

**Sun City Summerlin Computer Club**

**Seminar**

**Adobe Reader X  
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](http://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 X

- **Start the Adobe Reader**
- **Right click on the toolbar**
- **A multi-level pop-up menu will appear**
  - **Has many choices for which tools are shown**
  - **Click an item to make that item visible**
  - **Click an item again to hide that item**
  - **Turn on “first page” and “last page”**
  - **Turn on “Select Tool” and “Snapshot” tool**
- **The Adobe Reader Plug-in’s Toolbar is configured separately from that of the Adobe Reader Program.**
- **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