

**hot door**

# **MultiPage 3**

**for Adobe® Illustrator® CS2**

multiple page support for organization,  
printing and pdf export within  
Adobe Illustrator

**USER GUIDE**

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## About MultiPage

Welcome to Hot Door MultiPage - a simple, practical plug-in for creating multiple pages within Adobe Illustrator CS2 for Macintosh or Windows platforms. Now you can create and organize publications with full control of type and graphics. Use MultiPage to create, print, save and export to multiple page pdf files.

## Core features of MultiPage

- Print a range of pages with the Print Multiple Pages menu option
- Export a range of pages to a single multiple page pdf file
- Use master pages to share artwork on pages
- Set custom margins for single or double-sided pages
- Apply automatic page numbering
- Quickly navigate pages by scrolling or using the page jump slider
- Preview artwork using page thumbnails
- Auto-synchronize pages with layers
- Flow text across pages using Illustrator's text threading feature
- Use PDF/print presets for customizable output settings

## Installing & activating MultiPage

**On Windows** - Double-click **Install MultiPage 3**.

**On Mac** - Double-click **MultiPage3.dmg**. This will mount the MultiPage disk image.

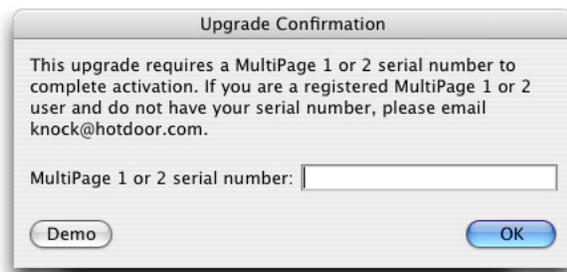
1. Follow the on-screen instructions to install the file named **MultiPage** into the Adobe Illustrator > Plug-ins folder. If you have an old version, it will be replaced.

2. When you launch the Adobe Illustrator application again, a MultiPage Activation dialog will appear. First enter your new MultiPage 3 serial number in the Activation dialog. Click OK.



### For Upgrades only

3. The MultiPage Upgrade Confirmation dialog will appear. Enter your MultiPage 1 or 2 serial number to confirm the upgrade and complete activation of MultiPage.



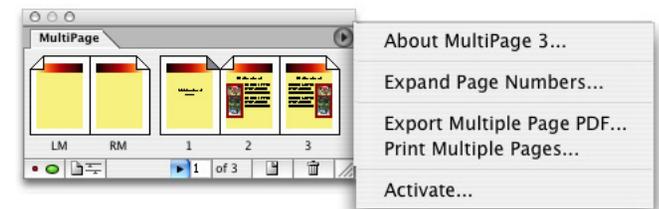
## Installing & activating MultiPage (cont.)

4. If the MultiPage palette is not visible, choose Window > MultiPage. Then click the green button at the bottom of the MultiPage palette to enable the MultiPage functions. MultiPage is turned off by default when creating new documents.

### For demo use:

If you wish to use the demo version of MultiPage, click the Demo button. MultiPage will function for an unlimited time period but limits your page numbers to 5 with no masters, multiple page printing or pdf export capability.

When you are ready to purchase and activate MultiPage, select Activate from the MultiPage pop-out menu.



### Hot Tip!

*If you ever need to reinstall MultiPage, just download the demo version from the Hot Door Web site at [www.hotdoor.com](http://www.hotdoor.com) and install it. Then use the MultiPage palette pop-out menu to choose Activate... Then enter your serial number and activate the full version.*

## Registration and technical support

To be eligible for free technical support, information on upgrades, and other special offers, please register your copy of MultiPage online:

### Product registration

<http://www.hotdoor.com/register.html>

*(if purchased directly from Hot Door, you are already registered)*

As a registered user, you are entitled to free email or phone technical support:

### Online detailed FAQ:

<http://www.hotdoor.com/multipage/faq.html>

### Online technical support form:

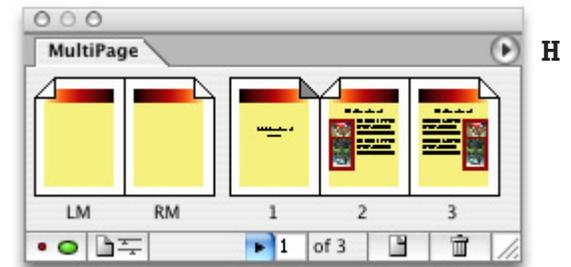
<http://www.hotdoor.com/support.html>

### Technical support phone number:

949-464-0300

If you can't reach a technical support person by phone, please use the online form listed above. Online support is answered daily for your convenience.

## Overview of the MultiPage palette



- A** Enable/Disable buttons control MultiPage functionality - click the green button to start using MultiPage after opening or creating a new document
- B** Preferences for setting up MultiPage masters, page-numbering, margins, auto-synchronizing with layers, and thumb-nail/icon view
- C** Pop-down navigation slider for pages
- D** Page number field - enter numbers to jump to page, or click into field and use up/down arrows
- E** Total number of pages in the document
- F** Insert one or more pages before/after page
- G** Delete a page or range of pages
- H** Pop-out menu for access to
  - About MultiPage with access to Registration
  - Expand Page Numbers - creates text on each page (useful if file will be opened without MultiPage installed)
  - Export Multiple Page PDF (also in main menu)
  - Print Multiple Pages (also in main menu)
  - Activation (for demo)

## Opening MultiPage files

### Using MultiPage 1 files

Before opening and working with older MultiPage 1 files, please note that page numbers in MultiPage 1 files **will not** properly convert as page numbers in MultiPage 3. Due to the Legacy text issue in Illustrator CS and CS2, page numbers created in MultiPage 1 should be removed and regenerated with MultiPage 3 after opening the files in Illustrator CS2. You may choose to remove the page numbers with MultiPage 1 and Illustrator 9/10, or simply delete the page number artwork after opening the files in Illustrator CS2. To generate new page numbers with MultiPage 3, use the Preferences button at the bottom of the MultiPage palette.

When opening a MultiPage 1 file (or any file that does not use MultiPage 3), MultiPage 3 will automatically disable and the red button will be highlighted in the MultiPage palette. This default disabling feature is designed to help MultiPage be a more useful publishing accompaniment to Illustrator without interfering in the primary purpose of graphics creation.

There should not be a problem using MultiPage 2 files.

**Note: In order to start using MultiPage 3, click on the green button in the MultiPage 3 palette.**

### Opening files and converting layers to pages

If you open a file that already contains layers, each layer will correspond to a page in the MultiPage palette. To view the MultiPage palette, choose Window > MultiPage. To enable MultiPage and see your layers as pages, click on the green button in the MultiPage palette. If your file contains only one layer or “page” and you want to transfer your artwork to different pages, you will need to create new pages with MultiPage and copy/paste selected artwork to the desired page.

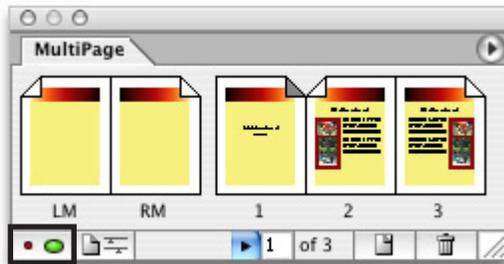
## Opening MultiPage files (cont.)

### Opening multiple page files without MultiPage installed

Without the MultiPage plug-in installed, any pages created with MultiPage will appear as unique layers which can be shown individually for printing. Master pages will remain showing as locked underlying layers. Margins will still appear as guides as long as the master page layers are showing. **Page numbers will only appear properly if they were expanded prior to saving the document.** Page numbers can be expanded using the MultiPage palette pop-out menu prior to saving a version for printing off-site.

## Creating & deleting pages

### Creating new pages with MultiPage



**Note:** In order to start using MultiPage 3, enable it by clicking on the green button in the MultiPage 3 palette.

To create new pages before or after the existing page, click the Insert pages icon at the bottom of the MultiPage palette. You can enter any number of pages and select their placement before or after the current page. To automatically insert one page after the current page, hold down the alt/option key while clicking on the Insert pages icon.

**Notice that pages correspond to Illustrator layers in the Layers palette.** If you add a new layer using the layers palette, a new page will be created in the MultiPage palette. If you reorder the layers, the pages will also change order. If Auto-Synch Page Numbers with Layers is checked in the MultiPage Preferences, the layers will be named as the page numbers. If you prefer to name your own layers, uncheck Auto-Synch Page Numbers with Layers.

### Deleting pages with MultiPage

To delete one or more pages, click the trash can icon at the bottom of the MultiPage palette. Then enter the range of pages to delete. To automatically delete the current page, hold down the alt/option key while clicking on the trash can icon.

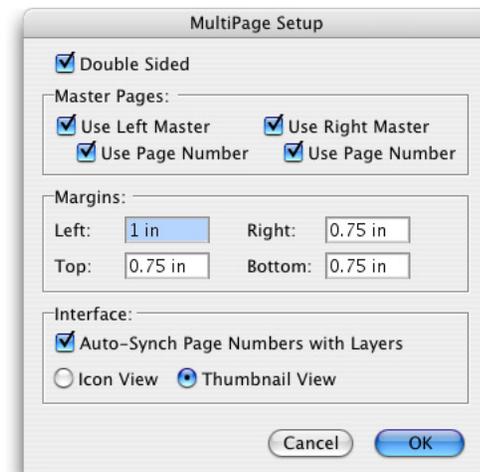
If you delete a layer using the Layers palette, its corresponding page will also be deleted from the MultiPage palette.

## Setting up the document

The first step in using multiple pages is saving. **Important: Save the document before working with MultiPage for optimal performance.** If the MultiPage palette is not already visible, choose Window > MultiPage within Illustrator.



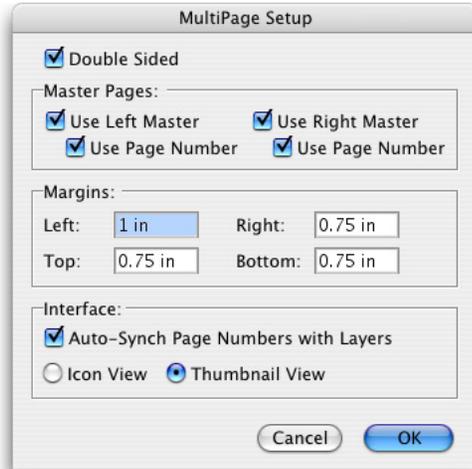
Click the Preferences icon at the bottom of the MultiPage palette to open the MultiPage preferences and choose settings for multiple page documents.



### Using Double-Sided Pages

To use double-sided pages with adjusted margins, check Double Sided. If Double Sided is checked, check Use Left Master Pages and Use Right Master Pages boxes. The artwork on the left master page will appear on even-numbered pages, and the artwork on the right master page will appear on odd-numbered pages.

## Setting up the document (cont.)

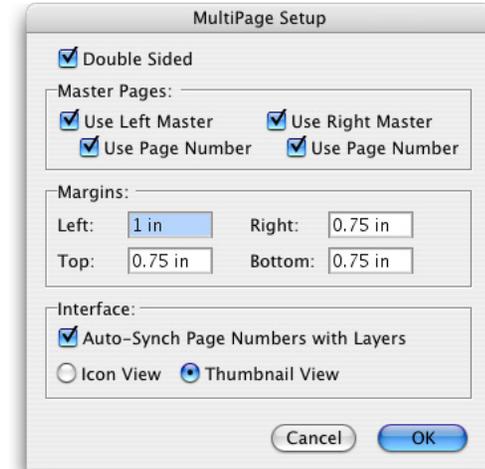


### Using Master Pages

If Double Sided is not checked, check the Use Right Master or Use Left Master boxes. Artwork on either master page will appear on all pages.

The master pages are represented by the L and R page icons or thumbnails in the MultiPage palette. The master pages will automatically be locked, but when you use the MultiPage palette to select the L or R icon, that master page layer will automatically be selected and unlocked for editing. When you navigate to another page, the master page will automatically lock.

## Setting up the document (cont.)



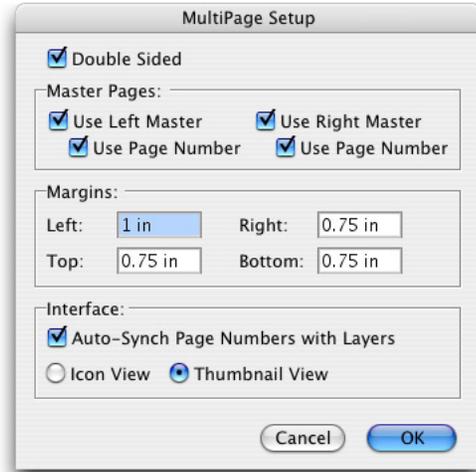
### Using Page Numbers

To automatically number pages, check Use Page Number under Left or Right Master Pages.

The page numbers appear on each page layer that resides above the master page layers. To change the appearance and placement of the page number, click on the Left or Right Master page icons in the MultiPage palette and edit the style of the page number text. The page number appears as L# and R# on the master pages. To change their appearance, highlight the L# and R# and use Illustrator's text settings to adjust the character format.

**Note:** If you plan to print without MultiPage installed, page numbers must be expanded using the MultiPage palette pop-out menu prior to saving a version for printing off-site. To expand the page numbers, first save another copy of your file. Then select Expand Page Numbers from the MultiPage palette pop-out menu. Page numbers will be expanded as text on each page.

## Setting up the document (cont.)



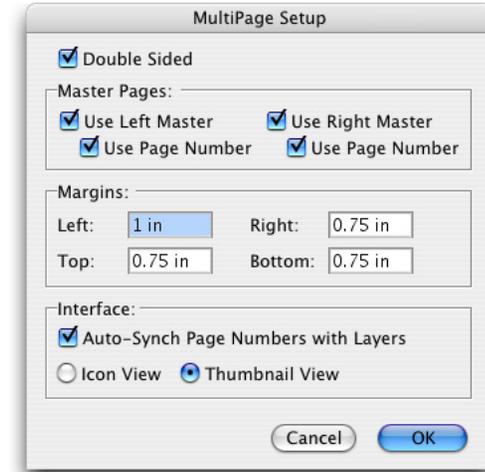
### Setting margins

Check Use Left Master and/or Use Right Master to enable the Margins options. Margins will be automatically adjusted for double-sided pages if Double Sided is checked. You can use any unit format supported by Illustrator and it will automatically be converted to inches. Margins will be created as blue Illustrator guides on the document. If these guides are not visible, choose View > Show Guides. You can manually adjust margins by unlocking the guides within Illustrator and dragging the margin guides to a new location.

**Note:** Any new margin values entered with MultiPage Setup will override manual changes made to margin artwork. To snap to margin guides, use Smart Guides within Illustrator.

If you need to adjust your margins after making changes in the Illustrator's Document Setup, use MultiPage Setup to enter new margin values.

## Setting up the document (cont.)



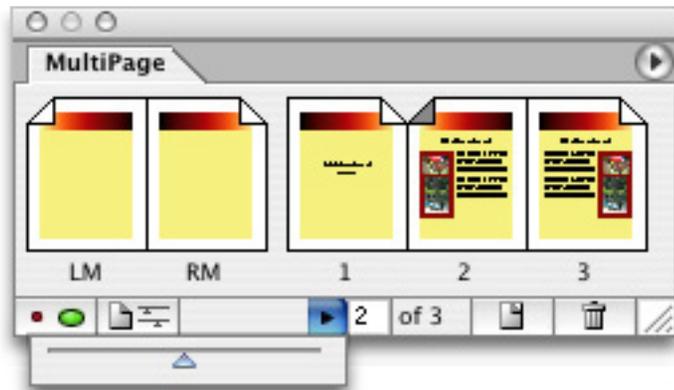
### Auto-Synchronizing Page Numbers with Layers

Pages correspond to the layers in the Adobe Illustrator Layers palette. By checking Auto-Synch Page Numbers with Layers, MultiPage will automatically name Illustrator Layers as page numbers, making it easy to edit or shuffle. Any attempt to rename layers will be overridden by MultiPage. By unchecking Auto-Synch Page Numbers with Layers, layers will be created with default layer names and can be renamed by double-clicking on the layer name. **Note:** A highlighted (selected) layer in Illustrator does not mean a page is visible or active for editing. Use the MultiPage palette to navigate between pages for viewing and editing.

### Viewing page icons or thumbnails

The MultiPage palette displays visual representations of each page as icons or thumbnails. For simple icons, choose Icon View in the MultiPage Setup dialog. For more detailed previews of the pages, choose Thumbnail View. **Note:** Thumbnails may take longer to preview and may occasionally flash on the active page of complex documents.

## Navigating pages



### Navigating pages with page thumbnails or icons

The current page is indicated in the page number field, and its thumbnail or page icon is marked by a grey turned corner in the MultiPage palette. Click on the thumbnail or page icon to view the contents of that page in the Illustrator document.

### Navigating pages with the pop-out slider

You can jump to a page by clicking once on the pop-out navigation slider and dragging to select a page.

### Navigating pages by entering a value in the page number field

You can go to a specific page by entering the page number in the page number field to the right of the pop-out navigation button. The current active page is displayed in this field. The left and right master pages are only accessible by selecting their thumbnail or icon previews in the palette.

**Hot Tip!** When the page field is highlighted, you can use the up and down arrow keys to jump to next or previous pages.

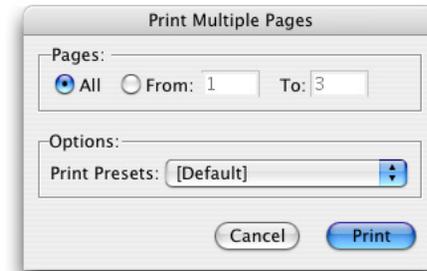
### Total number of pages

The total number of pages in the document is displayed next to the page number field.

## Printing multiple page Illustrator files



To print multiple pages, select Print Multiple Pages... from the MultiPage pop-out menu or the Illustrator File menu.

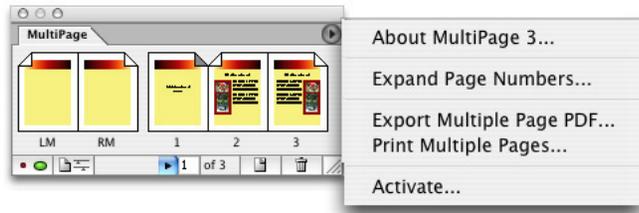


Select All or enter the page range to print. If you have created custom Illustrator print presets, they are available in the Print Presets menu. If you need to make a new print preset, Cancel and use Illustrator to choose Edit > Print Presets, click New, adjust print settings, and save the new Preset.

After you have clicked Print in the Print Multiple Pages dialog, each page will be processed and printed separately.

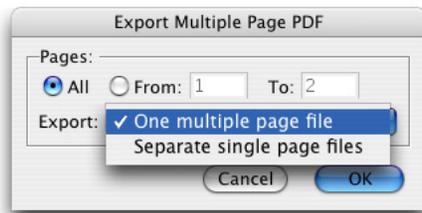
If you plan to print without MultiPage installed, page numbers must be expanded using the MultiPage palette pop-out menu prior to saving a version for printing off-site. You may want to first save a copy of your file before expanding artwork.

## Exporting multiple page PDF files

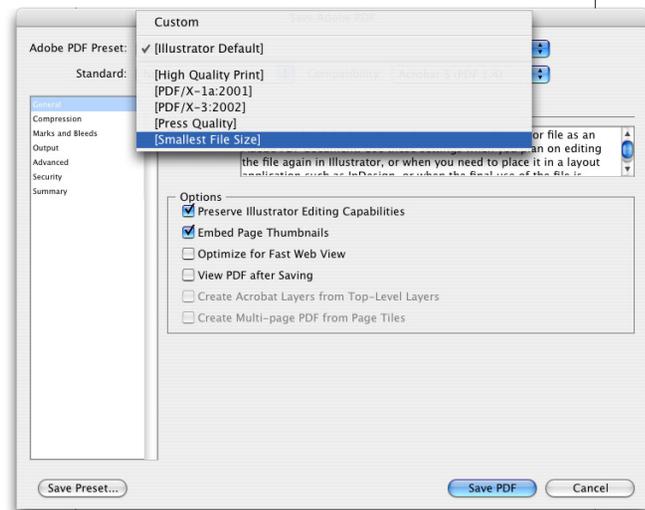


### Preparing to export

To export multiple pages as a pdf file, select Export Multiple Page PDF... from the MultiPage pop-out menu or the Illustrator File menu.



Select All or enter the page range to print. You may choose to export one multiple page file or separate single page files. If your files are saved as separate single page files, the file names will be named with a prefix of "1-", "2-", etc. Click Save, then wait until the Adobe Save PDF dialog appears. Select a PDF Preset from the Adobe Save PDF dialog. **Note: Choose "Smallest File Size" for reduced file size!**



## Exporting multiple page PDF files (cont.)

After you have clicked OK in the Export Multiple Page PDF dialog, the document may appear to stall, change file names, and close between pages.

**Do not interrupt this process.**

**Important! Wait until the "Export complete" message appears before proceeding to work.**

### Making your own PDF presets

If you choose to make your own PDF preset, Cancel and use Illustrator to choose Edit > PDF Presets, click New, adjust PDF settings, and save the new Preset.

Large files that contain complex artwork and placed images can be compressed as smaller PDF files by using a PDF Preset with specific options turned off. For maximum compression, choose Edit > PDF Presets and create a new preset. Uncheck Preserve Illustrator Editing Capabilities, uncheck Embed Page Thumbnails, uncheck Optimize for Fast Web View, and uncheck View PDF after Saving. You may want to adjust more graphics compression options under the Compression category.

## Saving multiple page Illustrator files

### Saving the document

When you first create a new document, be sure to save it before working with MultiPage installed. MultiPage will function more reliably with files that have been previously saved.

Files saved with multiple pages can be opened with or without the MultiPage plug-in installed. In either case, all pages appear as layers, and any master pages are locked, underlying layers. If page numbers were expanded, they will appear as artwork on each layer.

**Note:** Files created and saved with MultiPage will only print multiple pages and export multiple page PDF files with the MultiPage plug-in installed.

## Tips and techniques

### Creating slide shows

The navigation features in MultiPage can be used to create elegant slide shows for presentations. Master pages can be used to build background graphics. Illustrator's full screen mode can be enabled by clicking the icon at the bottom right of the Illustrator tool palette. To navigate to previous and next pages, click into the page number text field in the MultiPage palette and use the up and down arrow keys to change pages.

### Working with large files

When working on documents with a large number of pages, you may want to set the MultiPage palette to display page icons rather than thumbnails to reduce preview time.

### Text threading across pages

Adobe Illustrator CS2 supports text threading (continuous flow) from different type areas inside objects or on paths. You can use MultiPage to link text areas on different pages in the same manner:

1. Use the Selection tool to select a type area to thread
2. Use MultiPage to go to the desired page
3. Click the in port or the out port, making sure the pointer changes to the loaded text icon (plus sign)
4. Click an existing object path, or click and drag to create a new object to contain the text

# Troubleshooting

## Problems with page refresh or previews

After enabling MultiPage, you should save your file to properly display and refresh multiple pages.

## Problems with PDF export

MultiPage requires intensive processing to export the pages as a pdf file and merge them in the background. It is important to wait until this process is complete before clicking on the screen and continuing work. Wait until the message "Export complete" appears to ensure proper export. If you experience problems exporting or opening a pdf file created with MultiPage, please contact Hot Door at [knock@hotdoor.com](mailto:knock@hotdoor.com) or call 949-464-0300 for further assistance.

## Problems with printing multiple pages

MultiPage prints each page separately using your print presets or default print settings. If you experience problems printing a multiple page file inside of Illustrator, please contact Hot Door technical support at [knock@hotdoor.com](mailto:knock@hotdoor.com) or call 949-464-0300 for further assistance.

## Tiling - not a feature of MultiPage

MultiPage is not designed to enhance or replace tiled printing. Adobe Illustrator supports tiled printing for large documents through the Setup options in the Print dialog.

## Using CADtools with MultiPage

**Important:** When using both Hot Door CADtools and MultiPage, uncheck Create and Use Dimension Layer in the CADdocument palette. The special dimension layer will conflict with auto-synchronized pages and layers inside MultiPage.

## Creating smaller PDF files with MultiPage

See page 20 for more information on exporting PDF files.

For more details on troubleshooting, please visit the MultiPage FAQ at [www.hotdoor.com](http://www.hotdoor.com)