


## USING ACROBAT READER

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## [Direct link to the Adobe Web Site](#)

This icon gives access to services available from Adobe on-line.



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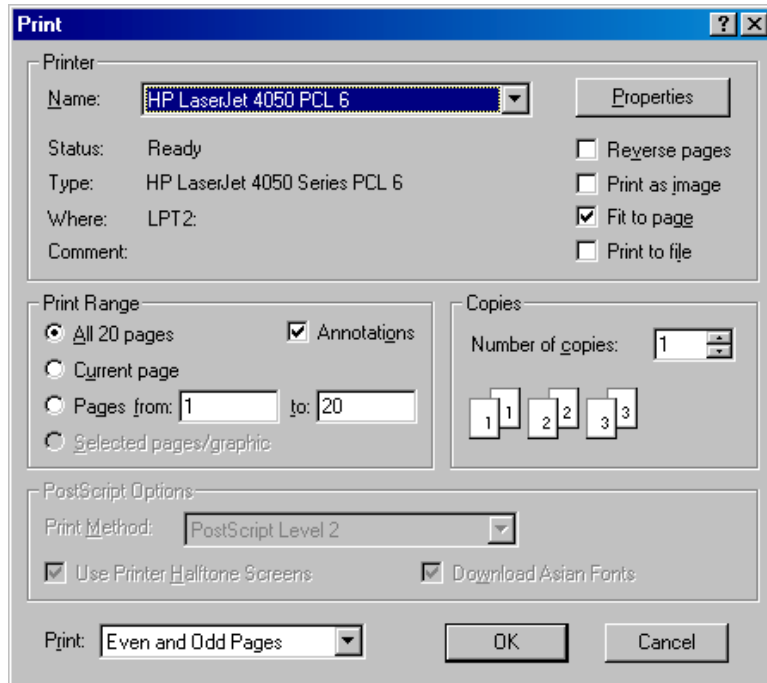
### **Save the Adobe PDF File**

Clicking on this button allows you to save the PDF file.

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## **Print the File**

Print a copy of the file to your local printer.



The screenshot shows a Windows 'Print' dialog box for an HP LaserJet 4050 PCL 6 printer. The printer name is 'HP LaserJet 4050 PCL 6' and its status is 'Ready'. The printer is located at 'LPT2'. The 'Print Range' section has 'All 20 pages' selected, with 'Annotations' checked. The 'Copies' section shows 'Number of copies' set to 1. The 'PostScript Options' section has 'Print Method' set to 'PostScript Level 2', 'Use Printer Halftone Screens' checked, and 'Download Asian Fonts' checked. The 'Print' dropdown is set to 'Even and Odd Pages'. Buttons for 'Properties', 'OK', and 'Cancel' are visible.

Section	Option	Value / Status
Printer Name	Name	HP LaserJet 4050 PCL 6
Printer Status	Status	Ready
Printer Type	Type	HP LaserJet 4050 Series PCL 6
Printer Location	Where	LPT2
Printer Comment	Comment	
Print Range	Range	All 20 pages
Print Range	Annotations	Checked
Print Range	Current page	Unselected
Print Range	Pages from	1
Print Range	Pages to	20
Print Range	Selected pages/graphic	Unselected
Copies	Number of copies	1
PostScript Options	Print Method	PostScript Level 2
PostScript Options	Use Printer Halftone Screens	Checked
PostScript Options	Download Asian Fonts	Checked
Print	Print	Even and Odd Pages

Fill in the relevant options.

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### **Show/Hide the navigation pane**

This splits the screen to allow viewing of bookmarks, thumbnails, annotations and signatures.

In the Council Minute documents, bookmarks have been created to assist in moving around the document and also to link to reports and papers relating to the Minute.

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## **Open a PDF File**

This icon allows you to open another PDF either from your hard disk, network drive or web server.

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## **Copy Text to Clipboard**

### **Copying and pasting text to another application**

You can select text or a graphic in a PDF document, copy it to the Clipboard, and paste it into a document in another application such as MS Word. You can also paste text into a PDF document note or into a bookmark. Once the selected text is on the Clipboard, you can switch to another application and paste it into another document.

**Note:** *If a font copied from a PDF document is not available on the system displaying the copied text, the font cannot be preserved. A default font is substituted.*

### **To select text and copy it to the clipboard:**

Select the text select tool, and do one of the following:

- To select a line of text, select the first letter of the sentence or phrase and drag to the last letter.
- To select multiple columns of text (horizontally), hold down Ctrl as you drag across the width of the document.
- To select a column of text (vertically), hold down Ctrl+Alt as you drag the length of the document.
- To select all the text on the page, choose Edit > Select All.

In Single Page mode, all the text on the current page is selected.

In Continuous or Continuous Facing mode, most of the text in the document is selected. When you release the mouse button, the selected text is highlighted. To deselect the text and start over, click anywhere outside the selected text.

The Select All command will not select all the text in the document. A workaround for this (Windows) is to use the Edit > Copy command.

- Click on the copy icon to copy selected text to the clipboard for use in another application.

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## **Hand Tool**

This is the default tool that allows you to scroll through the document and select other tools within Acrobat Reader.

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## **Zoom In Tool**

### **To increase magnification:**

Do one of the following:

- Select the zoom-in tool and click the page
- Select the zoom-in tool and drag to draw a rectangle, called a marquee, around the area to magnify
- Click the Magnification button in the status bar, and choose a magnification level

### **To decrease magnification:**

Do one of the following:

- Select the zoom-out tool and click the page
- Select the zoom-out tool and drag to draw a marquee the size you want the reduced page to be
- Click the Magnification button in the status bar, and choose a magnification level

**Note:** *When the zoom-in tool is selected, you can press Ctrl while clicking or dragging to zoom out instead of in.  
When the zoom-out tool is selected, press Ctrl to zoom in.*

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## **Text Select Tool**

You can select text or a graphic in a PDF document, copy it to the Clipboard, and paste it into a document in another application such as MS Word. You can also paste text into a PDF document note or into a bookmark. Once the selected text or graphic is on the Clipboard, you can switch to another application and paste it into another document.

**Note:** *If a font copied from a PDF document is not available on the system displaying the copied text, the font cannot be preserved. A default font is substituted*

### **Select text and copy it to another application:**

1. Select the text select tool and do one of the following:

- To select a line of text, select the first letter of the sentence or phrase and drag to the last letter.
- To select multiple columns of text (horizontally), hold down Ctrl as you drag across the width of the document.
- To select a column of text (vertically), hold down Ctrl+Alt as you drag the length of the document.
- To select all the text on the page, choose Edit > Select All

In Single Page mode, all the text on the current page is selected. In Continuous or Continuous - Facing mode, most of the text in the document is selected. When you release the mouse button, the selected text is highlighted. To deselect the text and start over, click anywhere outside the selected text.

The Select All command will not select all the text in the document. A workaround for this in Windows is to use the Edit > Copy command.

2. Choose Edit > Copy to copy the selected text

3. Switch to the other application and choose Edit > Paste to paste the selected text

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## **Copying and pasting graphics to another application**

You can select a graphic in a PDF document, copy it to the Clipboard, and paste it into a document in another application such as MS Word. Once the selected graphic is on the Clipboard, you can switch to another application and paste it into another document.

### **To copy graphics to another application:**

- Select the graphics select tool by holding down the mouse button on the text select tool and dragging to the graphics select tool. Alternatively you can press Shift-V as necessary to cycle through the group of tools. The cursor changes to the cross-hair icon.
- Drag a rectangle around the graphic you want to copy. To deselect the graphic and start over, click anywhere outside the selected graphic.
- Choose Edit > Copy to copy the selected graphic
- Switch to the other application and choose Edit > Paste to paste the selected graphic

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## **Navigation Arrows**

### **Paging through a document:**

Acrobat Reader provides buttons, keyboard shortcuts, and menu commands for paging through PDF documents.

### **To go to another page:**

Do one of the following:

- To go to the next page, click the Next Page button in the command bar or the status bar.
- To go to the previous page, click the Previous Page button in the command bar or status bar.
- To move down one line, press the Down Arrow key on your keyboard.
- To move up one line, press the Up Arrow key. On your keyboard.

**Note:** *The Down and Up Arrow keys move you one line at a time when you are not in Fit in Window view. In Single Page mode, these keys move you one page at a time if the page fills the entire screen.*

- To move down one screenful, press Page Down or Return.
- To move up one screenful, press Page Up or Shift+Return.
- To go to the first page, click the First Page button in the command bar or the status bar, press the Home key.
- To go to the last page, click the Last Page button in the command bar or the status bar, press the End key.

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## **To Retrace Your Viewing Path**

Do one of the following:

To retrace your path within a PDF document:

- Click the Go to Previous View button in the command bar
- OR click the Go to Next View button

To retrace your viewing path through other PDF documents:

- Hold down Shift, and click the Go Back or Go Forward button. This command opens the other PDF documents if the documents are closed.

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## **To Resize a Page to Fit the Window**

Do one of the following:

- To resize the page to fit entirely in the window:  
Click the Fit in Window button, or choose View > Fit in Window.
- To resize the page to fit the width of the window:  
Click the Fit Width button, or choose View > Fit Width. Part of the page may be out of view.
- To resize the page so that its text and graphics fit the width of the window:  
Choose View > Fit Visible. Part of the page may be out of view.

## **To return a page to its actual size**

Click the Actual Size button, or choose View > Actual Size.

The actual size for a PDF page is typically 100%, but the document creator may have set it to another magnification level.

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### **To Rotate the Displayed Page**

Click the Rotate View 90° CW button or Rotate View 90° CCW button on the command bar to rotate the displayed page clockwise or counterclockwise, respectively. The page is rotated in 90-degree increments.

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## **Finding Words**

You can use the Find command to find a complete word or part of a word in the current PDF document. Acrobat Reader looks for the word by reading every word on every page in the file, including text in form fields.

### **To find a word using the Find command**

- Click the Find button OR right click with the mouse and click find.
- Enter the text to find in the text box.
- Select search options if necessary:

Match Whole Word Only - finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *council*, the words *councils* and *councillors* will not be highlighted.

Match Case - finds only words that contain exactly the same capitalization you enter in the text box.

Find Backwards - starts the search from the current page and goes backwards through the document.

- Click Find. Acrobat Reader finds the next occurrence of the word.

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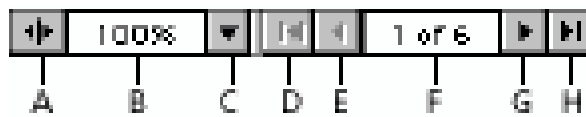
### **To find the next occurrence of the word**

Do one of the following:

- Click on the icon in the toolbar
- Right click with the mouse and choose Find Again
- Reopen the Find dialog box, and click Find Again. (The word must already be in the Find text box.)

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## Page Navigation



**A** Navigation Pane button

**B** Magnification level

**C** Magnification pop-up menu

**D** First Page button

**E** Previous Page button

**F** Current page

**G** Next Page button

**H** Last Page button

**A.** [Show/Hide Navigation Pane](#)

**B.** **Magnification Level**

Click on the down arrow (C) to set the required magnification

**C.** **Magnification Pop-up Menu**

Displays the magnification options

**D.** **First Page Button**

Go to the first page

**E.** **Previous Page Button**

Go to the previous page

**F.** **To Jump to a Page by its Number**

Do one of the following:

- Select the current page number in the status bar (F in above diagram), type the page number to jump to, and press Return.
- Drag the vertical scroll bar until the number of the page you want to jump to is displayed.

**G.** **Next Page Button**

Go to the next page

**H.** **Last Page Button**

Go to the last page

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## **Page Size**



I. Indicates current page size

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## **Page Layout**

### **Setting the page layout**

You can use three page layouts when viewing PDF documents:

- Single Page layout displays one page in the document pane at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous - Facing layout arranges the pages side by side. This configuration accommodates a two-page spread display and multiple-page viewing in the window. If a document has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads.

### **To set page layout**

Do one of the following:

- Click the Page Layout button in the status bar, and choose a page layout.
- Choose Single Page, Continuous, or Continuous - Facing from the View menu.

To see two-page spreads most efficiently, use the Continuous - Facing page layout, and choose View > Fit Width.

### **Setting a default view**

You can set a default viewing magnification, a default page layout and other viewing defaults in the General Preferences dialog box. These settings apply to any document that has been set to open in the default view.

### **To set a default view**

Choose File > Preferences > General. Define a default page layout > click OK.

Default Page Layout sets a page layout used for scrolling when you first open a document. You can display pages one at a time as you scroll, continuously one above the next, or continuously side by side.

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