

Adobe Acrobat

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Introduction to Acrobat

Acrobat software products, developed by Adobe Systems, allow users to create electronic documents that are portable between platforms. These files are in **Portable Document Format (PDF)** that can be opened on any computer that can run the free viewer software, Acrobat Reader. Currently, Acrobat 3.0 can run on the following software station environments: Apple Macintosh, Microsoft Windows, Windows NT, UNIX, and OS/2.

Along with cross-platform capability, Acrobat preserves the fonts, graphics, and page layouts used to create the original document. Acrobat also provides navigational options such as links, bookmarks, thumbnails, and index searches. In most cases, users also can copy text or graphics from PDF files and paste them into other documents.

Additional information on the features of this program may be found in [Adobe Acrobat Reader On-line Help](#), a PDF file that is installed along with the Reader. (The file name of this Help document will be different on different systems). ■

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Acrobat Related Terms and Definitions

Tool Bar: Icon or “button” bar located at the top of a program window.

Navigation: Moving about within a document.

PDF (Portable Document Format): Cross-platform file type created by Adobe Systems which is native to Acrobat.

Bookmarks: Navigational tool found in some Acrobat documents which aid users in finding specific information.

Thumbnails: Small “preview” image replicas of a page.

Electronic Document: Documents that have been created or formatted for use in a computer environment such as Acrobat documents. ■

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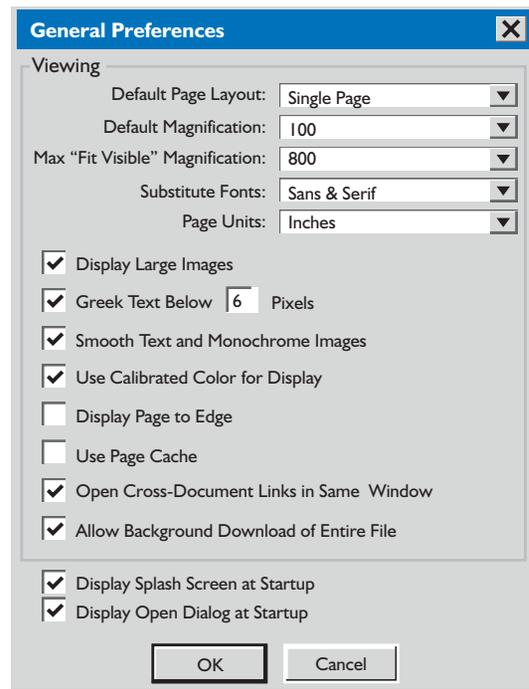


Viewing Preferences

Preferences can be set by the user in Acrobat Reader. Under the File/ Preferences menu, users will find two options for screen view: **General** and **Full Screen**.

General Preferences

These options allow the reader to control magnification, memory, measurement, and image settings for the program. ➤



The options in the General Preferences are described in further detail on the following pages.

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Viewing Preferences

Default Page Layout

This option allows users to set the page layout for Acrobat to use when PDF documents are first opened.

Default Magnification

This sets the magnification used when a document is opened. Users can select a numeric value or a “sticky” option: Fit Page, Fit Width, or Fit Visible.

Max “Fit Visible” Magnification

This sets the maximum magnification level used by the Fit Visible display mode and by the article threading reading mode. This setting also prevents excessive enlargement of a page.

Substitution Fonts

Acrobat Reader comes with separate serif and sans serif fonts. This option allows users to use one or both of the master fonts.

Page Units

This option controls units of measurements used, i.e., inches, millimeters, or points. ➤

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Viewing Preferences

Display Large Images

If this option is chosen, the Acrobat Reader will display a gray box instead of the image. This option allows quicker scanning of a document.

Greek Text

This option draws a gray line on a display page when rendering text that is smaller than the specified size.

Smooth Text and Monochrome Images

Smooths 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.

Use Calibrated Color for Display

Reproduces an accurate display of the original image by using the color space information for each image in this PDF document.

Use Page Cache

Holds a document's recently accessed pages and speeds up access to pages between which users flip back and forth. It is recommended users leave this box clicked on. ➤

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Viewing Preferences

Open Cross-Document Links in the Same Window

When using this preference after accessing a cross-document link, Acrobat will open the document that has been linked to and close the document it was linked from, rather than opening a new document.

Allow Background Download of Entire File

Allows a PDF file to continue downloading from the Web even after the requested page displays on-screen. If you do not select this option, only the requested page will download to your computer and other pages will be downloaded as you request them.

Display Splash Screen at Startup

This option causes the Reader to bring up the same graphic image as the Help/ About menu item as the program starts up.

Display Open Dialog Box

This option causes the Reader to bring up the File/ Open dialog box for selection of a file to open. ➤

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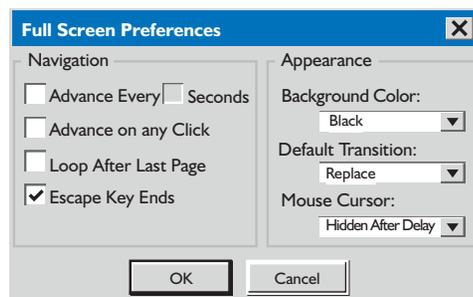
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Viewing Preferences

Full Screen Preferences

These options allow users to configure a screen presentation that hides the menu and toolbars and automatically pages through the document.



Navigation

Through a variety of options users can choose between manual use or automatic display of the document in Full Screen mode.

Background Color

Users can select a background color from the drop-down list for parts of the screen not covered by the document.

Default Transition and Mouse Cursor

Users can apply special effects to their Acrobat document. See [Adobe Acrobat On-line Help](#) for more information. ■

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Toolbar Instructions



Show Page Only

Closes the overview area of the window.



Show Page and Bookmarks

Opens the overview area and displays bookmarks created for the document.



Show Page and Thumbnails

Opens the overview area and displays thumbnail images of each document page.



Hand Tool

Enables the user to move a single document page on the screen (drag the hand in the direction you want to move the page).



Zoom Tools

Magnifies and reduces the page display (use the Control/Option key to zoom out).



Select Text

Enables the user to select text in a document (text can be copied to the clipboard). ➤

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Toolbar Instructions



First Page and Last Page

Moves the reader to the first or last page of the document.



Previous Page and Next Page

Moves the reader backward or forward one page at a time.



Go Back and Go Forward

Retraces your steps through the document, moving through each view in the order in which you viewed them.



Actual Size

Displays page at 100% magnification.



Fit Page

Scales page to fit within the window.



Fit Width

Scales page to fit the width of the visible window. ➤

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Toolbar Instructions



Word Find

Searches for part of a word, a complete word, or multiple words within a document.



Word Search

Searches index for single words, phrases or combinations of words from an index of multiple PDF documents.



Search Results

Displays search results in a separate window.



Search Next and Previous

Moves the user to next or previous found term and highlights it. ■

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Navigating Options

It is possible that this Acrobat document makes full use of the Reader's navigational tools such as bookmarks, thumbnails, and a full-text search engine. To help you better understand how to use these options we have explained their capabilities below.



Bookmarks

Acting essentially as the table of contents for the document, each bookmark is linked to specific pages within a document or in another document. By clicking the bookmark icon on the toolbar they can be viewed by scrolling in the column alongside the current page.



Thumbnails

Appear as miniature page replicas at the left side of your screen. A gray box within the thumbnail allows users to see where they are on a page when viewing at a higher magnification. Graphics and photos can be previewed before jumping to a page. By clicking the thumbnail icon on the toolbar, thumbnails can be viewed by scrolling in the column alongside the current page. ■

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Full-Text Search Options

The Acrobat Search Engine allows users to perform a full-text search of the entire document collection. The search engine provides the following capabilities:

- Single word and phrase searches.
- Boolean searches (for example, "apples" and "oranges").
- Words in close proximity using the AND operator.
- Match Case to find the *exact* word or phrase.
- Words built on the same root as the specified word.
- Words with similar meanings using the Thesaurus option.
- Words with phonetic similarities using the Sounds Like option.

For detailed information on performing each specific search, click here to link to Adobe's On-line Help. ■



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Exporting Text and Graphics

Acrobat allows users to export text, graphics, and photos into other programs.

Selecting Text and Graphics

When exporting text, either click on this icon  on the toolbar or use the **Select Text** mode under the **Tools** menu. Default setting copies all columns (full page width). When copying text from a single column, use the **Select Text** command and hold down the **Ctrl/Cmd** key as you select text. This allows you to drag a box around the text for copying and pasting.

When selecting graphics, use the **Select Graphic** option from the **Tools** menu. Using the crosshair, click and drag around the image you want to copy.

After selecting the text or image, click on the **Copy** option from the **Edit** menu.

Pasting

Open the document application where the selection will be pasted and click on the **Paste** option in the **Edit** menu. ■