Adobe™ Acrobat™ Reader 3.0

Online Guide

- **The Reader window, tools, and paging shortcuts**
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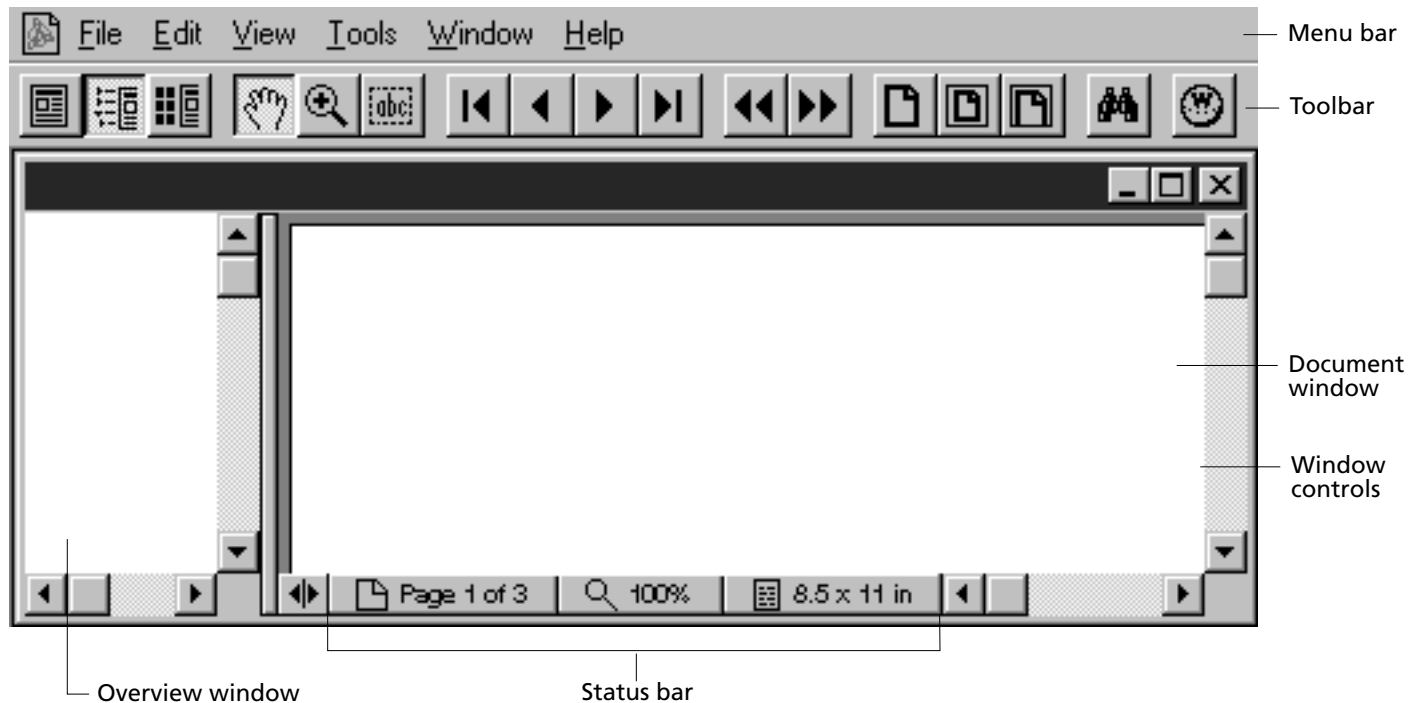
The Reader window, tools, and paging shortcuts

Reader window

- Menu bar
- Toolbar
- Document window
- Window controls
- Overview window
- Status bar

File   Edit   View   Tools   Window   Help

Page 1 of 3   100%   8.5 x 11 in

Toolbar

Page	**First page**	**100% zoom**
Bookmarks & page	**Previous page**	**Fit page in window**
Thumbnails & page	**Next page**	**Fit page width inside window**
Hand	**Last page**	**Find**
Zoom-in	**Go back**	
Text selection	**Go forward**	

To hide or show the toolbar, choose Window > Hide Toolbar or Window > Show Toolbar.

Status bar

Page number   Magnification   Page dimensions and page layout

| | Page 1 of 4 | 🔍 100% | ▦ 11 x 17 in | ◄ | | | ► |

✔ Single Page
  Continuous
  Continuous - Facing Pages

Paging shortcuts

Result	Action
Scrolls page to the right	Right arrow + Shift
Scrolls page to the left	Left arrow + Shift
Scrolls page up	Up arrow + Shift
Scrolls page down	Down arrow + Shift
Go to first page	Ctrl / ⌘ + 1
Go to previous page	Ctrl / ⌘ + 2
Go to next page	Ctrl / ⌘ + 3
Go to last page	Ctrl / ⌘ + 4
Go to last page	End key
Exit full-screen mode	Escape key
Exit full-screen mode	⌘ + (period)

Using Acrobat Reader

Use Acrobat Reader to view, navigate, and print Portable Document Format (PDF) files that you encounter on CD-ROMs, e-mail, network servers, or the World Wide Web in the Acrobat Reader application window or in your Web browser window.

Acrobat Reader 3.0 lets you view and browse PDF files seamlessly within the leading Web browsers and even fill in visually rich, interactive PDF forms that you find on the World Wide Web. ➤

Acrobat Reader allow you to view PDF files, but other Acrobat products allow you to create, enhance, and index PDF file. Adobe Acrobat 3.0 software is the fastest way to publish any document on your corporate Intranet, the Web, or CD-ROM. Acrobat 3.0 gives you everything you need—Acrobat Exchange, Acrobat Distiller, Acrobat Catalog, and the new Capture plug-in—to create and distribute electronic documents that can be searched, hypertext linked, and even animated with QuickTime movies.

You'll see that creating PDF files from your favorite word processing software, business application, or desktop publishing tool is as easy as printing, and the results look exactly like the originals.

For the latest information about Adobe Acrobat see **http://www.adobe.com/acrobat**. ∎

Viewing PDF documents

Opening and printing PDF documents

Opening PDF documents

To open a PDF document, choose File > Open. In the Open File dialog box, highlight the filename, and click Open. Normally PDF documents have the extension .pdf. With Windows and OS/2, or on the Macintosh, you can also open a PDF document by double-clicking the file icon.

If double-clicking a file on the Macintosh platform does not open the file in your Acrobat viewer, use File > Open to open the file, close the file, and try again.

The document author can set PDF documents to be opened in full screen mode, without a toolbar, menu bar, or window controls. If the menubar is hidden, you can press Control+Shift+M (Windows, OS/2, and UNIX) or Command+Shift+M (Macintosh) to temporarily redisplay the menu bar. To override all the author's document-opening settings, press Control+Shift (Windows, OS/2, and UNIX) or Option+Shift (Macintosh) when opening the file. ➤

To display a list of all Acrobat Exchange command-line options (UNIX), start the Acrobat product with the -help option. For example:

```
acroexch –help
```

PDF documents posted on the Web can be viewed in your Web browser window, within the HTML page in Internet Explorer 3.0, or in a separate Acrobat Reader window. See **Reading PDF on the Web** for information. ■

Opening a PDF file embedded as an OLE object in another file (Windows and Macintosh)

PDF documents can be incorporated into other documents created by any OLE (Object Linking and Embedding) 1.0 or OLE 2.0 container application.

To view an embedded PDF file:

1 Open the document into which the PDF document has been embedded.

2 Double-click the Acrobat icon or the RTF text in the document. Acrobat Exchange or Reader launches and displays the activated PDF document.

Printing PDF documents

First, select the print options you want by using the File >Print Setup (Windows, OS/2, and UNIX) or Page Setup (Macintosh) command. When you are ready to print, choose File > Print.

The Shrink to Fit option in the Print dialog box can shrink (and if necessary rotates) oversized pages to fit on the paper size currently installed in your printer.

Printing PDF documents from the command line (UNIX)

Besides printing directly from within Reader by choosing File > Print, you can print PDF files from the command line. To print the file sample.pdf to the default printer, type:

```
% cat sample.pdf | acroread -toPost-
Script | lp
```

Each time you print a PDF file to a printer, Reader displays a message:

request id is *<ID>*

<ID> is the print job identification number. You can use this number to cancel your print job.

Note: *If a PDF file has been secured with an Open password or does not allow printing, you will not be able to print from the command line.* ➤

You can use options to control your print job from the command line.

To create a level 2 PostScript file:

```
-level2
```

To create a binary PostScript file:

```
-binary
```

To shrink a document to fit the page it will be printed on:

```
-shrink
```

To display a list of all Acrobat Reader command-line options, start the Acrobat product with the -help option. For example:

```
acroread -help ■
```

Printing PDF documents embedded in HTML documents on the Web

PDF documents embedded in HTML documents on the Web usually display the first page of the PDF document in the HTML document. You can print the first page of the PDF document as part of the HTML document or you can print just the PDF document.

To print just the first page of the PDF file:

In your Web browser, choose File > Print. (Even if you have navigated to another page in the PDF document the first page will print). ➤

To print more than one page of a multi-page PDF document:

Do one of the following:

■ Click the Print button that appears in the HTML page. (This button only appears if the author of the document supplies it).

■ Save the file to disk, open it in Acrobat Reader and choose File > Print. ■

Setting Preferences

Preferences are settings that modify the performance, interface, and behavior of an application. For the most part, the preference settings of Acrobat Reader determine the view of a document on-screen for your copy of Reader. Some of these settings can be overridden for a particular PDF document by a document author.

In UNIX, you can define resources in the .Xdefaults file. See **Customizing resources for your personal use (UNIX)** for information. You can also give Acrobat Reader access to more fonts system wide or for individual users. See **Giving Acrobat Reader access to fonts (UNIX)** for information. ➤

To set preferences:

1 Choose File > Preferences and then choose the type of preference you want to change:

- **General preferences** specify options for setting a comfortable default document view.

- **Notes preferences** specify a font and point size to display in the notes attached to the files you open.

- **Full-screen preferences** determine how a document appears and behaves in Full Screen view.

- **Weblink preferences** determine the behavior of information display for Weblinks and provides a way to choose which browser to launch when activating a Weblink.

Other Acrobat plug-ins may add new preference items to this list. See your plug-in's documentation for information. ■

Customizing resources for your personal use (UNIX)

When an Acrobat viewer starts, it searches for resources in the standard X Window System resource file (~/.Xdefaults). It uses all resources it finds to determine the proper setup. If it finds a resource more than once, it uses the last value found. By editing the resource file, you can customize Acrobat viewers. For your changes to take effect, you must restart your Windowing system.

The following sections describe some general Acrobat resources that you can change in the .Xdefaults file.

Plug-in location

Starting multiple Acrobat Readers

Plug-in location

When Acrobat Reader starts, it search for plug-ins in the directory $ACRO_INSTALL_DIR/$ACRO_CONFIG/plug-ins. You can specify a new default directory by changing the *systemPlugInPath label. The *systemPlugInPath label specifies the location of the plug-ins used by all users of Acrobat Reader.

```
*systemPlugInPath /net/Acro-
bat/Sun_OS4/doc_dept/plug-ins
```

You can specify your own plug-ins when starting Reader. By default, the Acrobat viewers search for personal plug-ins in the $HOME/plug_ins directory. You can specify a new default directory for personal plug-ins by changing the *userPlugInPath label. For example:

```
userPlugInPath $HOME/Acrobat/plug_ins
```

Starting multiple Acrobat Readers

If you want to open a new Reader program every time you open a PDF file, set the *userFrontEndProgram resource to FALSE. By default, the *userFrontEndProgram is set to TRUE, meaning that the Reader program that is already opened is used to display the new PDF file.

Giving Acrobat Reader access to fonts (UNIX)

If a font is referenced in a PDF file, but not embedded, and your Acrobat Reader finds that font on the system opening the file, Acrobat Reader will use the font on the system to display the text. You can give Reader access to your installed Type 1 fonts by setting the PSRESOURCEPATH variable in the Reader launch script or your user configuration file. Editing the launch script, usually done by a system administrator, gives all users who access that copy of the Reader access to the fonts. Editing your user configuration file gives an individual access to the fonts.

The PSRESOURCEPATH variable looks for UNIX PostScript Resource (.upr) files in the location you point it at. The .upr files are created when Type1 fonts are installed. If you have installed Adobe Illustrator or Adobe Photoshop the PSRESOURCEPATH is already set for the individual and Acrobat Reader will find it.

➤

To give access to fonts system wide:

1 Open `Acrobat3/bin/acroread` in a text editor.

2 Enter the following command:

```
# PSRESOURCEPATH=<font_location>::
```

3 Restart Acrobat Reader.

To give access to fonts to an individual:

1 Open your user configuration file in a text editor.

2 Set the PSRESOURCEPATH environment variable:

```
# PSRESOURCEPATH=<font_location>::
```

3 Restart Acrobat Reader. ■

Viewing documents

Magnifying the page view

You can use the zoom tool, the magnification box in the status bar, or the Actual Size, Fit Page, and Fit Width toolbar buttons to change the screen magnification. The maximum magnification level is 800%. The minimum magnification level is 12%. If you zoom in on a large document, use the **hand tool** to move the page around on screen or in a **thumbnail**.

Acrobat Reader offers magnification level choices that are not related to a specific percentage but to the look of the page on screen:

■ **Fit Page** scales the page to fit within the main window.

■ **Fit Width** scales the page to fit the width of the main window.

■ **Fit Visible** fills the window with the page's imaged area only (text and graphics). ➤

When you select any of the Fit options, the magnification level resulting from the selection is displayed in the status bar.

The Fit options, Fit Page, Fit Width, and Fit Visible are in a *sticky* state, which means they don't change as you page through a document unless you change the zoom level.

To increase magnification:

Choose one of the following:

■ Select the zoom tool 🔍 on the document page to double the current magnification.

■ Select the zoom tool 🔍 and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.

■ Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK. ➤

To decrease magnification:

Choose one of the following:

■ Select the zoom tool 🔍 while holding down Ctrl (Windows, OS/2, and UNIX) or Option (Macintosh) and click at the center of the area you want to reduce.

■ Select the zoom tool 🔍 while holding down Ctrl (Windows, OS/2, and UNIX) or Option (Macintosh), and drag to draw a rectangle, called a *marquee*, around the area you want to reduce.

■ Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK. ■

Working with large page sizes

If you need to magnify a page to a size larger than the Reader window to read it, you can use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF document around with the hand tool is like moving a piece of paper around on a desk with your hand.

Choosing a page layout for scrolling ease

Acrobat Reader has three page layout options: Single Page, Continuous, and Continuous-Facing Pages. Continuous and Continuous-Facing Pages facilitate page scrolling so that you can see the bottom of one page and the top of another.

■ Single page layout displays one page in the document window at a time.

■ Continuous layout arranges the pages in a continuous vertical column.

■ Continuous-Facing Pages layout arranges the pages to appear side by side. This configuration accommodates two-page spread display and multiple-page viewing in the Reader window. If the total page count of a document is greater than two pages, the first page is displayed on the right to ensure proper display of two-page spreads. To see two-page spreads most efficiently in this page-layout, choose View > Fit Width. ➤

Single page layout

Continuous layout

Continuous-Facing Pages layout ➤

To set a page layout:

Choose one of the following:

■ Click the page size box in the status bar, and choose one of the page layouts from the menu.

■ Choose Single Page, Continuous, or Continuous-Facing Pages from the View Menu. ■

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.

To set a default view:

1 Choose File > Preferences > General to open the General Preferences dialog box.

2 Choose settings for the following options:

■ **Default Page Layout** specifies a page layout for Acrobat Reader to use when PDF documents are first opened.

■ **Default Magnification** specifies a magnification level for Acrobat Reader to use when PDF documents are first opened.

■ **Max "Fit Visible"** Magnification sets the maximum magnification for the Fit Visible view and for viewing articles. ➤

■ **Substitution Fonts** specifies which Multiple Master fonts Acrobat Reader uses to substitute for Type 1 and TrueType fonts that are not available on your computer. If PDF documents fail to print because of insufficient printer memory, choose Sans from the Substitution Fonts menu. Changing the Substitution Fonts setting has no effect until you restart your system.

■ **Page Units** (inches, millimeters, or points) specifies which unit of measurement is used to display the page size in the status bar and the crop dialog box with the Page Units option.

■ **Display Large Images** specifies displaying images larger than 128k. A gray box appears in place of a large image if you do not choose this option. Not displaying large images can speed paging through a document.

■ **Greek Text: Below [___] pixels** specifies displaying text below the designated point size as gray lines to speed display time. The original default is 6. ➤

■ **Smooth Text and Monochrome images** specifies smoothing the edges of text and monochrome images to minimize the contrast between the background and the text or image. This effect usually improves the quality of the display on-screen.

■ **Use Page Cache** specifies placing the next page in a buffer to reduce the amount of time it takes to page through a document.

■ **Open Go to View Links in the Same Window** specifies opening linked PDF documents in one window to minimize the number of open windows in Acrobat Reader. If you do not select this option, then a new window is opened for each new Go to View link. If a linked file is open when a Go to View link to it from another document is activated, the file remains open in a separate window. ➤

- **Allow Background Download of Entire File** specifies downloading an entire PDF file from the Web in the background while you are reading the first page requested in a Web browser window. Once you request a page that has not yet been downloaded, the downloading stops and from that time on only the pages that are requested are downloaded.

- **Display Splash Screen at Startup** specifies displaying the Acrobat splash screen each time the program is started.

- **Display Open Dialog at Startup** specifies displaying the Open dialog box each time the program is started.

3 Click OK. ■

Reading documents in Full Screen view

PDF documents fill the entire screen in Full Screen view: the menubar, toolbar, status bar, and window controls are hidden. Document authors can set PDF documents to open in Full Screen or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions.

Whether you use Full Screen to view a presentation or for your own purposes, you can establish your own **Full-screen preferences**. ➤

In Full Screen view, the pointer remains active so that you can click links and open notes. You can use navigational and magnification buttons, even though the menus and toolbar are not visible, by using their keyboard shortcuts available in the menus:

■ For the View menu, you can use shortcuts for all commands except Page Only, Bookmarks and Page, Thumbnails and Page, and the page layout views.

■ For the Tools menu, you can use shortcuts for the hand and zoom tools.

To exit from Full Screen view, press the Escape key or Ctrl+Shift+L (Windows, OS/2, and UNIX) or Command+Shift+L (Macintosh). ■

Full-screen preferences

Choose File > Preferences > Full Screen to set the characteristics of your Acrobat Reader's full-screen view. These settings apply to any document you open in full-screen view that does not have its own full-screen settings.

The default settings are usually acceptable and do not need to be changed unless you are going to give a presentation because most of the effects you set in Full-screen preferences are for presentations.

The Full Screen Preferences dialog box provides these options:

■ **Advance Every _ Seconds** specifies whether you advance automatically from page to page every set number of seconds. For automatic paging, enter the number of seconds in the text box. You can page through a document by using mouse or keyboard commands even if automatic paging is selected. ➤

- **Advance On Any Click** specifies advancing through the document by clicking.

- **Loop After Last Page** pages through the document continuously, returning to the first page from the last. A typical use for this option is for kiosk displays.

- **Escape Key Exits** specifies using the Escape key to exit full screen mode. If you disable the Escape key Ctrl+Shift+L (Windows, OS/2, and UNIX) or Command+Shift+L (Macintosh) can be used to exit full screen mode.

- **Background Color** specifies the window's background color. Options are Black (the default), White, and Custom. If you select Custom, the system color selector is displayed. See your computer's user guide for instructions on setting a custom color. ➤

- **Default Transition** specifies a transition effect to display when switching pages in Full Screen. The default transition is None.

- **Mouse Cursor** specifies how the mouse cursor appears in Full Screen view. The default is to hide the cursor after a short delay. ■

Choosing a Web browser for Weblinks

When you click a Weblink in a PDF document, the default browser opens for you to view the linked document. Before this happens, however, you have to identify the default browser to Acrobat Reader. You can also choose to show or hide the Web browser button and link information and status.

To change preferences:

1 Choose File > Preferences > Weblink.

2 Choose from the following options:

■ Choose an option from the Link Information menu to determine whether Reader displays a URL in the status bar always, never, or only when Ctrl (Windows and UNIX) or Option (Macintosh) is pressed at a time when the pointer is over a Weblink. ➤

■ Select Show Toolbar Button to show the Web Browser button 🌐 in the toolbar. You can open your Web browser from Acrobat Reader by clicking the button.

■ Select Show Progress Dialog to display status information such as how much data is being downloaded after a Weblink is activated.

■ To select a Web browser, click Browse (Windows and UNIX) or Select (Macintosh), locate your browser and click Open.

■ Choose the connection type that matches your browser. If your browser is not listed, choose the Standard connection type.

3 Click OK to save your preferences. ■

Displaying information about a document

The Document Info submenu of the File menu contains commands that display information about a document.

To display document information:

Choose File > Document Info and then choose a type of document info:

- **General** displays basic creation information about the PDF document. You can enter or change some of this information in Exchange.

- **Font** displays font usage information.

- **Security** displays the document's security settings.

Getting General information about a document

The General Info dialog box provides title, subject, author, and keyword information if it has been provided. It also displays attributes set by Exchange, PDF Writer, or Distiller in this dialog box:

- **Creator** indicates the program that created the document (if known).

- **Producer** indicates the application or driver that produced the PDF document.

- **Created** indicates the date and time the document was created.

- **Modified** indicates the date and time the document was last modified. ➤

- **Optimized** indicates whether the file has been optimized for page-at-a-time downloading over the Web.

- **File Size** indicates the size of the PDF file.

Note: *The title is the document's title, not necessarily the filename (unless the title and filename are identical). The title is used in the document window and search results lists unless the title field is empty, then the filename is used.* ■

Getting information about fonts used in a document

The Font Information dialog box lists the original font used in the original document, font type, font encoding, and the font used in the Acrobat Reader to display the original font. Only the fonts encountered in the document so far, are listed. To see a list of all fonts used in the entire document, click the List All Fonts button.

You can use the Font Information dialog box to see what fonts were used in the original document, and whether the same fonts are being used as you view it. If substitute fonts are being used and you aren't satisfied with their appearance, you may want to install the original fonts on your system or ask the document creator to recreate the document with the original fonts embedded in it.

While the Acrobat Reader program creates a substitute font for the Macintosh, the pointer appears as a spinning letter *a*.

Navigating pages

Paging through a document

The Acrobat Reader program provides a number of ways to page through a document.

To go to the next page:

Choose one of the following:

- Click the Next Page button ▶ in the toolbar.

- Press the Right or Down Arrow.

- Choose View > Next Page.

To return to the previous page:

Choose one of the following:

- Click the Previous Page button ◀ in the toolbar.

- Press the Left or Up Arrow.

- Choose View > Previous Page. ➤

To go to the first page:

Choose one of the following:

- Click the First Page button ◀| in the toolbar.

- Press the Home key.

- Choose View > First Page.

To go to the last page:

Choose one of the following:

- Click the Last Page button |▶ in the toolbar.

- Press the End key.

- Choose View > Last Page. ➤

To jump to a specific numbered page:

Choose one of the following:

■ Click the page number box in the status bar at the bottom of the document window, type the page number, and click OK.

■ Choose View > Go To Page, type the page number, and click OK.

■ Drag the vertical scroll bar up and down until the rectangle to the left of the scroll bar displays the number of the page you want to jump to.

To move one screenful at a time:

■ Press the PageDown key, Enter, or Return to move forward.

■ Press the PageUp key, Shift+Enter, or Shift+Return to go back.

Use the horizontal scroll bar in the status bar to scroll the page right or left. ■

Browsing with thumbnails

Thumbnails are miniature views of each page in the document that you can display in the overview area. You can use thumbnails to jump quickly to a page or to adjust the view of the current page.

To jump to a page using its thumbnail:
Click the Thumbnails and Page button ▉▊▊ or choose View > Thumbnails and Page to display thumbnail images. Click a thumbnail to move to the page it represents. The point you click determines the center of the page display.

Note: *If thumbnails appear as gray boxes in the overview area, the document author did not create thumbnails. If you would like to see thumbnails, ask the document author to create them for you or create them for yourself in Acrobat Exchange.* ➤

To adjust the view of the current page:

Choose one of the following:

■ Place the pointer over the lower right corner of the page-view box (the light-gray box) in the thumbnail of the current page. When the pointer changes to a double arrow, drag the corner of the box to reduce or expand the view of the page.

■ Use the hand tool ⁀⁀ to move around the current page by dragging the page-view box on the thumbnail.

■ Position the pointer anywhere outside the current page-view box and drag to draw a new box.
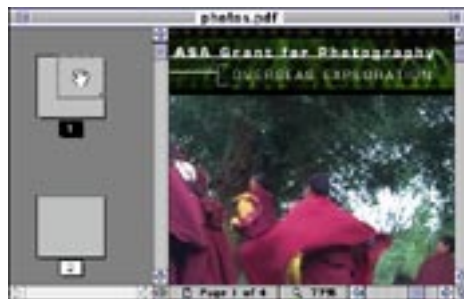
Page view box

Place your cursor over the lower-right corner of the page view box


Drag to magnify the page view

Place your cursor inside the page view box and drag to reposition the page in the document window

Browsing with bookmarks

Bookmarks can mark parts of a document for quick access or link to page views in other documents.

To jump to a topic using its bookmark:

1 Click the Bookmarks and Page button ⊞ or choose View > Bookmarks and Page to display bookmarks in the overview area. If a triangle appears to the left of the bookmark, click the triangle to show or hide subordinate bookmarks.

2 To go to the destination specified by a bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name. Clicking a bookmark can also change the page view, play a movie, reset a form, or perform other actions.

***Note:** If bookmarks do not appear in the overview window, ask the document author to create them or create them for yourself in Acrobat Exchange.*

Following links

Links can connect parts of a document, jump to other PDF documents, open another application file, go to a location on the Web, play a movie or sound, enter an article, hide/show an annotation, import form data, and reset or submit a form.

To follow a link:

1 Move the pointer over a linked area. The pointer changes to a pointing finger when positioned over a link. The finger pointer displays a *W* when moved over a Weblink.

2 Click to follow the link. Clicking a link can also change the page view, play a movie, reset a form, or perform other actions.

Note: *A Web browser must be chosen in your Weblink preferences to follow a Weblink. See* **Choosing a Web browser for Weblinks** *for more information.*

Retracing your steps

The Go Back button traces your viewing path through a document or series of documents. You can go back up to 64 views. Go Back will reopen closed documents if necessary.

To retrace your viewing path:

■ Click the Go Back button ◀◀ or choose View > Go Back to return to the previous page, document, or magnification level.

■ Click the Go Forward button ▶▶ or choose View > Go Forward to reverse direction and return, one view at a time, to the view where you first used Go Back.

Reading articles

Articles connect related parts of a document by creating a reading path through the document. Articles are usually created to make reading documents with multi-column magazine articles easier.

To find out whether a document contains articles:

Choose View > Articles. (This menu item is dimmed if there are no articles contained in the document.)

Note: *If you have a large monitor and want to keep the Articles dialog box displayed so you can go from one article to another, deselect Hide on View. Clicking Info in the Articles dialog box displays the title, author, subject, and any keywords associated with the article.* ➤

To read an article:

1 Choose one of two options to start:

▪ Choose View > Articles, select the article you want, and click View to display the beginning of the article.

▪ Select the hand tool 👆 and click any part of the article to start reading at that point in the article. Or with the hand tool selected, press Ctrl (Windows, OS/2, and UNIX) or Option (Macintosh) and click to start reading at the beginning of the article.

2 While you read an article, the pointer changes to the follow article pointer 👆. Press Return or click to progress through the article.

3 Continue to press Return or click until you reach the end of the article. At the end of the article, the pointer changes to the end article pointer 👆. Click again or press Enter to return to the page view displayed before you started reading the article. ➤

To reverse direction in the article:

Do any of the following:

- Press the Shift key and click

- Press Shift+Enter

- To return to the beginning of the article, press Ctrl (Windows, OS/2, and UNIX) or Option (Macintosh) and click.

To exit an article at any time:

Do any of the following:

- Select any navigation method other than pressing Enter or Return.

- Go to another article or page.

- Hold down Shift+Ctrl (Windows, OS/2, and UNIX) or Shift+Option (Macintosh) and click. ■

Finding words

Use the Find command to find part of a word, a complete word, or multiple words in the active document.

To find a word:

1 Click the find tool 🔍, or choose Tools > Find.

2 Choose any combination of the following options, or none of them:

■ **Match Whole Word Only** specifies ignoring words that are contained within the text you enter. For example, the word stick would not be highlighted if you chose the word sticky to find.

■ **Match Case** specifies finding only those words that contain exactly the same capitalization as you enter in the Find dialog box. ➤

- **Find Backwards** specifies starting from the current page and searching backwards through the file. Find Backwards is helpful if you want to find a term you passed earlier in the document.

3 In the Find What text box, enter the text to be found and click Find. When the program finds the text, the Find dialog box closes and the page containing the text is displayed with the text highlighted.

4 To find the next occurrence of the word, press Ctrl (Windows, OS/2, and UNIX) or Command (Macintosh) +G, or reopen the Find dialog box and click Find Again. With Windows, pressing F3 also finds the next occurrence of the word. You will be prompted to loop around to the beginning of the document if you start the process on any page other than the first page. ■

Reviewing notes

Notes appear as small page icons on PDF document pages. They are like the sticky notes used with paper document reviews. You decide which font and point size to display the note text in your Acrobat Reader.

Note: Notes do not print directly from the document that they annotate.

To review notes:

■ To open a note, double-click the note icon.

■ To find the next note in a document, choose Tools > Find Next Note (Ctrl/Command+T).

■ To close a note, click the close box in the upper left corner of the note window. (If the note is selected, Macintosh users can also press Command+W.) ➤

To set note preferences:

1 Choose File > Preferences > Notes.

2 Select a font from the list of installed fonts.

3 Select a point size from the list.

4 Click OK.

Playing movies or sounds

Windows and Macintosh viewers can play movies and sounds added to a PDF document. To play movies or sounds with Windows your computer must have the appropriate sound and video boards installed, and Apple QuickTime™ 2.0 or later or the Microsoft Video for Windows software. On a Macintosh, you need QuickTime 2.0 or later.

To play a movie or sound clip:

1 When the pointer moves over a movie or sound clip, the pointer changes to a filmstrip ⊞.

2 Click to start playing the clip.

3 Click the clip or press Escape to exit the clip.

Note: *Movies and sounds can also play in a document if specified as an action by a link, bookmark, form field, or page action.*

You can control a QuickTime movie with **QuickTime Movie Shortcuts (Windows and Macintosh only)**.

QuickTime Movie Shortcuts (Windows and Macintosh only)

Result	Action
Stop and exit this clip	Esc
Toggle between play and pause	Return/Space
Step forward one frame	Right arrow
Step backward one frame	Left arrow
Increase sound volume	Up arrow
Decrease sound volume	Down arrow
Go to the start of the clip	Home (Win)
Go to the end of the clip	End (Win)
Play forward	Ctrl/Cmd + Right arrow
Play backward	Ctrl/Cmd + Left arrow

Filling out forms (Windows and Macintosh)

You can fill out forms in PDF documents in Acrobat Reader and submit them across the Web if you are viewing PDF documents in your Web browser window. Otherwise, print the form with the data from Reader.

To fill out a form:

1 Select the hand tool.

2 Position the cursor inside a form field. The I-beam cursor allows you to type text. The arrow cursor allows you select the field, checkbox, radio button, or a choice from a list.

3 After entering text or selecting an item, checkbox, or radio button choose from the following:

■ Press Tab to accept the field change and go to the next field. ➤

- Press Shift+Tab to accept the field change and go to the previous field.

- Press Return or Enter to accept the field change and deselect the current field.

Note: In a multi-line text field, Return goes to the next line; it does not accept the field change and deselect the current field.

- Press the Escape key to reject the field change and deselect the current field.

4 Once you have filled in the appropriate fields, choose one of the following:

- Click a Submit form button if it exists. (The Submit form button could have any name). Clicking this button should send the form data to a database across the Web or over your company Intranet.

- Choose File > Print to print the form. ➤

To clear a form in a browser window:

Choose from the following:

- If a Reset form button exists, click it.

- Exit Acrobat Reader and start again.

Note: Clicking the Reload button or the Go Back button, or following a link in your browser window does not clear the form. ■

Copying and pasting text and graphics 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 a word processor. You can also paste text into a PDF document note or 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. Helvetica is substituted.* ➤

To select text and copy it to the Clipboard:

1 Click the text selection tool ⚏, or choose Tools > Select Text. The pointer changes to an I-beam.

■ Drag to select the text you want to copy. If the text is in one column of a multi-columned story, hold down Ctrl (Windows, OS/2, and UNIX) or Option (Macintosh) while dragging to select the text. When you release the mouse button, the selected text is highlighted. (To deselect the text and start over, click anywhere outside the selected text.)

2 Choose Edit > Copy to copy the selected text to the Clipboard. To view the text, choose Window > Show Clipboard. ➤

To copy graphics to the Clipboard:

1 Choose Tools > Select Graphics. The cursor changes to the crosshair icon.

2 Click and drag a rectangle around the graphic to select it. When you release the mouse button, the selected graphic is highlighted. (To deselect the graphic and start over, click anywhere outside the selected graphic.)

3 Choose Edit > Copy to copy the selected graphic to the Clipboard. To view the graphic, choose Window > Show Clipboard. The graphic is copied in the WMF (Windows, OS/2), Bitmap (OS/2), PICT (Macintosh), or XPIX-MAP (UNIX) format. With UNIX, the graphic is pasted in the primary selection. ■

Reading PDF on the Web

Each document or other resource on the Web is identified by a unique Uniform Resource Locator (URL) address. Clicking a URL link to a PDF document on the Web can open the document identified by the URL in your Web browser for *inline viewing*, or in Acrobat Reader if the Reader has been set up as a helper application for your browser. You can also read PDF files that have been embedded in HTML documents on the Web.

Viewing PDF files in a full or partial browser window is referred to as inline viewing.

Reading PDF in a Web browser

Reading PDF in Internet Explorer 3.0

Setting up Acrobat Reader as a helper application

Reading embedded PDF files (Netscape compatible browsers)

Reading PDF in a Web browser

PDF documents can be displayed in a full Web browser window if the browser supports the Netscape API architecture and the PDFViewer plug-in is accessible to the browser application or in a partial browser window if the browser supports ActiveX controls.

If the document author chooses to display the toolbar in the browser window, then all the Acrobat Reader tools, except Find and Select Text, are available. Keyboard commands are mapped to browser tools, not to Acrobat Reader tools. Therefore, Acrobat keyboard shortcuts are not available in the browser window.

For information about filling out forms see **Filling out forms (Windows and Macintosh)**.

Positioning the Acrobat toolbar

Visiting the Acrobat Web site

Searching on the Web

Positioning the Acrobat toolbar

When you view a PDF document in a Netscape, Netscape compatible, or Internet Explorer Web browser window, you can move the toolbar around the window. The default position is the top of the window, but you can position the toolbar along any of the four sides.

To reposition the toolbar:

1 Click on a blank area of the toolbar and drag the toolbar to the window edge you would like the toolbar to follow.

2 Release the mouse when you see the outline of the toolbar along the window edge.

Visiting the Acrobat Web site

When you view a PDF document in a Netscape, Netscape compatible, or Internet Explorer Web browser window, click the Visit the Acrobat Web Site button to link directly to the Acrobat Web site. This page contains valuable information about new technology, links to free Acrobat plug-ins, upgrade information, and more.

Searching on the Web

Some Web search engines index PDF documents as well as HTML documents on Web servers. And some search engines support PDF search highlighting, although not all search engines that support PDF indexing support search highlighting. See the Adobe Web site, **http://www.adobe.com/ acrobat/moreinfo**, for a list of these search engines. If you encounter a Web site that uses this type of search engine, your search results list may include PDF documents. If you open one of the PDF documents on the search results list, the Search Next Hit and the Search Previous Hit buttons activate in your Web browser window. Also, the search term is highlighted in the document.

To go to the next search hit, click the Search Next Hit button. To return to a previous search hit, click the Search Previous Hit button. The Search Next and Search Previous commands jump across PDF documents, but not HTML documents.

Reading PDF in Internet Explorer 3.0

You can view PDF documents inside an HTML document in part of the browser window in Internet Explorer 3.0 if the author embeds the file in the HTML document. Otherwise, when you click a link to a PDF document, Acrobat Reader will launch as a helper application.

A few months after the release of Acrobat 3.0, Adobe will make an ActiveX Document software component available which will enable Microsoft Internet Explorer 3.0 to display linked PDF documents within the full browser window. Until that time, *linked* PDF documents will have to be viewed in a separate Acrobat Reader window.

Setting up Acrobat Reader as a helper application

If your Web browser does not support **inline viewing** of PDF documents or you prefer not to view PDF inline, you can set up Acrobat Reader as a helper application with your browser's preferences. Page at a time downloading, form submittal, and search highlighting on the Web are not available when you use Acrobat Reader as a helper application.

With the Reader set up as a helper, it will launch and display any PDF file linked on the Web. ➤

To set up your browser to recognize PDF files, you must define a MIME Type and a File Type. File Type should be **pdf**. MIME Type should be **application/pdf**. See your browser's documentation or **http://www.adobe.com/acrobat/moreinfo** for information about configuring specific Web browsers.

If you are using Netscape with Windows or on the Macintosh, rename or delete the PDFViewer plug-in the Netscape plug-in folder. ■

Reading embedded PDF files (Netscape compatible browsers)

HTML documents can include embedded PDF files. Embedded PDF files normally display an image of the first page of the PDF file in the HTML document. If you click an embedded PDF file, it will display in the browser window separate from the HTML document if the HTML document author allows it. Once you have opened the PDF file in this manner, you can read the file as you would any other PDF file. If the author does not allow viewing in a separate window, you will not be able to interact with the PDF document.

Links in an embedded PDF file are active once the PDF file has been opened in a new window.

How to use this online guide

◀ ▶	Page back or page forward.
◀◀ ▶▶	Retrace your path, or return along it.
🏠	Go to the Contents.
📖	Go to the Index.
❓	Go to the how-to page (this page)
◎	Go to the "parent" of the current topic
➤	A page with a continuing topic ends like this.
■	The last page on a topic ends like this.
	Click a **highlighted topic** on the page