

Adobe™ Acrobat™ Reader Online Guide

This online guide contains information to help you use the Acrobat Reader program. For installation instructions and system requirements, see the *README* file accompanying your software. Click one of the following topics to go to an explanation of that topic:

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How to use this online guide

Use these procedures to navigate through this guide:



Click underlined text to go to the topic indicated. Underlined text indicates text that is “linked” to another part of this guide.



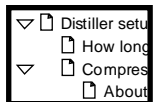
Click the [Go Back](#) button in the tool bar to return to your previous location.



Click the [Next Page](#) button in the tool bar to go to the next page of the guide.



Click the [First Page](#) button in the tool bar to return to the opening screen of this guide.



Click the bookmark name to go to the topic marked by that bookmark. Click the triangle to the left of a bookmark to show and hide subordinate bookmarks. The bookmarks for this guide provide a complete list of topics.



Click the arrow button to go to the next screen of any continued topic.

About Adobe Acrobat

The Adobe Acrobat product family consists of three products designed to bring electronic document solutions to a wide-range of users:

- **Acrobat 2.0** – all the software a business user requires for creating electronic documents from common applications. Included in Acrobat 2.0 are Acrobat Exchange and PDF Writer for creating electronic documents. New in Acrobat 2.0 is Acrobat Search for full-text searches of indexed PDF files. Also includes the Acrobat Reader for Macintosh, Windows, DOS® and UNIX®.
- **Acrobat Pro** – Acrobat 2.0 plus Acrobat Distiller. Acrobat Distiller converts any PostScript language file into PDF. Set up Acrobat Distiller to convert PostScript files on a local Macintosh or Windows computer, or to monitor directories on a network file server, which provides Distiller conversion services to any number of network users.
- **Acrobat for Workgroups** – everything a workgroup of ten requires: ten licenses of Acrobat Exchange for Macintosh and Windows, Acrobat Distiller, and Acrobat Catalog™ for creating indexes for full-text cross-document searches.

To find out how to order Acrobat products, click one of the following topics:

[How to upgrade](#)

[Order form](#)

The Acrobat Reader window

You open a document in the Acrobat Reader window. You can display bookmarks or thumbnails in an overview area to the left of the document.

Beneath the menu bar at the top of the window is the tool bar; at the bottom left of the window is the status bar. At the right of the window is a vertical scroll bar that enables you to scroll up and down through a document. The overview area of the window includes an independent scroll bar that you can use to scroll through bookmarks or thumbnails.

See these topics for more information about the Acrobat Reader window:

[Status bar fields and controls](#)

[Tools and buttons](#)

Tools and buttons

The tool bar contains tools for selecting and viewing documents. Select a tool by clicking the tool icon. To hide or show the tool bar, choose Hide Tool Bar or Show Tool Bar from the Window menu.

The tool bar contains the following tools and buttons:



Click the **Page Only** button to close the overview area of the window.



Click the **Bookmarks and Page** button to open the overview area and display bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.



Click the **Thumbnails and Page** button to open the overview area and display thumbnail images of each document page. Click a thumbnail to go to the page marked by that thumbnail.



Use the **hand** tool to move a document page on-screen when it does not fit within the window. Drag the hand tool in the direction you want to move the page.





Use the **zoom** tools to magnify and reduce the page display by a factor of 2.



Use the **select text** tool to select text in a document, which can then be copied to the Clipboard using the Copy command. Choose **select graphics** from the Tools menu to select graphics in a document.



The **browse** buttons advance the document to the first or last page of a document, or forward or back one page at a time.



Use the **Go Back** and **Go Forward** buttons to retrace your steps in a document, moving to each view in the order visited. Go Back also returns you to the original document after you click a link to another document.



Click the **Actual Size** button to display the page at 100 percent.



Click the **Fit Page** button to scale the page to fit within the window.





Click the **Fit Width** button to scale the page width to fill the width of the window. Pressing this button and the Option (Macintosh) or Control (Windows) key fills the window with only the visible text and graphics on the page.



The **find** tool searches for part of a word, a complete word, or multiple words in a document.

Status bar fields and controls

The status bar contains the following fields and controls:



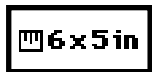
The **window splitter** adjusts the width of the overview and document areas. Drag the control to where you want to divide the two areas.



The **page number box** displays the current page number and lets you go to a specified page in a multi-page document. Click the page number box to display the Go to Page dialog box.



The **magnification box** displays the current page magnification and lets you select various magnifications. Choose Other from the menu to display the Zoom To dialog box.



The **page size box** shows the size of the current page using the units specified in the Preferences dialog box.

Preferences

The Preferences items in the Edit menu allow you to set preferences that affect all the Acrobat documents you view.

General preferences

The Preferences/General dialog box provides these options:

- **Default Magnification** is the magnification that Acrobat Exchange uses when documents are opened.
- **Max “Fit Visible” Magnification** is the maximum magnification for Fit Visible and for viewing articles.
- **Display Large Images** displays large images without replacing them as gray boxes. A “large” image is an image that requires many bytes of storage and that takes a long time to display.
- **Use Page Cache** may reduce the amount of time it takes to page through a document.
- **Greek Text below [_____] pixels** displays the size of characters below which Acrobat Exchange “greek” characters (displays characters as gray lines). Increasing the size of greeked characters speeds page display.



- **Substitution Fonts** controls which multiple master fonts Acrobat Exchange substitutes for Type 1 fonts that are not available on your system.
- **Page Units** displays the units of measurement (inches, millimeters, or points).
- **Display Splash Screen at Startup**
- **Display Open Dialog at Startup**
- **Maximize Application on Opening** (Windows only) the application window is maximized to fill the entire display.

Full-Screen preferences

The Preferences/Full Screen dialog box provides these options:

- **Change pages** specifies mouse and keyboard control, or automatic advancement every specified number of seconds.
- **Loop** displays the document continuously, looping from the first page to the last.
- **Background color** specifies the window's background color.

See [Displaying documents in full-screen mode](#) for instructions.

Displaying documents in full-screen mode

Select Full Screen from the View menu to make the PDF document fill the entire monitor screen.

The characteristics of full-screen documents are set through the Full Screen Preferences dialog box. See [Full-screen preferences](#) for more information.

The cursor remains active during full-screen mode so that viewers can click links and open notes. Thumbnails and bookmarks are not accessible in full-screen mode.

The following tools and commands are accessible through their command-key shortcuts:

- All View menu commands except Page Only, Bookmarks and Page, and Thumbnails and Page
- Tools menu: hand, Zoom-in, and Zoom-out

To exit from full-screen display mode, press the Escape key, or advance past the last page.

Using links

Creators of PDF documents can create hypertext links that connect two parts of a document. Links can also connect part of a PDF document to another PDF document or to another application file, such as a spreadsheet or movie.

To use a link:

Click any text or graphics that is identified as a hypertext link. The pointer changes to a pointing finger when positioned over a link.

To return from a link:

Click Go Back or choose Go Back from the View menu to return to the previous page view.

Using notes

When you encounter a note in a PDF document, double-click it to open the note window. To find the next note in the document, choose Find Next Note from the Tools menu.

To close the note window, click the close box in the upper left corner of the note (Macintosh users can also press Command-W).



Reading an article

Creators of PDF documents can define document *articles* that automatically guide readers through sections of a document.

To read an article:

Select Articles from the View menu (the menu item is dimmed if no articles exist in the document). The Articles dialog box appears.

Select the article you want to read from the title list and click View to go directly to the beginning of the article, or click the beginning of the article with the hand tool. Place the hand tool cursor on any box in the article.



If you start at the first article box, the cursor changes to Read Article, and the status bar shows Read Article.

Click or press Enter to follow the article.

To return to the previous view of the article:

Hold down the Shift key and click.

To return to the beginning of the article:

Hold down Option/Ctrl and click.



To exit an article at any time:

- Select any navigation method other than pressing Enter or Return.
- Go to another article or page.
- Click +Shift + Option (Macintosh) or Shift +Ctrl + Click (Windows).

***Note:** If you exit an article by going to a specific page using Go To Page or the toolbar buttons, the page is displayed with the Default Magnification preference setting. The magnification in effect while you read the article is not used.*

How to upgrade

You're using Acrobat Reader to view a Portable Document Format file created by someone else. But you can do much better with Acrobat 2.0 for just \$235 U.S. (suggested European price – contact your distributor for local pricing).

Acrobat 2.0 for Macintosh or Windows includes:

- Acrobat Exchange and PDF Writer for creating your own PDF files.
- Acrobat Search for full-text search and retrieval of files indexed with Acrobat Catalog.
- Acrobat Reader for Macintosh, Windows, DOS and UNIX to view and print your PDF files.

In Europe:

For information on how to order or locate the Adobe Authorized Reseller nearest you, either:

- call English: **44-(0)131-4516996**
French: **44-(0)131-4516997**
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- fax the [order form](#) to **44-(0)131-4516999**.

Adobe™ Acrobat™ 2.0

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Adobe Acrobat Exchange 2.0 Online Guide

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