

# Adobe Acrobat Reader Help

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This help file contains the basic information you need to open, navigate, and print PDF files using Adobe Acrobat Reader. If you need more help, you can download and install the complete Acrobat Reader Help by clicking the link below. You must have an Internet connection to download the complete Help file.

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## Opening PDF documents

Adobe Acrobat Reader allows to open and view Portable Document Format (PDF) files.

### To open a PDF document:



- Click the Open button , or choose File > Open. In the Open dialog box, select one or more filenames, and click Open. PDF documents usually have the extension .pdf.
- Choose the document's filename from the File menu. The menu lists the four PDF documents you last opened.
- Double-click the file icon in your file system.

**Note:** On Mac OS, you may not be able to open a PDF document created in Windows by double-clicking the icon. If double-clicking the icon on Mac OS does not open the document, use File > Open in Acrobat to open the document.



## Adjusting the view of PDF documents

You can change the magnification of a PDF document and set the page layout so that you can see one page at a time or a continuous flow of pages.

### To increase magnification:

Select the zoom-in tool , and click the page, or drag to draw a rectangle around the area to magnify. You can also click the Zoom In button  in the viewing toolbar.



### To decrease magnification:

Select the zoom-out tool , and click the page, or drag to draw a rectangle the size you want the reduced page to be. You can also click the Zoom Out button  in the viewing toolbar.


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

### 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 may have been set to another magnification level when it was created.



### **Setting the page layout and orientation**

You can use three page layouts when viewing PDF documents: Single Page, (one page at a time); Continuous, (continuous vertical column); or Continuous - Facing, (side by side).

#### **To set page layout:**

Click the Single Page button , the Continuous button , or the Continuous - Facing button  in the status bar, or choose Single Page, Continuous, or Continuous - Facing from the View menu.

#### **To rotate a page:**

Click the Rotate View Clockwise button  or the Rotate View Counter-Clockwise button  in the status bar, or choose Rotate View Clockwise or Rotate View Counter-Clockwise from the View menu.

## **Reading documents in Full Screen view**

In Full Screen view, PDF pages fill the entire screen; the menu bar, command bar, toolbar, status bar, and window controls are hidden.

#### **To read a document in Full Screen view:**

Choose View > Full Screen. Press Return or the Down Arrow or Right Arrow key to page through the document. Press Shift-Return or the Up Arrow or Left Arrow key to page backward through the document.

**Note:** *If you're using Windows 98, Windows 2000, or Mac OS and have two monitors installed, the Full Screen view of a page appears on only one screen. To page through the document, click the screen displaying the page in Full Screen mode.*

#### **To exit Full Screen view:**

Press Escape, if your Full Screen preferences are defined this way, or press Ctrl+L (Windows) or Command+L (Mac OS).

For more information on setting preferences for Full Screen view, download the full version of Acrobat Reader Help.



## Paging through documents

Acrobat provides buttons, keyboard shortcuts, and menu commands for paging through a PDF document.



**Note:** *If you use the number keys on your keyboard's number pad, make sure Num Lock is off.*

### To go to another page:

Do one of the following:

- To go to the next page, click the Next Page button  in the navigation toolbar or status bar, or press the Right Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Down Arrow key. Or choose Document > Next Page.
- To go to the previous page, click the Previous Page button  in the navigation toolbar or status bar, or press the Left Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Up Arrow key. You can also choose Document > Previous Page.
- To move up or down one line, press the Up or Down Arrow key.

**Note:** *The Down and Up Arrow keys move you one line at a time when you are not in Fit in Window view. In Fit in Window view, these keys move you one page at a time.*

- 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 navigation toolbar or status bar, press the Home key, or choose Document > First Page.
- To go to the last page, click the Last Page button  in the navigation toolbar or the status bar, press the End key, or choose Document > Last Page.

### To jump to a page by its number:

Drag the vertical scroll bar until the number of the page you want to jump to is displayed, or select the current page number in the status bar, type the page number to jump to, and press Return. You can also choose Document > Go To Page, type the page number, and click OK.

**Note:** *If the Use Logical Page Numbers option is selected in General preferences, and if your document's page numbers are different from the page position in the PDF file, the page position appears in parentheses in the status bar.*

## Browsing with Bookmarks, Thumbnails, Links, and Articles

Acrobat Reader allows you to move to specific places in PDF documents using Bookmarks, Thumbnails, Links (that take you to specific pre-defined locations), and Articles, (electronic threads that lead you through a document):

### To browse using a bookmark:

**1** Show the Bookmarks palette. You may need to choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group.

**2** To jump to a topic using its bookmark, click the bookmark's icon or text in the palette.

**Note:** Clicking a bookmark might perform an action, such as playing a movie, instead of taking you to another location. It depends on how the bookmark was defined.

The bookmark for the part of the document currently showing is boldfaced.


If the navigation pane disappears when you click a bookmark, click the Show/Hide Navigation Pane button on the command bar. Deselect Hide After Use in the navigation pane's palette menu (the triangle next to the name Bookmarks at the top of the palette) if you want the navigation pane to remain open after you click a bookmark.

When a parent bookmark is collapsed, it has a plus sign (Windows) or a right-pointing triangle (Mac OS) next to it. If the bookmark you want to click is hidden in a collapsed parent, click the plus sign or triangle next to the parent to show it.

### **To browse using a thumbnail:**

**1** Show the Thumbnails palette. You may need to choose Window > Show Thumbnails to open the palette or click the Thumbnails tab to bring the palette to the front of its group.

**2** Do one of the following:

- To jump to another page, click the page's thumbnail.
- To display another part of the current page, position the pointer over the edge of the page-view box in the page's thumbnail until the pointer changes to the hand tool . Then drag the box to move the view area.

### **To follow a link:**

**1** Select the hand tool, a zoom tool, or a selection tool.


**2** Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger. (The hand has a plus sign in it if the links point to the Web.) Then click the link.

**Note:** Clicking a link might perform an action, such as playing a movie, instead of taking you to another location, depending on how the link was defined.

### **To read an article:**


**1** Do one of the following:

- Show the Articles palette. Then double-click the article's icon in the palette to start reading at the beginning of the article.
- Select the hand tool. Then click in the article to start reading it at that point, or press Ctrl (Windows) or Option (Mac OS) and click anywhere in the article to start reading at the beginning.

**2** The pointer changes to the follow article pointer . Do one of the following to navigate through the article:

- To go to the next page in the article, press Return or click.
- To go to the previous page, press Shift-Return, or press Shift and click.

- To go to the beginning of the article, press Ctrl (Windows) or Option (Mac OS) and click.
- To exit the article before reaching the end, press Shift-Ctrl (Windows) or Shift-Option (Mac OS) and click.



**3** When you reach the end of the article, the pointer changes to the end article pointer . Press Return or click to return to the view displayed before you started reading the article.

## Retracing your viewing path

After you page through one or more documents, you can retrace your path back to where you started. You can go 64 steps back in Acrobat, or 32 steps back for documents in external browser windows.

### To retrace your viewing path:

Do one or more of the following:


- To retrace your path within a PDF document, click the Go To Previous View button  in the navigation toolbar, or choose Document > Previous Page for each step back. Or click the Go To Next View button , or choose Document > Next Page for each step forward.
- To retrace your viewing path through other PDF documents, choose Document > Go To Previous Document for each step back or Document > Go To Next Document for each step forward. Or hold down Shift, and click the Go Back or Go Forward button. This command opens the other PDF documents if the documents are closed.

## Printing PDF documents


You can print the entire document, specify a range of pages, noncontiguous pages, or a particular page area to print before opening the dialog box.

### To print a PDF document:

**1** If you don't need to print the entire document, do one of the following:

- To select pages to print, click thumbnails in the Thumbnails palette. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select non-contiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.
- To select an area on a page to print, select the graphic select tool , and drag on the page to draw the area you want.

**2** Choose File > Page Setup to set general printing options. The available options will vary with different printers and drivers. See your printer driver documentation for details.

**3** Click the Print button , or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications, but note the following:

- Selected Pages Or Selected Graphic (Windows) or Selected Thumbnails/Graphic (Mac OS) prints only the pages or page area you selected before opening the Print dialog box.

- Page From/To prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in General preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered “iii”, you can enter (1) to print that page.
- Comments prints Acrobat comment graphics on the pages.
- Shrink oversized pages to paper size reduces the PDF file to fit the paper size specified in the printer properties.
- Expand small pages to paper size enlarges the PDF file to fit the paper size specified in the printer properties.
- Auto-rotate and center pages adjusts the PDF file’s orientation to match that specified in the printer properties.
- Print As Image (Windows) prints the pages as bitmap images. (In Mac OS, this is set in the Print Method pop-up menu.) You may want to print pages as images if normal printing does not produce the desired results.
- Print Method, in Windows, specifies which level of PostScript to generate for the pages. Choose the level of PostScript appropriate for your printer. In Mac OS, this specifies whether to print using PostScript (without selecting a level) or to print pages as bitmap images.
- Optimize for Speed downloads fonts to the printer as they are needed. With this option checked, the pages must be printed in the order in which Acrobat emits them.
- Download Asian Fonts downloads Asian fonts to a PostScript printer. Select this option if you want to print a PDF document with Asian fonts but do not have the fonts installed on the printer and do not have the fonts embedded in the document. (Embedded fonts are downloaded whether or not this option is selected.) You can use this option with a PostScript Level 2 or higher printer, or a Level 1 printer that supports Type 0 font extensions.
- Save Printer Memory downloads all the fonts for a given page to the printer before the page is printed. When unchecked, print jobs may be smaller but require more printer memory.

**Note:** *Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because embedding of the font is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display exactly.*

If Download Asian Fonts is not selected, the PDF document prints correctly only if the referenced fonts are installed on the printer. If the fonts are not on the printer but the printer has similar fonts, the printer substitutes the similar fonts. If there are no suitable fonts on the printer, Courier is used for the text.

If you have a PostScript Level 1 printer that does not support Type 0 font extensions, or if Download Asian Fonts does not produce the results you want, print the PDF document as a bitmap image. Printing a document as an image may take longer than using a substituted printer font.

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Adobe® Acrobat® 5.0 User Guide for Windows® and Macintosh

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