

**Adobe Acrobat Reader
Release 4
Mini Guide**

Introduction to Adobe Acrobat Reader 4
and
Hints and Tips for reading and printing
PDF's

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1 Introduction

This guide documents the features of Adobe Acrobat Reader Release 4. Acrobat Reader is a program that reads and prints files that are created using Adobes' Portable Document Facility. These files are known as PDFs.

This guide documents how to use the Adobe Reader Release 4 program. It includes details of options that control the viewing and printing of PDFs and details the short cut keys that can be used to control the program.

The shortcut keys for Release 4 are different from those used with Release 3.

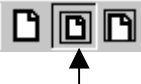
If you have Adobe Acrobat Release 3 and wish to install Release 4 you will have to de-install release 3 before you install Release 4 of the program.

2 Using Acrobat Reader Release 4

In most cases when you read a PDF you will simply scan the information presented with little regard for the various options that are available. These options can enhance the viewing, printing and copying of the file. The rest of this document will introduce you to some of these features which you might not be aware of.

2.1 Viewing a PDF

All of these options can be set by checking the relevant option under the View tab at the top of the screen, or they can be switched on by issuing a Ctrl+ keyboard command. In some cases you can click on a toolbar Icon.

Fit Page **Ctrl+0** or 

This option will display a complete page on the screen. If the page is A5 or A4 the text will be small but you will see the overall layout of the information on the page.

Fit Width **Ctrl+2** or 

This option will display the file so that its width will appear in the viewing area. The displayed information is readable but the page is cropped. To see the top/bottom part of the page you will have to press the Page Up/Down keys.

Fit Visible **Ctrl+3**


This option will display in a similar way to Fit Width but will be slightly larger as it will not display white space from the borders. (You will also need to set View = Single Page)

Full Screen **Ctrl+L**

This option will change the display to full screen mode and give you the largest presentation possible especially when used with Ctrl+3. To return to the normal display press Ctrl+L again. (Best used when View = Fit Width, Ctrl+2)

Zoom to **Ctrl+M**

This option allows you to specify a zoom factor and you can set the size of the text displayed.


Alternatively you can select the Magnification Icon  and click on the document to the desired zoom setting. This can also be achieved by simply pressing **Z**. You can also **Zoom in** using **Ctrl++** and **Zoom Out** using **Ctrl+-**

2.2 Page Positioning

To move through the file you have several options available:

Up and Down arrows Take you line by line

PageUp and Page Down Take you page by page

Hand Tool  If the Hand Tool is selected, either by clicking the icon or by pressing **H** you can 'grab the page' by clicking the icon on the text and then, without releasing the mouse button, pull the page up or down or left and right.

These methods of page positioning have different effects depending on the following options.

Single Page **Check View/Single Page**

This option displays each page separately. Only the Up and Down arrows and Page Up and Page Down will work in this mode. The hand tool will move only the displayed page.

(This option, used with Fit Width (Ctrl+2) and the Page Up/Page Down keys are perhaps the best options when viewing manuals or large documents)

Continuous Page **Check View/Continuous Page**

This option treats the whole document as if it were on a roll of continuous paper. You can use the Hand Tool as well as the Up and Down and Page Up and Page Down keys.

2.3 Further Ctrl key options for viewing PDF's

Go to the last page **Ctrl+Shift+PgDown**

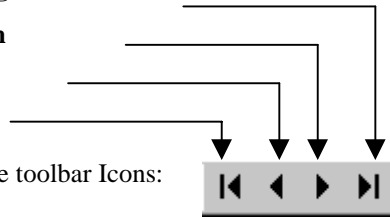
Go to the next page **Ctrl+PgDown**

Go to the previous page **Ctrl+PgUp**


Go to the first page **Ctrl+Home**

These options are also accessible from the toolbar Icons:

Go to a specific page **Ctrl+N**



2.4 Finding text

Finding Text **Ctrl+F** or click the Find Icon: 


To find text in a document issue the find command. Enter the text to be searched for and press enter.

Find Again **Ctrl+G**

To find the next occurrence of the text issue Ctrl+G.



2.5 Cut and Paste

It is possible to cut text from a PDF and to paste it into another document eg Word. Select the

Text selection tool icon  or press **V**. Position the tool at the beginning of the text and drag it to the end position to select the text. The text will be highlighted and you can then issue the Ctrl+C command to copy the text. Paste it into its destination using the standard Ctrl+V command.

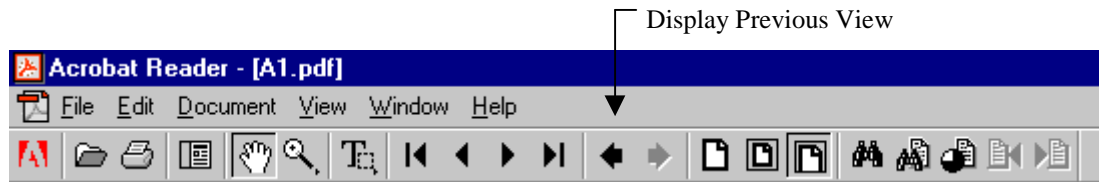
See also the Security note below.

2.6 Bookmarks

Many documents will display Bookmarks. These appear on the left side of the screen. They are effectively the table of contents for the manual. If a bookmark has a plus sign in the box next to it,  , it means that there are sub-headings under this bookmark. These can be seen (or removed) by clicking on the box. If you click on any of the bookmark entries, the right side of the screen will go straight to that position in the manual. If you want to alter the size of the viewing area for the bookmarks, move the cursor to the window edge between the bookmarks and the main screen. The cursor will change into a pair of parallel vertical lines, || . Press the left mouse button and then you can move the divider to the left or right to reduce or enlarge the respective areas. You can also switch on/off the bookmarks altogether by clicking on the  bookmark icon on the taskbar:

2.7 Hyperlinks

The PDF may contain hyperlinks to other parts in the same document or to other documents or web sites. The author of the PDF can choose to highlight or colour these hyperlinks. When you move the cursor over a hyperlink it will change into a finger pointer. Clicking on the hyperlink will take you to the stated destination. If, after going to a hyperlink location , you then wish to return to the original location, click on the Go to Previous View pointer.



2.8 Security

The author of the PDF can create it with security options that can allow you or prevent you from printing the document, altering the document and selecting text or graphics. The security options that are in effect for the currently displayed PDF can be seen under the File tab, Document Info, Security options.

2.9 *Printing a Manual*

The following notes will assist you, should you choose to print a PDF file:

- The number of pages that the manual occupies is shown at the bottom of the screen, eg 1 of 614. Bear in mind that if the manual is printed double sided, the number of physical sheets of paper required will be halved.
- The Print options are found under the File tab on the taskbar.
- You can select to print a single page, a range of pages or the entire document..

Double Sided Printing

If your printer supports double-sided printing you should select the required options which are found on the Properties tab for your printer driver. From the Adobe taskbar at the top of the screen select File and then Print. Next to the printer driver drop down option list there will be a Properties button. Press this and select the necessary options for printing the file double sided. Depending on the type of printer that you have, this may be referred to as 'Double Sided', 'Long Edge Binding', 'Two-Up printing' etc. These options will differ from printer to printer.

3 Keyboard Shortcuts for Adobe Acrobat Reader 4.0

Selecting Tools	Use this shortcut
Select the hand tool	H
Select the zoom tool	Z
Select the text selection tool	V
Opening and Saving	Use this shortcut
Open a file	Ctrl+O
Close a file	Ctrl+W
Save a file	Ctrl+S
Save a file As	Ctrl+Shift+S
Open the Page Setup dialog box	Ctrl+Shift+P
Print a file	Ctrl+P
Open Document Info dialog box	Ctrl+D
Open Preferences dialog box	Ctrl+K
Editing	Use this shortcut
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Deselect all	Ctrl+Shift+A
Finding	Use this shortcut
Find	Ctrl+F
Find again	Ctrl+G
Searching across documents	Use this shortcut
Enter a search query	Ctrl+Shift+F
Select indexes to search	Ctrl+Shift+X
See search results	Ctrl+Shift+G
Open the Word Assistant	Ctrl+Shift+W
Search the previous document	Ctrl+Shift+[
Show the previous search result	Ctrl+[
Show the next search result	Ctrl+]
Search the next document	Ctrl+Shift+]
Navigating	Use this shortcut
Go to the first page	Ctrl+Shift+PgUp or Ctrl+Home
Go to the previous page	Ctrl+PgUp
Go to the next page	Ctrl+PgDn
Go to the last page	Ctrl+Shift+PgDn
Go to a specific page	Ctrl+N
Changing Views	Use this shortcut
Switch to full-screen view	Ctrl+L
Zoom in	Ctrl++
Zoom out	Ctrl+-
Zoom to	Ctrl+M
Switch to Fit in Window view	Ctrl+0
Switch to Actual Size view	Ctrl+1
Switch to Fit Width view	Ctrl+2
Switch to Fit Visible view	Ctrl+3
Cascade multiple files	Ctrl+Shift+J
Tile horizontally	Ctrl+Shift+K
Tile vertically	Ctrl+Shift+L
Close all	Ctrl+Alt+W
Show/Hide menu bar	F7
Show/Hide command bar	F8
Show/Hide bookmarks	F5

