Acrobat Reader – The Basics

Moving Around (Navigation)

To move around this disc, click on colored text, use the bookmarks feature, or click the navigation buttons available throughout the navigation system.

The Acrobat Reader Toolbar includes most of the common commands. Take a moment to place your mouse on each button icon to display its function, or click **here** for more details. (Mac users may need to "show balloons").

Full-Text Search

Many of the documents on this disc are full-text searchable. View a description of the **toolbar icons** associated with the full-text search engine. Adobe's own complete **reference** for this powerful search engine is also available.

Bookmarks

You may find bookmarks on several pages on this disc. Clicking on any bookmark will bring you to the corresponding page.

Bookmarks are hierarchical and may include subheadings for that bookmark.

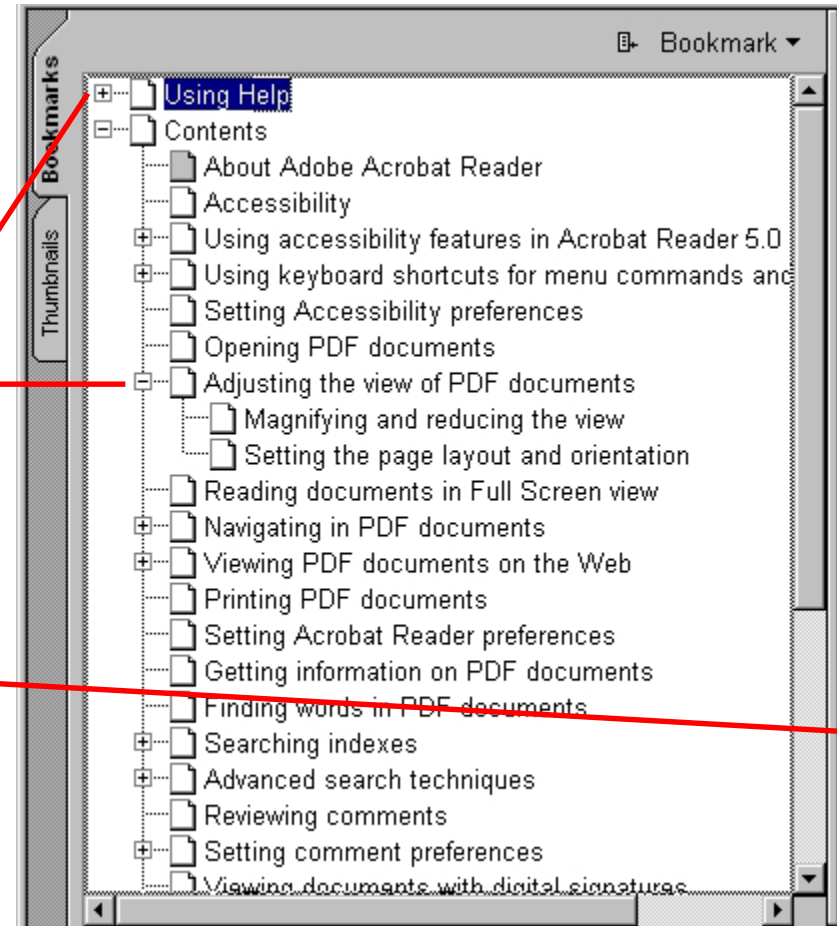The subheadings are revealed by clicking a "+" icon.

To hide subheadings, click on a "-" icon.

(If you are using a Macintosh computer, use the "right" and "down" arrow icons to perform these functions).

The size of the bookmark window can be adjusted by dragging the bar dividing the bookmark and page windows.

Place your mouse on the bar, click and drag right or left to change the relative size of bookmark and page windows.

Click ▦ icon to turn off bookmarks, or press F5.

The Reader Toolbar

The Toolbar contains all common functions. To learn more, run the mouse over the toolbar below, or check the **Acrobat Reader manual** for details.

Create Adobe PDF Online
Search Adobe PDF Online
↔ Expand This Button

Zoom In Tool   Z
Zoom Out Tool   Shift+Z
↔ Expand This Button

1600%
800%
400%
200%
150%
125%
100%
50%
25%
12.5%
8.33%
Fit in Window
Actual Size
✓ Fit Width
Fit Visible

Rotate View Clockwise
Rotate View Counterclockwise
↔ Expand This Button

Search
Search Results
Previous Highlight
Next Highlight
↔ Expand This Button

Text Select Tool   V
Column Select Tool   Shift+V
↔ Expand This Button