

Sun City Summerlin Computer Club

Seminar

Adobe Reader Top to Bottom

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Agenda

- **Adobe Portable Document Format**
- **How to Download and Install the Reader**
- **Configuring the Reader**
- **Viewing Documents in the Reader**
- **Searching in PDF Documents**
- **Selecting and Copying Text**
- **Selecting and Copying Pictures**
- **Printing PDF Documents**
- **Help and Online Support**

Adobe Portable Document Format

- **Ubiquitous Standard – Widely Supported**
 - Established by Adobe
 - Many tools that can create PDF documents
 - Internal representation is encapsulated post-script
- **PDF documents are pre-formatted for print**
 - Can embed fonts used
- **PDF documents are searchable**
 - Reader's internal search
 - Web search engines
- **PDF formats can be “locked”**
 - Ensures the digital copy is unchanged
- **Latest versions can embed multi-media**

Downloading and Installing

- Go to the Adobe Web-site:
 - www.adobe.com
- Also can go to <http://www.scs-cc.com/>
- Click the “Get Adobe Reader” button 
 - A download window will open
 - Click the “Download” button
 - The Adobe Download Manager may install.
 - Then the download and install will proceed.
 - The Windows Installer will start up.
 - Answer questions and click “next” as needed.

Configuring Adobe Reader

- **Start the Adobe Reader**
- **Click on the Tools menu**
 - **Then click on the Customize Toolbars item.**
- **A large “More Tools” dialog will appear**
 - **Has many check boxes**
 - **Check a box to make that item visible**
 - **Uncheck a box to hide that item**
 - **Turn on “first page” and “last page”**
 - **Turn on “Select Tool” and “Snapshot” tool**
- **Also Click on the Edit menu**
 - **Then click Preferences**

Viewing Documents

- **Three common ways:**
 - Start Adobe Reader, then use File > Open
 - In the Windows Explorer, double click a PDF file
 - In a web browser, click a hyperlink to a PDF file (This starts the Adobe Reader browser plug-in)
- **When the PDF is displayed on the screen ...**
 - Use the First, Next, Previous or Last page tools
 - Use the page up / down keys
 - Use the arrow keys
 - Use Ctrl+Home or Ctrl+End
 - Use the Zoom controls or view % tool
 - Use the page thumbnail selector tool (upper left)

Searching PDF Documents

- **Two search functions:**
- **Search current document**
 - Click Edit > Find or press Ctrl+F
 - Type the search word or phrase into the search window and press the Enter key or click the Find Next icon.
 - Continue clicking Find Next or Find Previous.
- **Search a Set of Documents in a Folder**
 - Click Edit > Search or press Ctrl+Shift+F
 - A Search Window will open
 - Type the search words or phrase
 - Specify other options as needed.

Selecting and Copying Text

- Start an empty Word document
- Go to the PDF document window
- Click on the Select Text icon or
 - Click on Tools > Select & Zoom > Select Tool
- Drag the select tool across and down to highlight the desired text
- Go to Edit > Copy or press Ctrl+C
- Go to the Word document
- Go to Edit > Paste or press Ctrl+V
- Go to Format > AutoFormat to remove line breaks.

Selecting and Copying Pictures

- Start an empty Word document
- Go to the PDF document window
- Click on the Snapshot icon or
 - Click on Tools > Select & Zoom > Snapshot Tool
- Drag the Snapshot tool across and down to highlight the desired rectangle
- Release the left mouse button
(This copies the selection to the clipboard)
- Go to the Word document
- Go to Edit > Paste or press Ctrl+V

Printing PDF Documents

- To print with current defaults, just click the printer icon in the toolbar.
- For more control, click File > Print
- The Print dialog will appear:
 - Which printer
 - Detailed settings for that printer
 - Page range
 - Page scaling
 - Reverse print (last page first)
 - Number of copies

Help and Online Support

- **Click the Help menu to see choices**
 - **Adobe Reader Help is web-based.**
 - **About Adobe Reader shows the current version.**
 - **Adobe Reader Plug-Ins shows a list of plug-ins and which are loaded and active.**
 - **Online Support takes you to Adobe's Support.**
 - **Repair Adobe Reader Installation attempts to repair your installed version.**
 - **Check for updates checks to see if patches or a new version are available.**

Questions and Answers