# Adobe Acrobat® Reader™ Mini-Tutorial

Adobe Acrobat® Reader™ is the free viewing companion to Adobe Acrobat 5.0. Acrobat Reader lets you view, navigate, and print Portable Document Format (PDF) files. Acrobat 5.0 is a complete solution for creating, enhancing, reviewing, editing, and sharing information in PDF. To learn more about Acrobat 5.0, visit http://www.adobe.com/products/acrobat

This mini-tutorial is designed to introduce you to the basic controls used to navigate and view Acrobat files.

Screen View
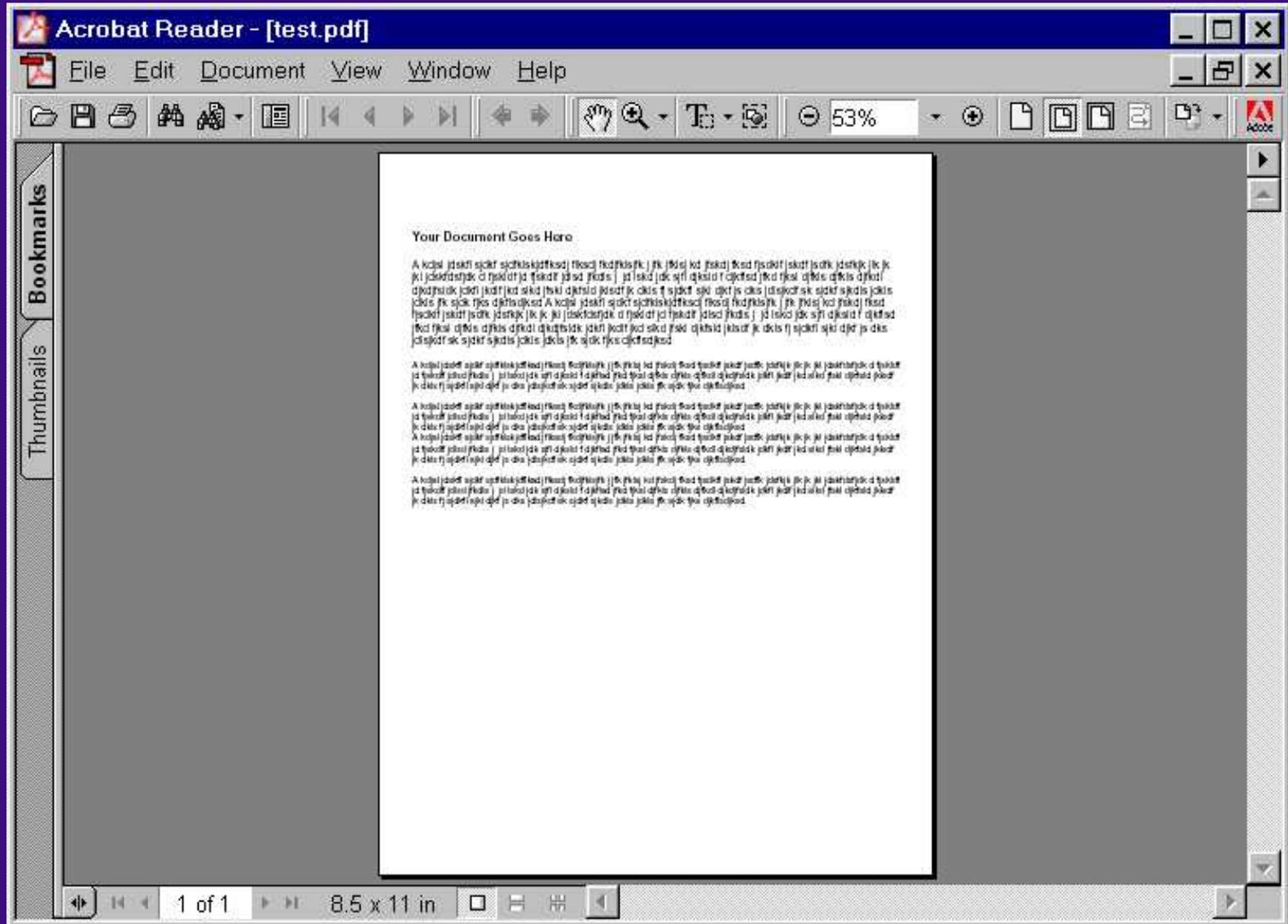
Tools

The tools mentioned below can be found in the toolbar near the top of the Acrobat Reader window, just below the drop-down menus.

Does the document appear too small to read?

You can zoom in using the magnification tool. Click on the magnifying glass (*found in the toolbar, near the top of the Acrobat Reader window, just below the drop-down menus*). Then click on the portion of the document that you would like to see larger. Keep in mind that the point where you click will be the centre of the new view.

You can also zoom in on a particular portion of a page by drawing a rectangle. Click on the magnifying glass, then click the mouse at one corner of the rectangle and hold the mouse button down while you drag to the opposite corner. When you release the mouse, you will see the new view.

Does the document appear too large?

You can zoom out using the magnification tool. Click on the magnifying glass (*found in the toolbar, near the top of the Acrobat Reader window, just below the drop-down menus*). Hold down the "Ctrl" key (or "Option" key on a Mac) while you click on the document where you would like to see it smaller. Keep in mind that the point where you click will be the centre of the new view.

Do you want to view a part of the document that appears to run off the page?

You can use the hand tool (*found in the toolbar, near the top of the Acrobat Reader window, just below the drop-down menus*) to move the page around so that you can view all parts of it. Moving a PDF page with the hand tool is like moving a piece of paper on a desk with your hand. Click the mouse on a part of the page, and while holding the mouse button down, drag the page until you see the desired portion, then let go of the mouse button. You may need to let go of the mouse button and try again if the cursor reaches the edge of the screen before you've moved the desired distance.

Do you want to view the document at its actual size?

Click on the Actual Size button (*found in the toolbar, near the top of the Acrobat Reader window, just below the drop-down menus*), and the document will appear at the size that it was created.

Do you want to navigate through the document?
There are a number of ways to navigate in Acrobat Reader:

- Click on the arrows on the scrollbars at the right side and bottom of the document. To move through large portions of a document at once, click on the darker rectangle in the scrollbar, and drag it

- Click on the First Page/Previous Page/Next Page/Last Page buttons (*found in the toolbar, near the top of the Acrobat Reader window, just below the drop-down menus*) on the toolbar to move through the document

- Use the arrow keys on your keyboard to move through the document

- Press the "Page Up" or "Page Down" keys on your keyboard to move up or down one screen at a time

- The "Go to Previous View" and "Go to Next View" buttons let you move back and forward between the last pages you have visited.

In some cases extra navigation buttons have been provided, for example, the "Next Section" and "Previous Section" buttons allow you to jump between sections. You can also use the "Contents" button to return to the Table of Contents at any time.

Do you have other questions?
Consult Acrobat Reader's Help file, by clicking on the "Help" drop-down menu, then going to "Reader Help".