

# ***HOW TO USE ACROBAT READER***

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**NOTE:** Acrobat Reader works with Netscape in two ways: (1) as a “plug-in” or (2) as a “helper application.” How Netscape uses Reader will affect the Reader options available to you.

1. When Reader is used as a “plug-in,” it works inside the Netscape window, and the Reader menu bar (the “File,” “Edit,” “View,” “Tools,” “Window,” and “Help” pull-down menus) is not available.
2. When Reader is used as a “helper application,” it launches outside the Netscape window, and all Reader options are available.

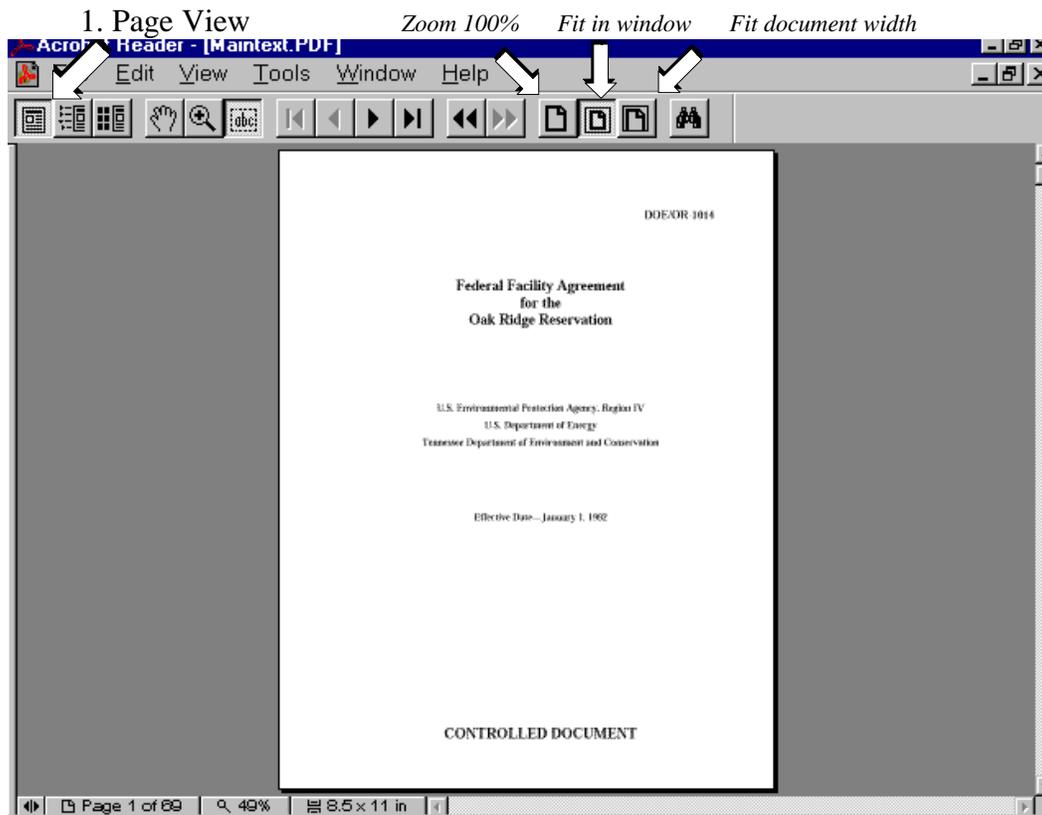
If your Reader opens inside Netscape, you can change it to open outside Netscape by removing the “nppdf32.dll” file from your Netscape “Plugins” folder.

By changing Reader from a plug-in to a helper application, you will have to switch back to the Netscape program when you wish to browse in Netscape again. In Windows 95, Netscape will be minimized and you can simply click on it, or you can add the “Weblink” button to your Reader toolbar. To do this, choose “File” (in Reader 3.0) or “Edit” (in Reader 2.1) then “Preferences” then “Weblink.” In the Weblink dialog box, checkmark “Show Toolbar Button,” browse to find the Netscape.exe file, and click “OK.”

## VIEWING:

Reader offers 3 viewing options:

1. Page View
2. Page & Bookmarks\*
3. Page & Thumbnails\*

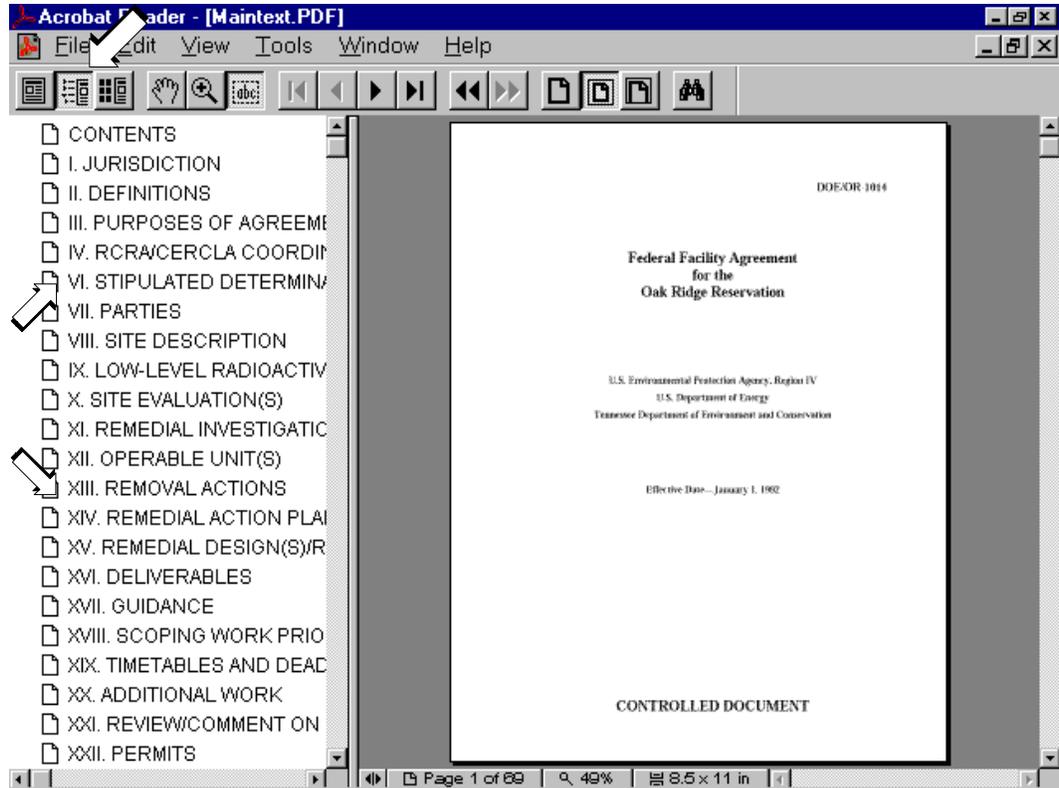


Click to open zoom selections

\*Bookmarks and thumbnails are generated by document authors. If you don't see any bookmarks or thumbnails, it's because they weren't generated.

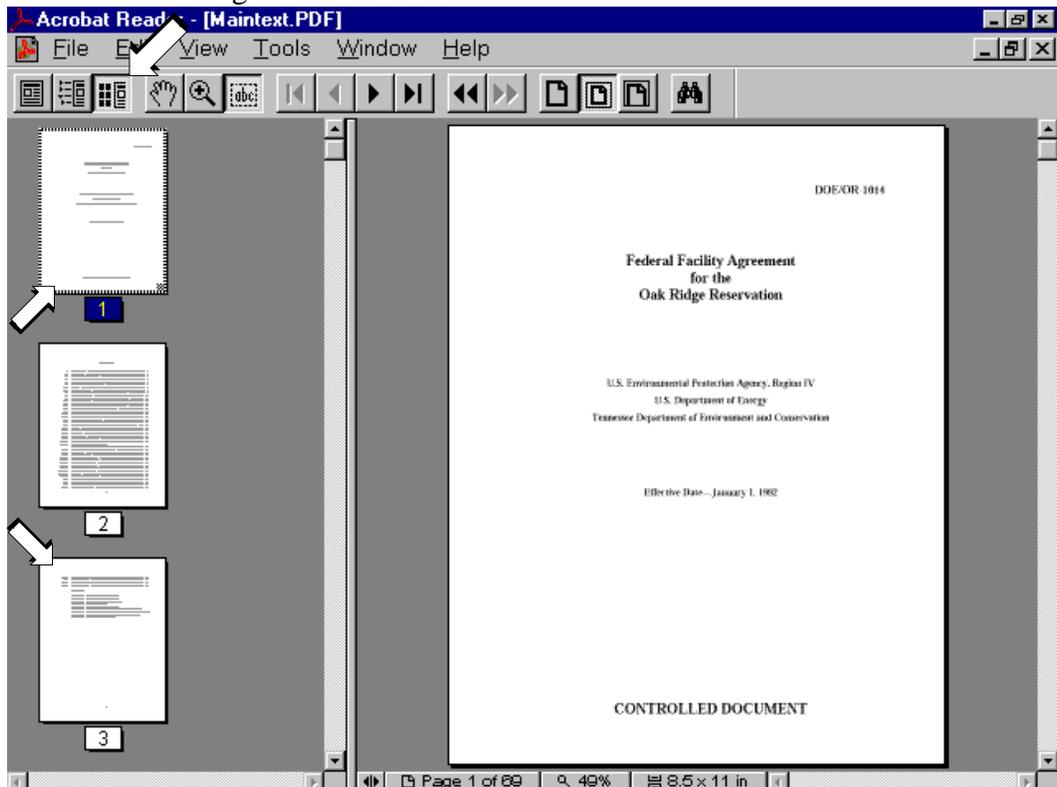
## 2. Page & Bookmarks

*Bookmarks link to different parts of the document*



## 3. Page & Thumbnails

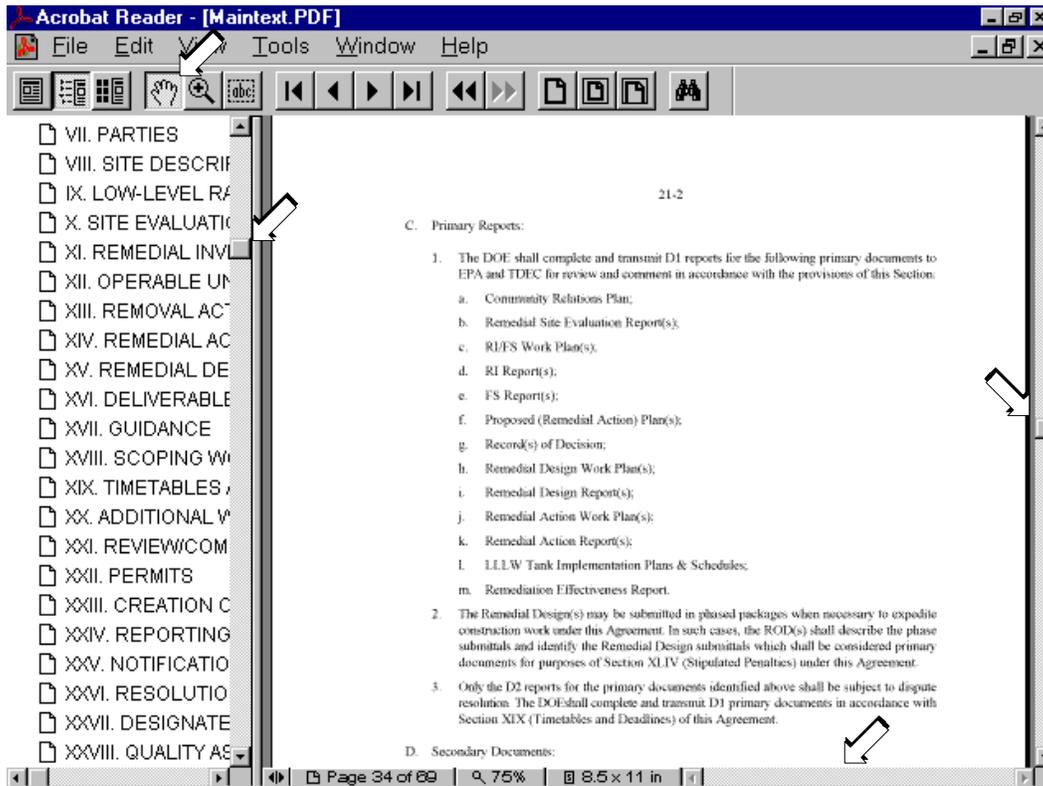
*Thumbnails let you preview several pages at once*



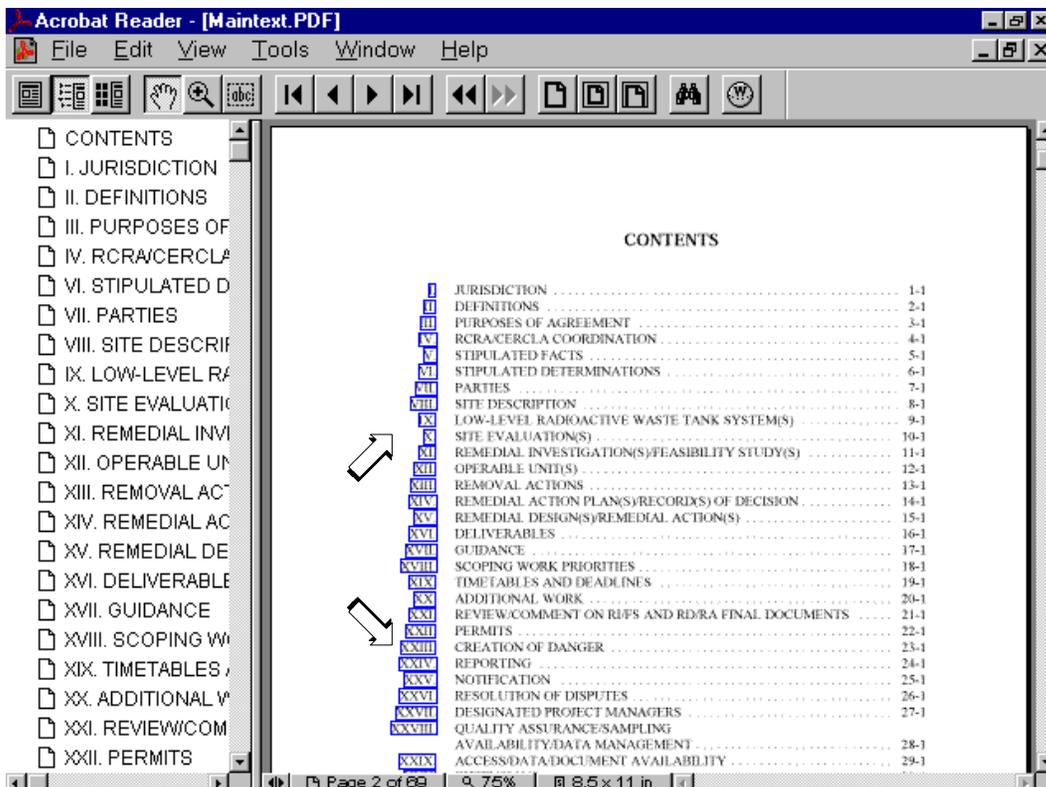


## SCROLLING:

The “Grabber Hand” allows you to move a page up or down, left or right. Scroll bars for the page, bookmarks, and thumbnails let you move through the document quickly.

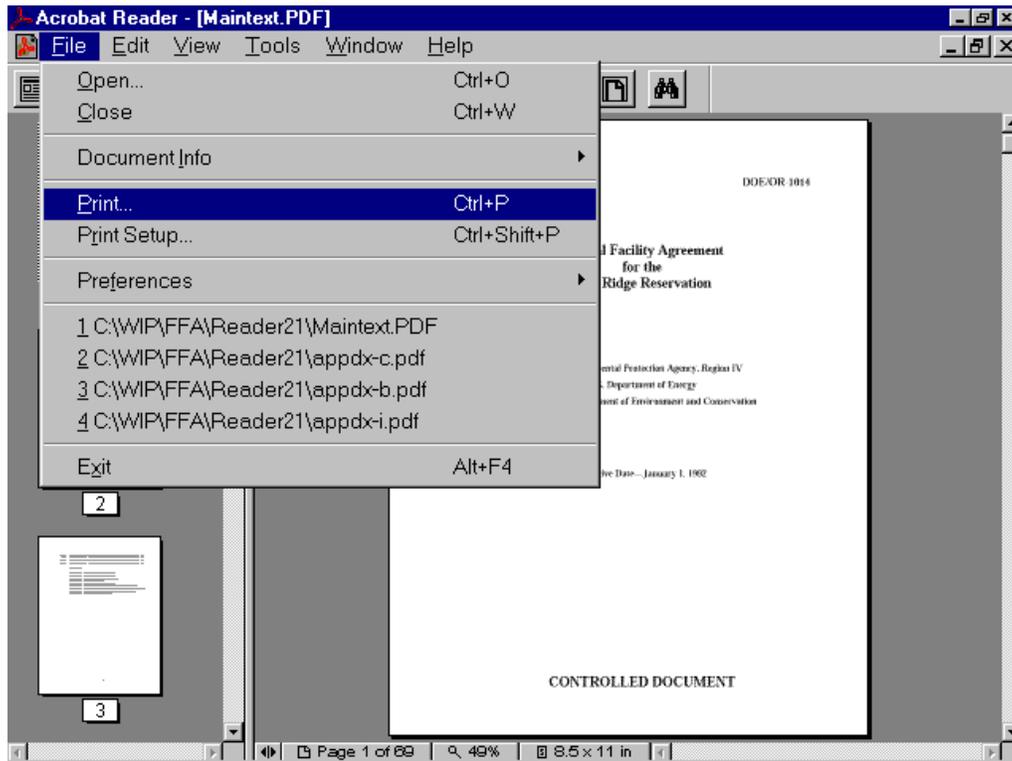


Click on “hot links” to move instantly to another location within the document.



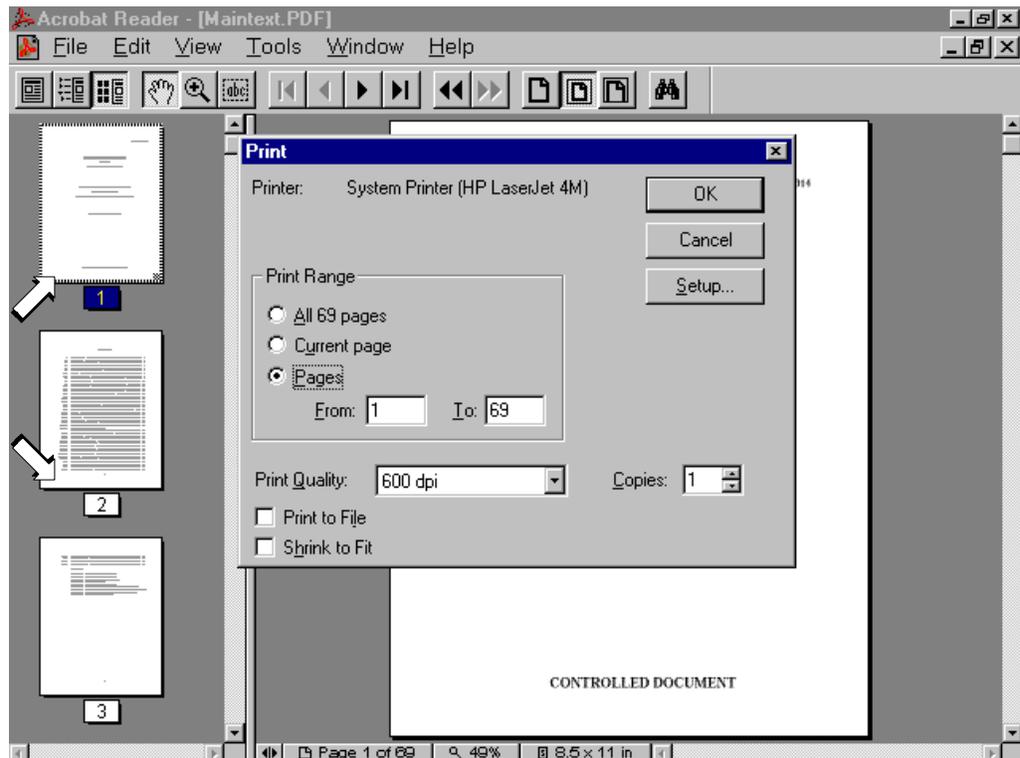
## PRINTING:

*Step 1. Choose "FILE" and then "PRINT."*



*Step 2. In the Print Dialog Box, select "ALL," "CURRENT PAGE," or "PAGES \_\_ to \_\_."*

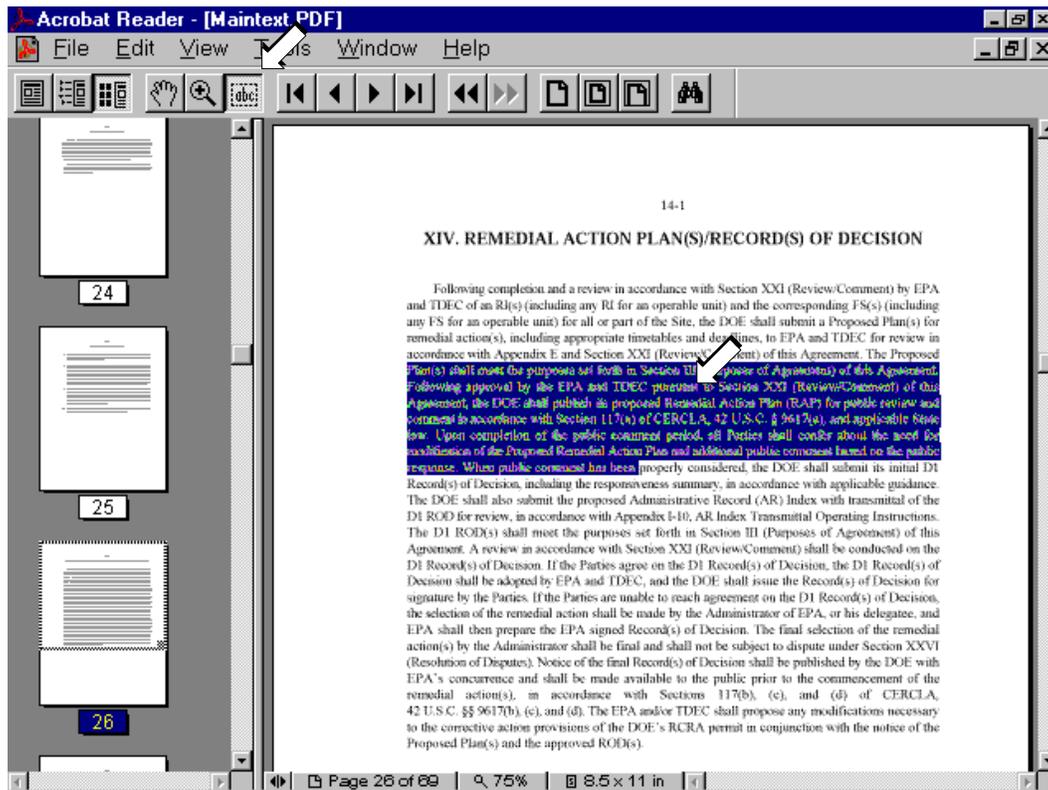
*Thumbnails make it easy to decide what range of pages you want to print*



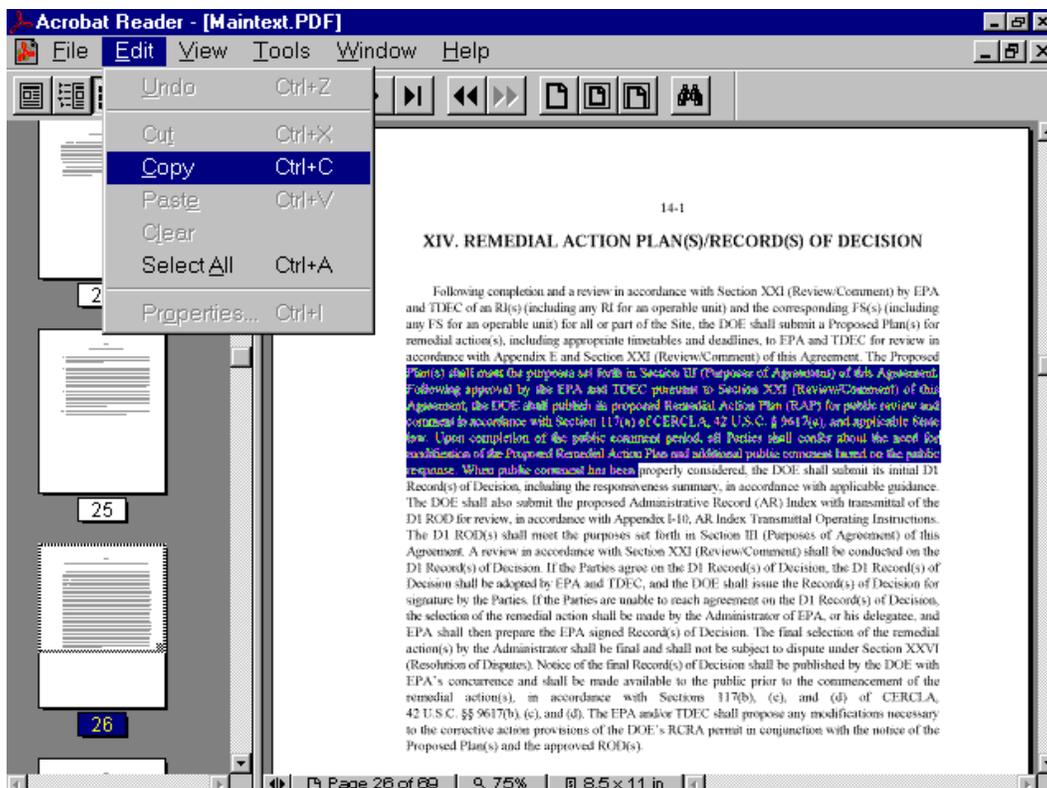
*Status bar shows what page you're on*

## COPYING:

Step 1. Select the "Text Tool" and use it to highlight text to be copied.

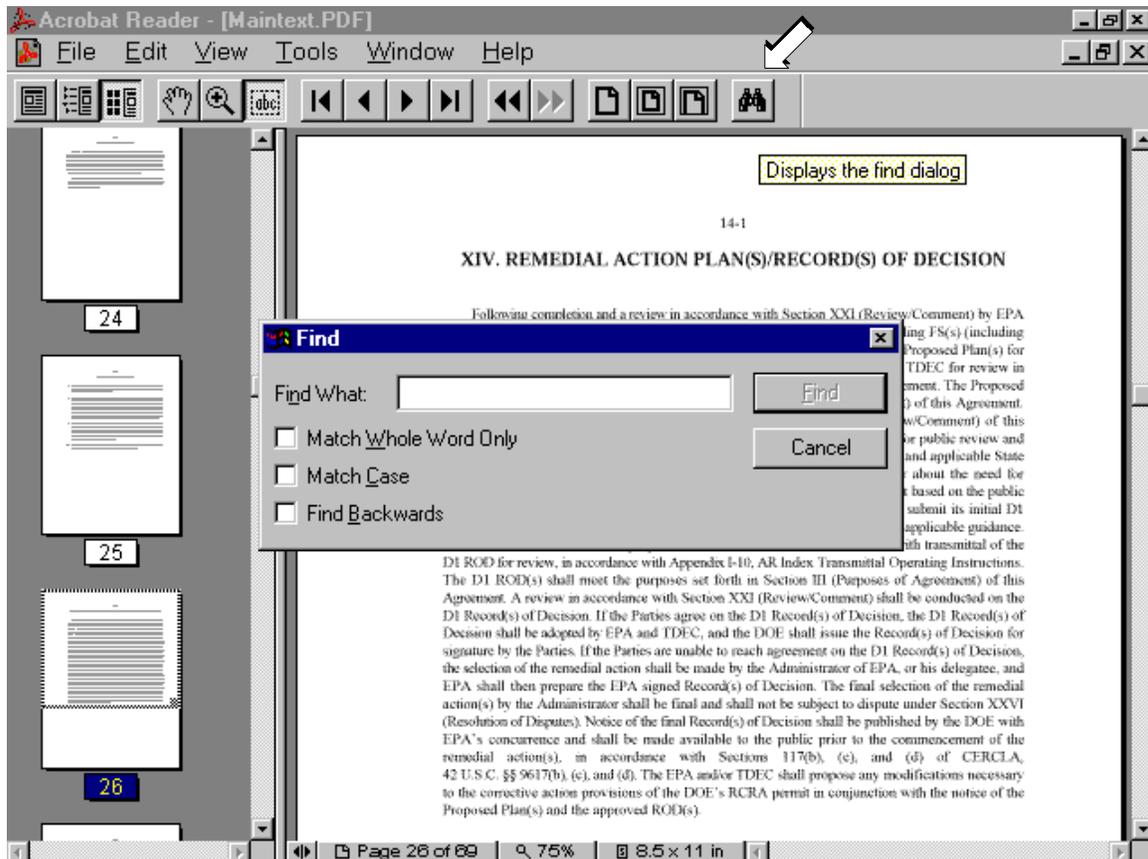


Step 2. Choose "EDIT" and then "COPY." The copied material can then be pasted into other programs.



## SEARCHING:

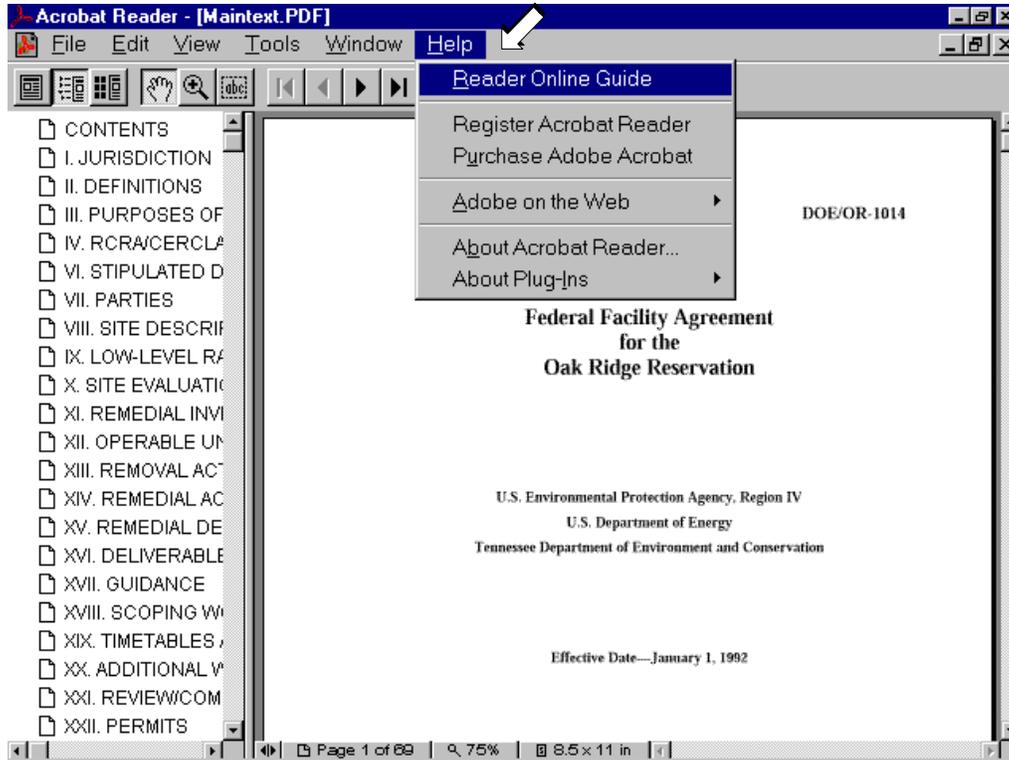
Use the “Find” feature to search for specific words anywhere in the document.



## USING ACROBAT HELP:

Reader has many features besides those discussed in this brief tutorial; the online guide provides information on those features plus additional information about topics already discussed.

*Step 1. Choose "HELP" and then "READER ONLINE GUIDE."*



*Step 2. Use the bookmarks, hot links, and scroll bars to move through the guide.*

