

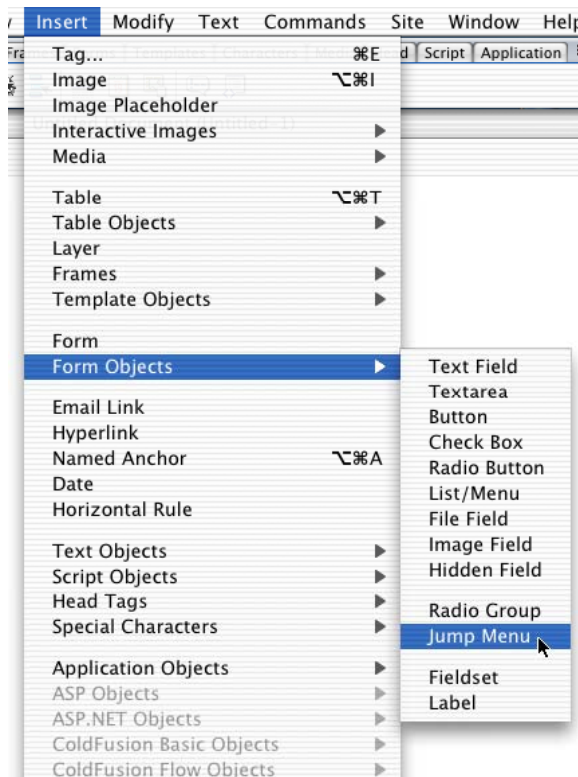
Jump Menus

A jump menu is a pop-up menu listing options that link to other documents. You can create links to any file type that can be opened in a browser: links to documents in your web site, links to other web sites, email links, links to graphics files, or links to other places in the current document.

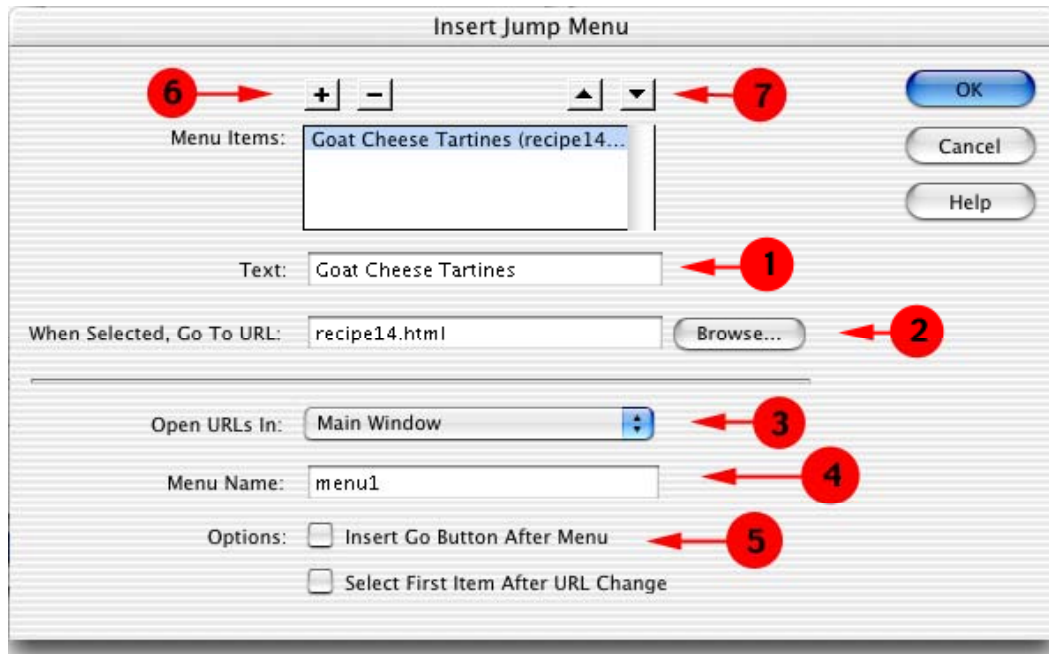


Creating a Jump Menu

To create a jump menu, first choose Insert>Form Object>Jump Menu



The Insert Jump Menu dialog box appears:

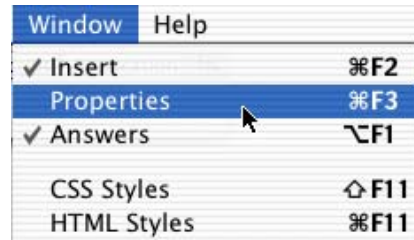


1. In the **Text** field of the dialog box type in the first option. If you want the first item to be a title for the menu (as in the above example), then type in the text but skip part 2 (i.e., don't put in any URL for the option to link to).
2. In the **When Selected, Go To URL** field, select the file to open by either typing the file name (or URL or anchor point in the current document) or browsing for the file.
3. In the **Open URLs In** pop-up menu, choose a location in which the file will open. If you want to open the file in the same window, select **Main Window**. If you want the file to open in another frame select the frame's name.
Note: if the frame you want to target doesn't appear in the pop-up menu then you need to go and name the frame. Close the Insert Jump Menu dialog box and name the frame.
4. The **Menu Name** will not show up in the menu; don't bother changing it.
5. If you click on **Insert Go Button After Menu** a button will be placed beside the jump menu. This usually isn't necessary; choosing an item from a jump menu generally causes a URL to load without any need for further user action.
6. Click the Plus (+) button to add a menu item and repeat steps 1-3.
7. Use the arrows to rearrange the order of your options.
8. Click **OK**

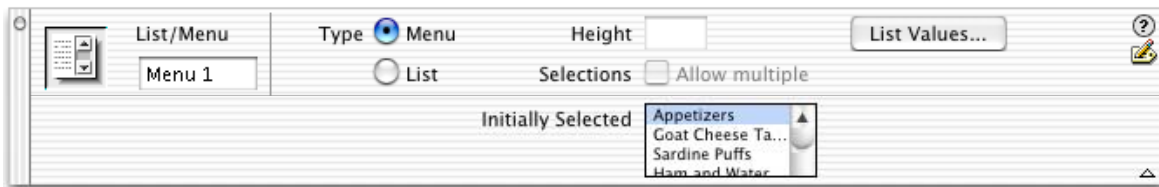
Editing Items in an Existing Jump Menu

To make changes to jump menu items you can use the Property inspector. You can change the list order, change the destination of an item, add, delete or rename items.

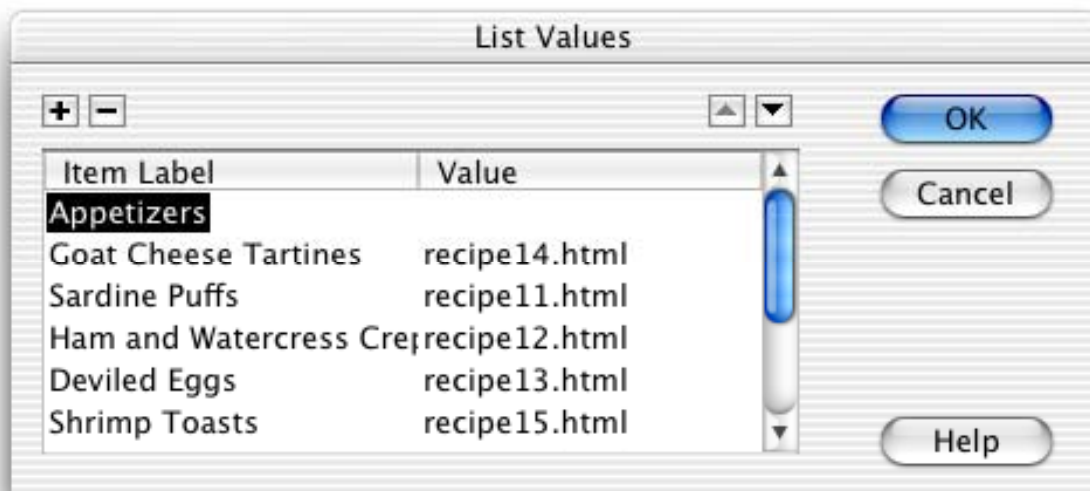
1. Open the Property Inspector if it is not open by choosing Window>Properties.



2. Make sure the document window is in design view and click the jump menu to select it. The List/Menu item appears in the Property inspector.



3. In the Property inspector, click the List Values button.



4. Make changes to the menu items:
 - highlight a name and make the necessary changes
 - highlight a file name or URL and make the necessary changes
 - add or delete items using the Plus (+) and Minus (-) buttons
 - rearrange the order of items using the arrows.
5. When finished, click OK.