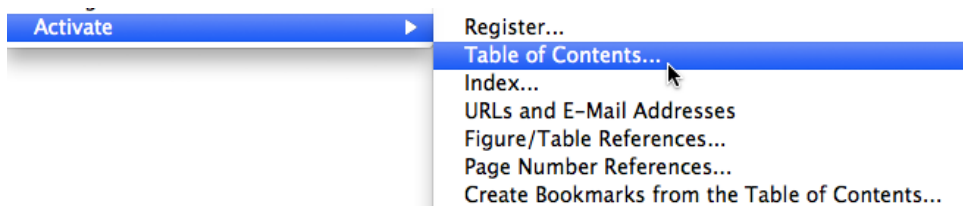
Fig. 7.2

Section VIII – Tutorial

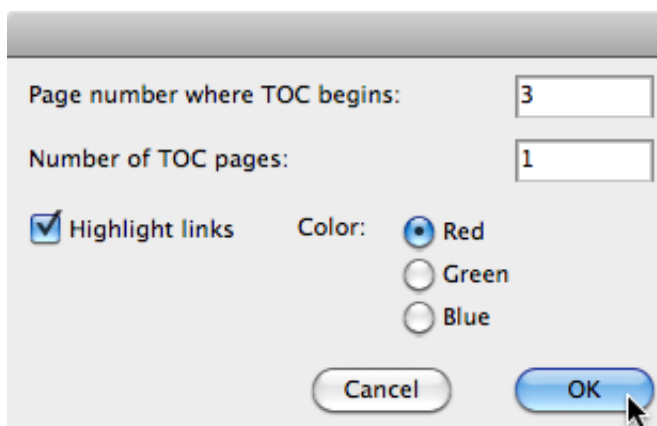
This manual was intentionally not activated nor does it have any bookmarks. This allows you to see how it is done. Follow along with the tutorial and this manual will be fully activated in less than one minute!

If you are using the demo version of Sonar Bookends Activate, only the first few items will be activated instead of all items. A dialog box will indicate how many items will be enabled, maximum.

First to activate the table of contents, choose *Table of Contents...* in the *Activate* menu.



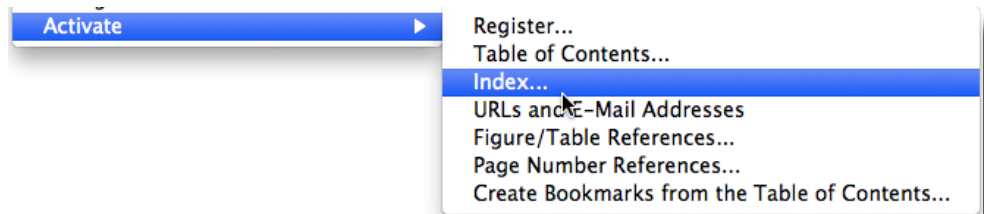
The table of contents begins on physical page 3 and is 1 page long. Enter these values and click the *OK* button. This will set the links correctly for jumping to the top of a linked page. You can color the linked text if you wish.



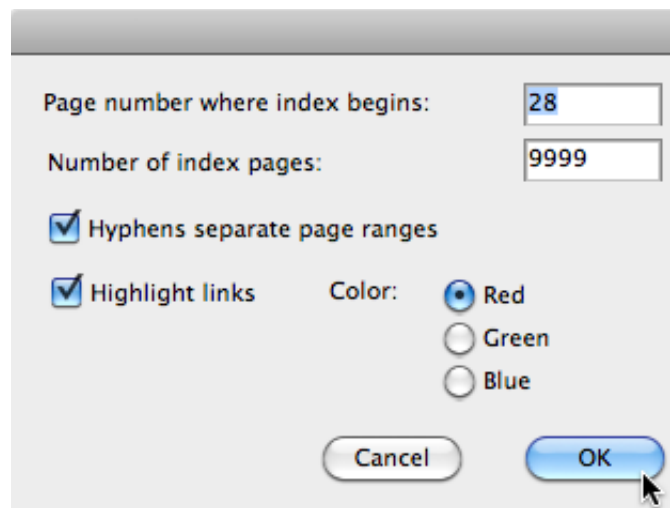
The number of entries activated is then displayed and the table of contents is done.



To activate the index, select *Index...* in the *Activate* menu.



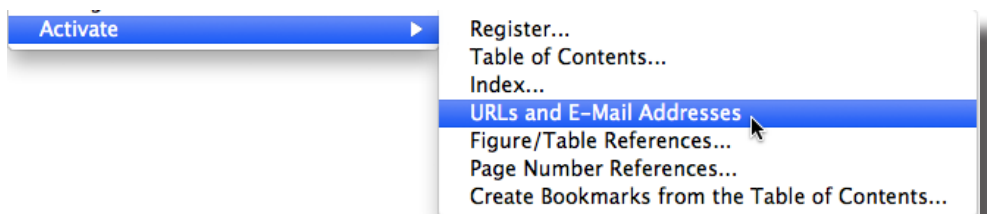
The index begins on physical page 28 and uses hyphens to separate consecutive page numbers. Since the index goes to the end of the document, there is no need to enter the exact number of index pages. You can also color the text of the links. Click the *OK* button after entering these numbers. These settings will jump to the top of linked pages.



The number of entries activated is then displayed and the index is done.



To activate the URLs and emails, choose *URLs and E-Mail Addresses* in the *Activate* menu.

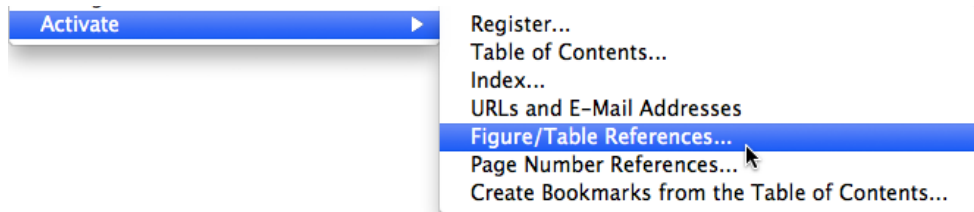


Section VIII – Tutorial

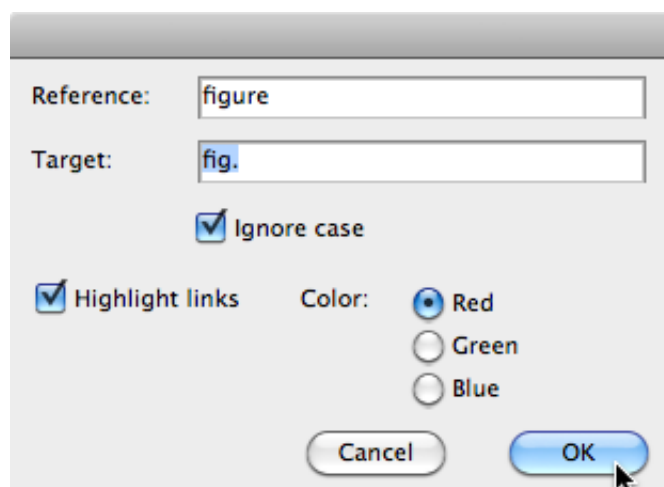
The number of entries activated is then displayed and the URL's and email addresses are done.



To activate the figure and table references, choose *Figure/Table References...* in the *Activate* menu.



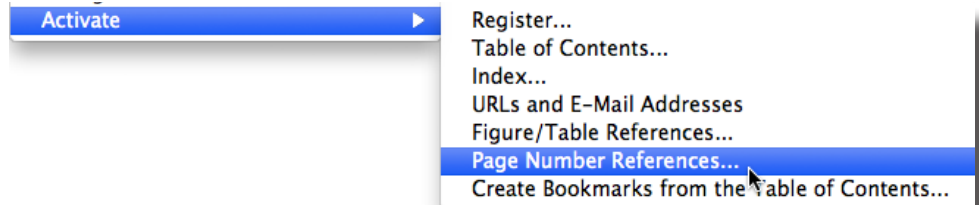
The reference is “figure” and the target is “fig.” *Ignore case* should be checked since case is not being used to differentiate between references and targets. You can color the text of the links if you wish. Click the *OK* button after entering the reference and target.



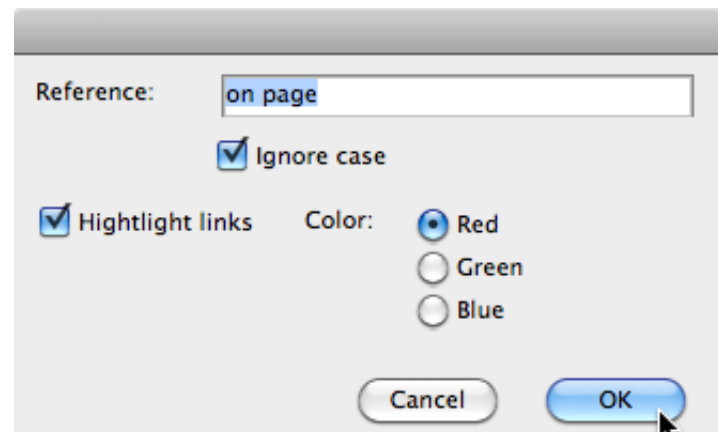
The number of entries activated is then displayed and the figure/table references are done.



To activate the page number references, choose *Page Number References...* in the *Activate* menu.



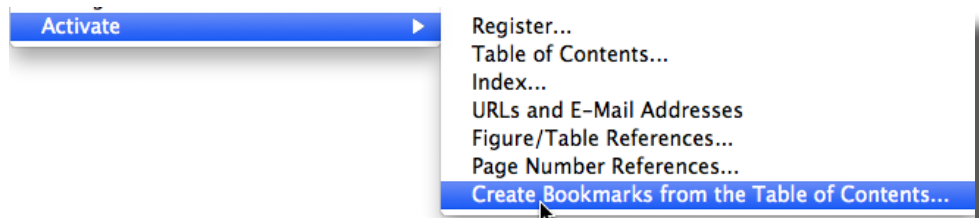
The reference is “on page” *Ignore case* should be checked since case is not being used to differentiate references. You can color the hyperlinked text if you wish. Click the *OK* button.



The number of entries activated is then displayed and the page number references are done.

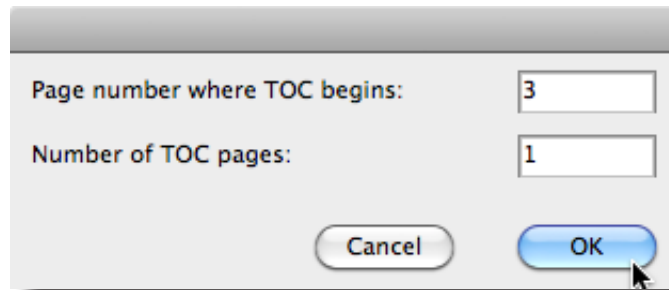


Finally, to create bookmarks from the table of contents, choose *Create Bookmarks from the Table of Contents...* in the *Activate* menu.



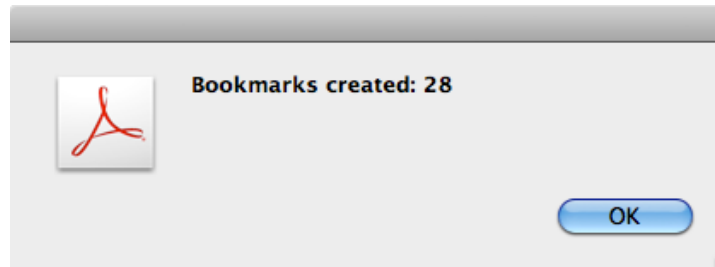
Section VIII – Tutorial

The table of contents begins on physical page 3 and there is 1 page. Click the *OK* button.



A dialog box with a light gray background and a gray title bar. It contains two text input fields. The first field is labeled "Page number where TOC begins:" and contains the number "3". The second field is labeled "Number of TOC pages:" and contains the number "1". At the bottom right, there are two buttons: "Cancel" and "OK". A mouse cursor is pointing at the "OK" button.

The number of bookmarks created is then displayed.



A dialog box with a light gray background and a gray title bar. On the left, there is a small icon of a red Adobe Acrobat logo. To the right of the icon, the text "Bookmarks created: 28" is displayed. At the bottom right, there is a single button labeled "OK".

You can now explore the newly activated manual. Be sure to try the colored links and the bookmarks if you using Acrobat 8 or later.

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