

## Quick Reference

Use this guide for quick reference only; for more detailed information, see the *Adobe Acrobat Online Guide* found on the WELCOME page.

### Keyboard shortcuts



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### Tools and Buttons

- The tool bar contains tools for selecting and viewing documents. Select a tool by clicking the tool icon.
- To hide or show the tool bar, choose **Hide Tool Bar** or **Show Tool Bar** from the Windows menu. The command alternates between the two options.
- The tool bar contains the following tools and buttons, which you click to activate:



Click the **Page Only** button to close the overview area of the window.



Click the **Bookmarks and Page** button to open the overview area and display bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.

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The **Browse** buttons advance the document to the first or last page of a document, or forward or back one page at a time.



**First Page**—Displays first page of a document.



**Previous Page**—Displays previous page.



**Next Page**—Displays next page.



**Last Page**—Displays the last page of a document.



Click the **Actual Size** button to display the page at 100 percent.



Click the **Fit Page** button to scale the page to fit within the window.



Click the **Fit Width** button to scale the page to fill the width of the window.

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Click the **Thumbnails and Page** button to open the overview area and display thumbnail images for each document page. Click a thumbnail to go to the page marked by that thumbnail.



Use the **Hand** tool to move a single document page on-screen when the page does not fit within the window. Drag the hand tool in the direction you want to move the page.



Use the **Zoom** tools to magnify the size of the page and to reduce the page display.



Use the **Select Text** tool to select text in a document, which can then be copied to the Clipboard using the Copy command.



Use the **Select Graphics** tool (located in the tools menu) to select graphics in a document, which can then be copied to the Clipboard using the Copy command.

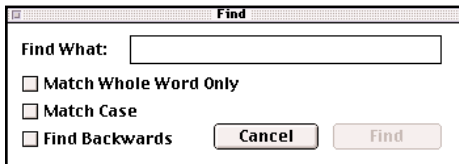
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### Using Acrobat Search



The **Find** tool allows you to search for a *single* word from the current page to the end of the document.

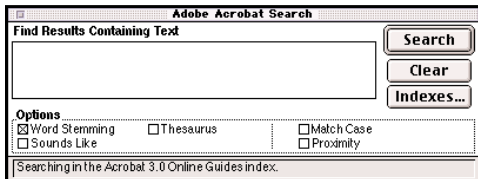
1. Click the **Find** tool to display the **Find** dialog box. Type the word you wish to find, using the same capitalization.



2. Click **Find** to find the first occurrence. Click the **Find** icon again, and click the **Find Again** button to find the next occurrence.



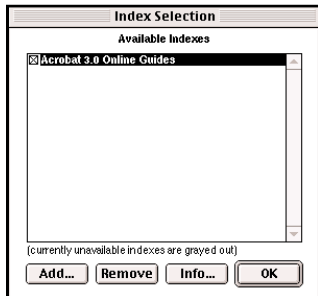
The **Search Query** button (or choosing Search/Query from the Tools menu) will activate the Acrobat Search dialog box for searching *multiple words or phrases across two column formats or multiple indexed documents*. For more comprehensive search results, use Proximity search.



## Quick Reference

1. Click **Indexes...**; the Index Selection dialog box will appear.
2. To add an index, click **Add**. Locate the index needed,\* and click **Open** (Macintosh) or **OK** (Windows). The index will be added to the list of Available Indexes.
3. Click **OK** when you have added indexes needed.

\* *Acrobat index files end with the .pdx extension*



**Search Results** lists all the documents containing the searched terms. The occurrences of each searched term are displayed to the left of the Search Results screen.



**Search Next** displays the next page where a search item occurs or highlights the next occurrence of a search term on the same or next page.



**Search Previous** displays the previous page with an occurrence of a search term or highlights the previous occurrence of a search term on the same or previous page.