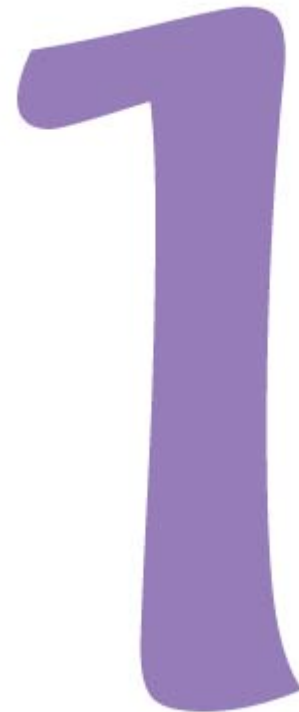
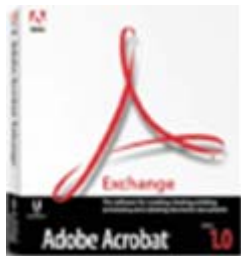


Using the Button Tool



When was the button tool introduced?

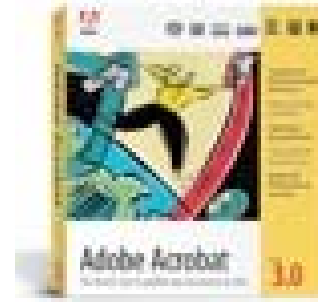
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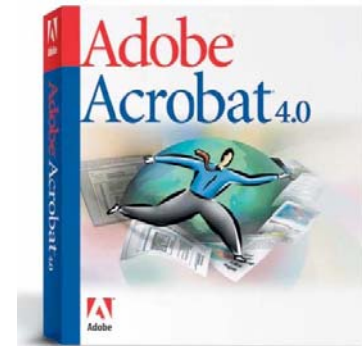
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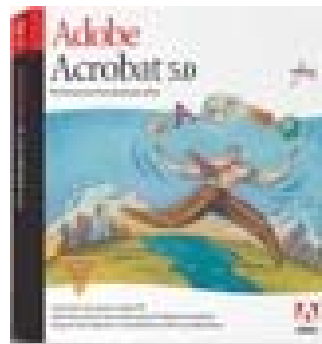
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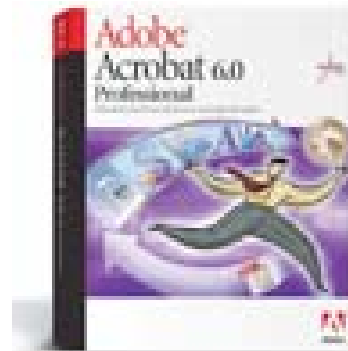
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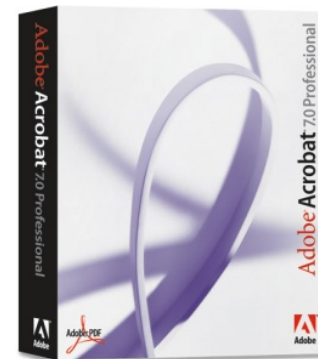
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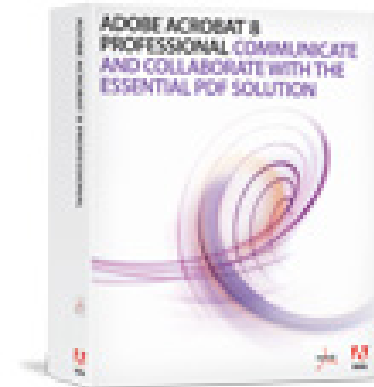
2003



2004

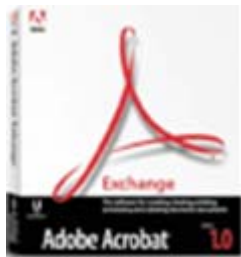


2006



When was the button tool introduced?

1993



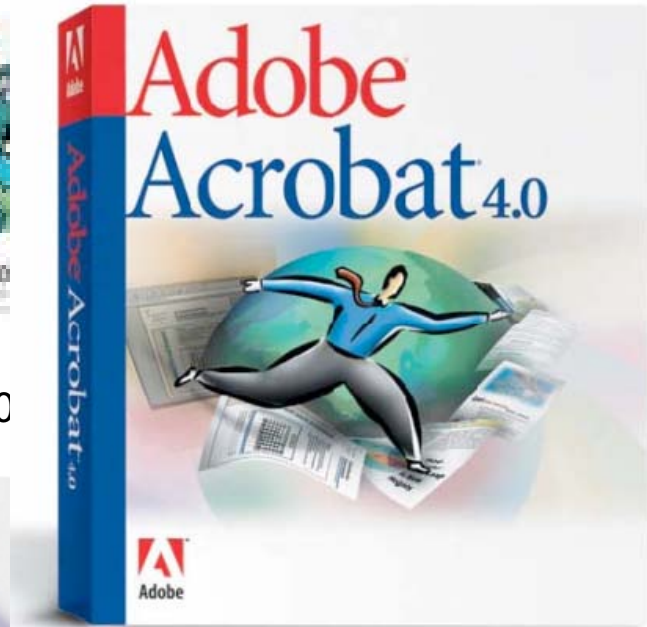
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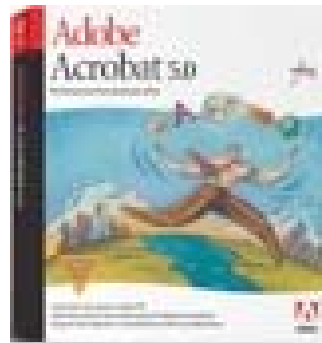
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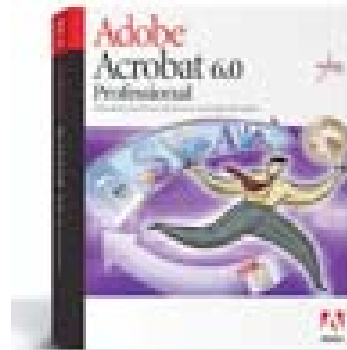
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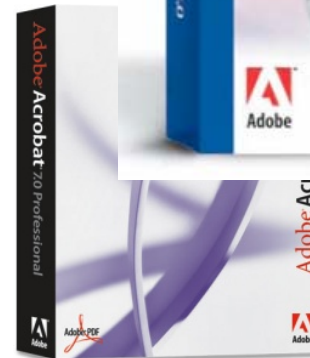
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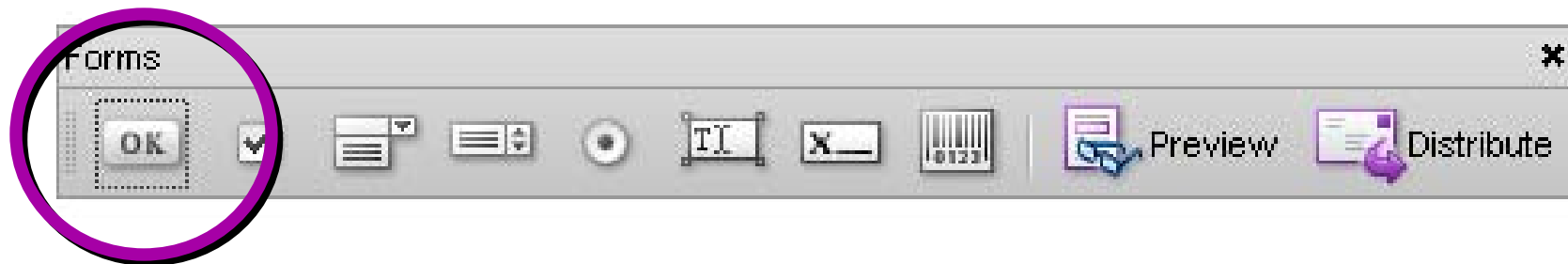
2003



2005



Button Tool - Forms Toolbar



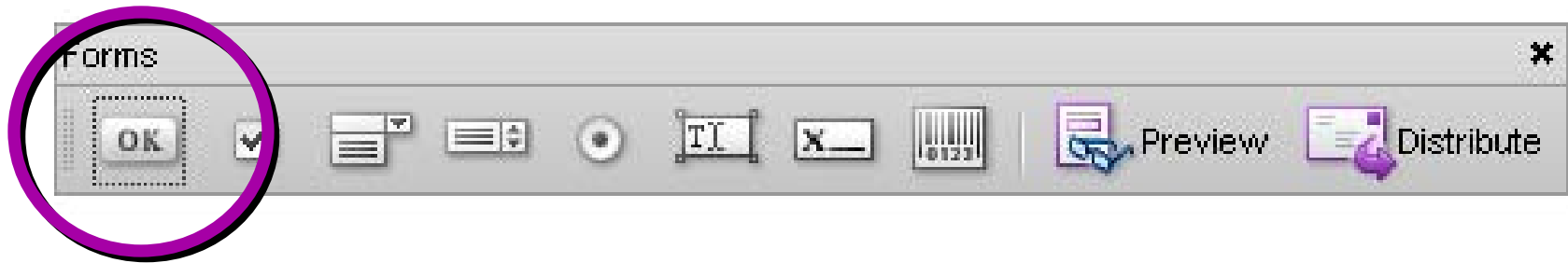
- Configuring the **LOOK**
- Setting the **ACTION**

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Button Styles

- Plain – Label Only
- Fancy – Image Only
- Really Fancy – Image + Label

Button Tool - Forms Toolbar

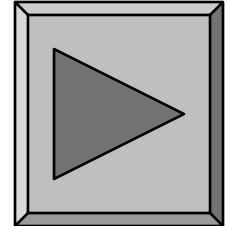
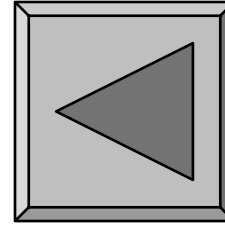


- Configuring the **LOOK**
- Setting the **ACTION**

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Adding Actions to Buttons

- Navigating
 - Current document
 - Previous/Next Page
 - Other documents
 - Page View, Open File, Web Link
 - Popup Menu via JavaScript
 - Search
- Controlling 3D/Multimedia
 - Add Object first
 - Control via Play, Pause, Stop, JavaScript



Navigating





Adding Multimedia - Show Me How

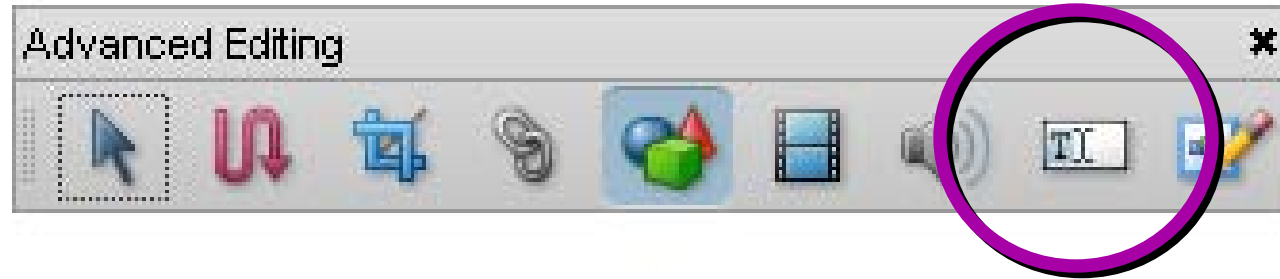
Show Video

Using the TouchUp Text & TouchUp Object Tools

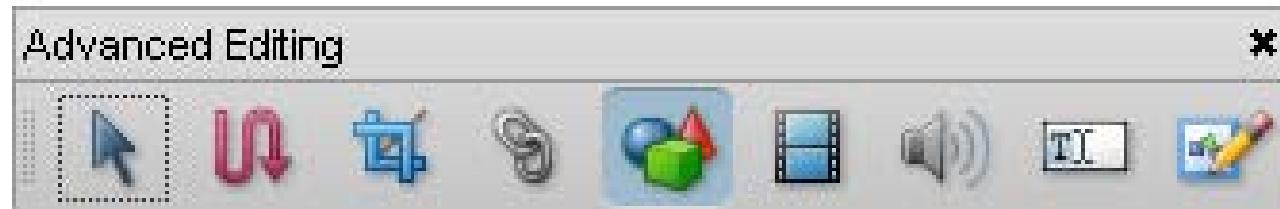
2

TouchUp Tools – Advanced Editing Toolbar

- TouchUp Text Tool



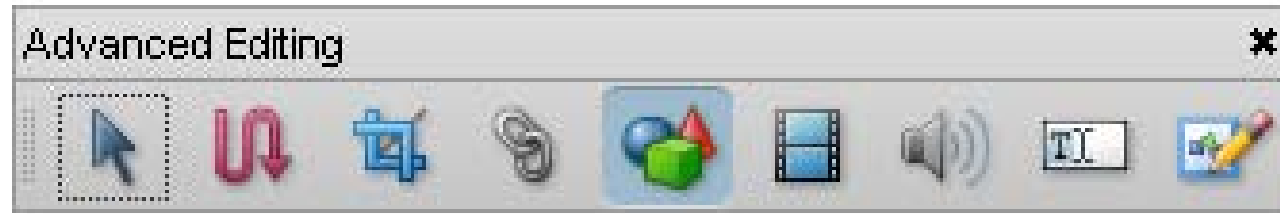
- TouchUp Object Tool



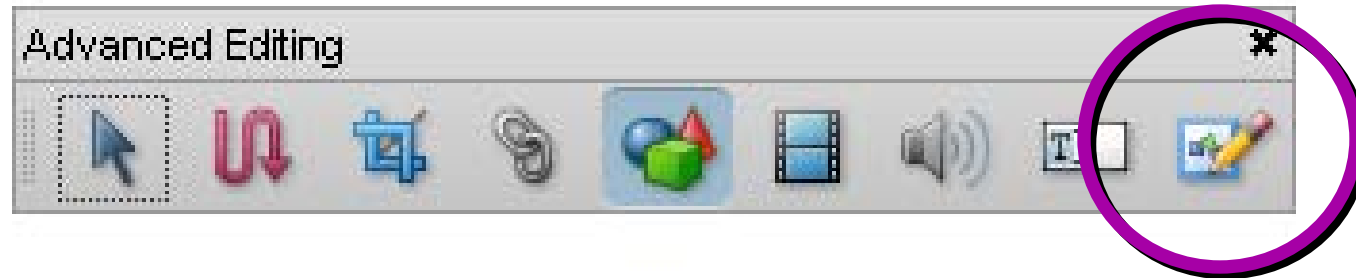
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TouchUp Tools – Advanced Editing Toolbar

- TouchUp Text Tool



- TouchUp Object Tool



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Just the Facts...

- TouchUp Text
 - can't reflow
 - Looks for the font
- TouchUp Object
 - Preferences to choose application
- Security
 - On – can't use the Tools
 - Off – your content *can* be edited by others!

Archiving E-mail from Microsoft Outlook



Just the Facts...

- Works in Microsoft Outlook 2003 and Outlook 2007 (version 8.1)
- Settings
 - Default creates PDF Package
 - Security
- Automatic Archival

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Thank You!

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