

Using Adobe Reader – Version 8 and above

Adobe® Reader® software is installed on FLCC computers to enable you to read PDF (Portable Document Format) files. PDF files (.pdf) are commonly used because they are portable - you can view them without having the source application on your computer. For example, if you create a document in Microsoft Word and save it as a PDF file, then *anyone* you send the PDF file to can view it. If you send a Word document, the receiver has to have Word on their computer to be able to view it. More benefits are that PDF files look the same as the original document, you can easily view these files online as well as print them, they are relatively small files, and you can zoom in or out and still keep things in perspective. PDF files are often used for online forms and for sending long documents online rather than mailing printed ones. Reader does not allow you to edit PDF files.

If you do not have Adobe Reader on your home computer, you can download it free from www.adobe.com. Many more options were added in Version 8

Opening a PDF file:

Reader opens in a web browser or on its own as a standalone application and the associated toolbars differ. In most cases, the Reader toolbar is sufficient. This is available either way you open the file. If you open the file from the Adobe Reader application, you also have the Reader Menu bar with more commands available such as **Go To** a particular page in a long document.

From a web browser on the Internet:

Click on the link to the file.

If you want to save the PDF file or open it in the Adobe Reader application with its Menu bar:

- If it's an e-mail attachment, download it as you would any attachment preferably to your U:\ drive (or to your computer if you are at home).
- If it's posted on a web site, click on the disk icon in the Reader toolbar, and "Save a Copy" to download the file to your designated location.

From the Adobe Reader application, do one of the following:

- Locate the file and double-click on it.
- Open Adobe Reader (**Start > Adobe Reader**) and then open the file (**File > Open**).

Working with the file:

Obtaining help:

Point to a button, icon, etc. to see a **Screen Tip** (the object's name and what it does) or press **F1** for Adobe Reader **Help**.

Using the work area (the Navigation Pane) surrounding the file contents in the document pane:

The **Pages** button may be useful for long documents and the green **How To** button is another way to obtain help in using Reader. **Bookmarks** are sometimes available.

Using the default toolbars:

You can print, advance to the next or previous page, increase or decrease the page magnification, change the fit of the page (resize) relative to the window, “Click to fill the window with each page and scroll through pages continuously” or “Click to show one page at a time”, and search for text in the document. With the continuous scroll option, you can scroll through the pages with the up and down arrows on your keyboard.

Some useful options on the menu bar when opening the file from the Adobe Reader Program:

- **File:** Save the text (“Save as Text”) in the file as a .txt file.
- **Edit:** “Copy File to Clipboard” and then “Paste” the *text* to Word.
Note: From Internet Explorer, can drag the mouse over *text* to select it. Then open the **Edit** tool bar (see below) to **Copy** it to the Clipboard.
- **View: Go To:** Useful if you’re browsing a long document because you can go to a specific page number with this option.


Using the Toolbars:

Only some options appear in the default toolbars. To see all the toolbar options which you can display, right-click on a gray area of the Reader toolbar and click **More Tools**. Then check the options you want to add and click **OK**. View *Screen Tips* for descriptions about the buttons on the toolbars.

Edit toolbar: *Right-click* on a gray area of the Reader toolbar and click **Edit**. Select something and then the **Copy** command is available on the **Edit** toolbar.

Page Display toolbar: More options can be displayed by selecting them under **More Tools** (see above). When viewing the file directly from Adobe Reader, the options are already available under **View** in the Reader menu.

Select & Zoom toolbar: (obtained from Adobe Reader Help)

Tool	Description
Select tool 	Select text or objects for copying & pasting
Hand tool	Browse or move the page
Marquee Zoom tool	Fill the document pane with the area you enclose
Dynamic Zoom tool	Zoom in or out by dragging the mouse or mouse wheel
*Pan & Zoom Window	Adjust a rectangle in a thumbnail view of the page and adjust magnification
*Loupe tool	Display a magnified portion of the PDF that matches the area enclosed in an adjustable rectangle
Snapshot tool	Copy a selection to the Clipboard or another application

* Available only when opening the PDF file directly from Adobe Reader.