Adobe Reader for Palm OS, version 3.0

About this guide

This guide explains how to use Adobe® Reader® for Palm OS®, version 3.0 software to transfer and view Portable Document Format (PDF) files on your Palm OS device.

To get the most out of Adobe Reader for Palm OS, you should have a working knowledge of Palm OS functionality and conventions. For help with issues related to using your handheld device, please see its documentation.

Adobe Reader for Palm OS has two components: the desktop program installed on your desktop computer, and the reader installed on your Palm OS device.

About Adobe PDF

The Adobe Portable Document Format (PDF) is standard for electronic document distribution worldwide. PDF documents retain the appearance of your original documents, so you don't need to worry about losing document quality. Adobe Reader for Palm OS lets you view and navigate PDF files on a Palm OS device, virtually anytime, anywhere. Adobe PDF and Adobe Reader for Palm OS are cross-platform network publishing solutions.

About tagged PDF

To properly display a PDF document on your handheld device screen, Adobe Reader for Palm OS requires that PDF files be tagged. Tagged PDF files contain structural information about the elements and layout of a page. Adobe Reader for Palm OS can generate this structural information to the best of the desktop application's ability during the transfer process, but for best results, it is recommended that authors and creators of PDF documents use Adobe Acrobat® 6.0 Professional or Adobe Acrobat 6.0 Standard to create tagged PDF files directly from the source files. PDF files may have a somewhat larger file size after they are tagged.

You can create tagged Adobe PDF files automatically when you use Acrobat PDFMaker 6.0 to create Adobe PDF files from within Microsoft Word, Excel, or PowerPoint.

Setting preferences on your desktop computer

Adobe Reader for Palm OS has preferences that you set on your desktop computer. You can choose the way images and colors are interpreted for viewing on a Palm OS device and set HotSync® Preferences to decide where files are transferred.

Settings that affect your handheld device are shown in the picture of a handheld device in the Preferences dialog box. Warnings appear if you have selected incompatible settings for your device.
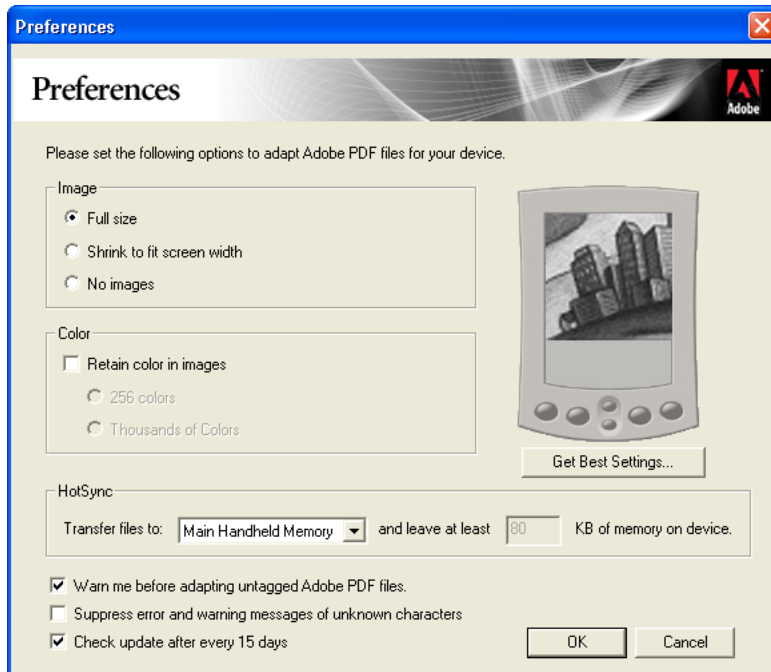
Preferences dialog box

Setting preferences on your Palm OS device

In addition to the preferences on your desktop computer, there are preferences you can set on your handheld device.

To set preferences:

1 Tap the Adobe Reader menu icon.

2 Tap View > Preferences, and then choose from the following options:

•   Show Splash Screen at Startup to display a screen with information about your version of Adobe Reader for Palm OS each time you start the application. This option is selected by default.

•   Tap Screen for Prev or Next to navigate a document by tapping the screen. Selecting the horizontal or the vertical split screen moves the page when you tap it. You must also choose whether you want to move forward and backward a screen at a time, or a page at a time by selecting the appropriate option.

•   Scan for All Comments on Open If Doc Has Less Than _____ Pages to scan each document for comments when it is opened, provided the number of pages does not exceed the specified limit (default limit is four pages). Comments and descriptions appear in the Comments view.

•   Remember Last Page Viewed to remember the document and view when you exit the application. The next time you start the application you'll see the same document just as you left it. By default this option is selected.

- Show "Tap and Hold" Message to toggle the display of the Tap and Hold graphic to view it in Full Size message. Select this option to display or hide the message.

Getting settings from your Palm OS device

An easy way to get the best settings for files that you transfer to your handheld device is to click Get Best Settings in the Preferences dialog box on your desktop computer.

You can make changes to the settings received from your handheld device; however, changing some settings may cause problems. For example, if you choose Thousands of Colors for a 256 color device, the images don't appear.

To get the best settings from your Palm OS device:

1 Make sure that your handheld device is in its cradle and connected to your computer.

2 On your desktop computer, start Adobe Reader for Palm OS.

3 Click Preferences to open the Preferences dialog box.

4 Click Get Best Settings.

5 Press the HotSync button 🔄 on the cradle.

Specifying image settings

When transferring PDF files to your handheld device, you can select the Full size option to preserve the images at full-size in the transferred document. If you select Shrink to screen width, all images are reduced to the width of the device screen, and displayed in the document page flow. You can also elect to remove the images from a PDF file.

Adobe Reader for Palm OS, version 3.0 also supports color handheld devices. This means that the color in images is retained when a PDF file is transferred to a color handheld device. You can remove color from images if you like to reduce the file size.

To set image preferences:

1 On your desktop computer, start Adobe Reader for Palm OS.

2 Click Preferences to open the Preferences dialog box.

3 To set image preferences, select one of the following:

- Full Size to keep full-size images available for viewing on Palm OS devices. Magnification of the images is adjusted when viewed on a handheld device. Tap and Hold Graphic to View It in Full Size appears above the graphics. Documents with full size images have larger file sizes.

- Shrink to Screen Width to reduce images to the width of the handheld device screen.

- No Images to delete all images from the converted file. Images aren't removed from the original document. The converted file size is smaller without images.

4 To set the color preferences for images, select one of the following:

- Retain Color in Images to keep all color elements in a PDF file.

- 256 Colors to optimize images for quick display on the handheld device. Image quality might be degraded, but the PDF file size is smaller.

- Thousands of Colors to optimize images for high-quality display. Images load slower and the PDF file might be larger.

5 Click OK.

Setting HotSync preferences

You can transfer PDF files to an expansion card if you have one installed in your Palm OS device. This option is available after the first time you perform a HotSync operation.

To transfer PDF files to an expansion card:

1 On your desktop computer, start Adobe Reader for Palm OS.

2 Click Preferences, and then select your expansion card from the Transfer Files To pop-up menu at the bottom of the screen.

Note: If your expansion card is not listed in the Transfer Files To menu, make sure that the card is installed properly and that your device is cradled properly. Invoke the Get Best Settings screen, perform a HotSync operation, and then change the preferences from main memory to the expansion card.

Transferring PDF files

Before you can view PDF documents on your Palm OS device, you need to transfer them from your desktop computer to your handheld device. The Adobe Reader for Palm OS dialog box lets you select and transfer PDF files to your handheld device. Performing a HotSync operation downloads the files. The files remain in the transfer list until you activate HotSync from your handheld device.

To transfer PDF files to your Palm OS device:

1 On your desktop computer, start Adobe Reader for Palm OS.

2 Choose the name from the User menu. The transfer list displays any pending files previously selected by that user.
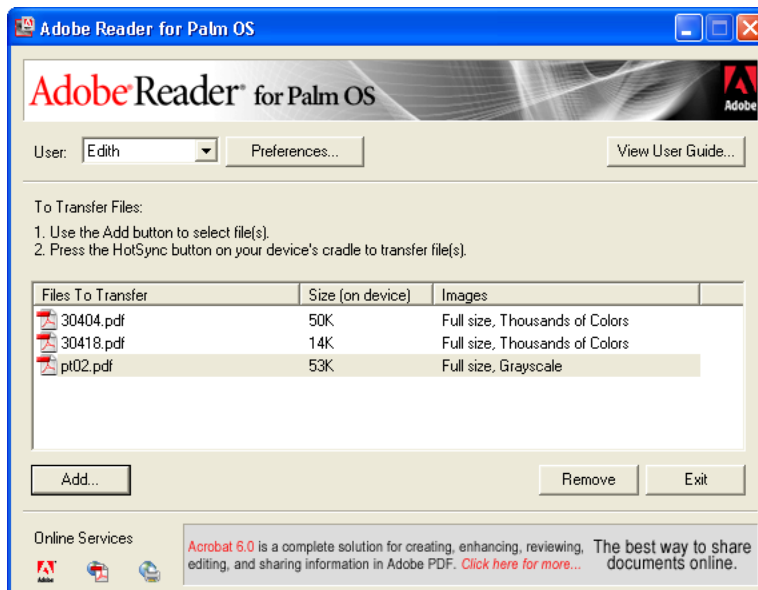
Adobe PDF files pending transfer

3 Click Add, browse to the files you want to transfer, and then click Open.

Note: *If the PDF file that you want to transfer is Open-password protected, the Enter Password dialog box appears. Enter the password for the PDF file in the User Password text box, and the PDF file is added to the transfer list.*

4 If a PDF file is not tagged, the About Tagged PDF dialog box appears. Click OK to allow Adobe Reader for Palm OS to add the necessary tags.

💡 Deselect Warn Me Before Adapting Untagged Adobe PDF Files in the Preferences dialog box if you don't want to receive this warning in the future.

5 When all of the files that you want to transfer have been added to the transfer list, perform a HotSync operation.

To drag and drop PDF files to transfer:

1 On your desktop computer, locate and select the files that you want to transfer.

2 Do one of the following:

- If Adobe Reader for Palm OS is open, drag the files into the desktop window.

- (Windows Only) If Adobe Reader for Palm OS isn't open, drag the files onto the Adobe Reader for Palm OS icon on the desktop.

3 If a PDF file is not tagged, the About Tagged PDF dialog box appears. Click OK to allow Adobe Reader for Palm OS to add the necessary tags. If you do not want tags added, the file cannot be added to the transfer list or opened on the handheld device.

4 When all of the files that you want to transfer have been added to the transfer list, perform a HotSync operation.

Transferring PDF files using the Send to Palm plug-in

The Send to Palm plug-in allows you to add a PDF file to the transfer list directly from Adobe Acrobat 6.0. The Send to Palm plug-in automatically installs with Adobe Reader for Palm OS if Acrobat 6.0 or Adobe Reader 6.0 is installed.

💡 In Windows®, you can also right-click a filename to use the plug-in.

To use the Send to Palm plug-in from Acrobat:

1 In Acrobat, open the PDF file that you want to transfer to your handheld device.

2 Choose File > Send to Palm.

Note: *The Send to Palm command doesn't appear if the Send to Palm plug-in isn't installed.*

3 The PDF file is processed and added to the transfer list.

To use the Send to Palm plug-in by right-clicking (Windows only):

1 Right-click the PDF file that you want to transfer to your handheld device.

2 Choose Send to Palm from the context menu.

3 When all of the files that you want to transfer have been added to the transfer list, perform a HotSync operation.

Note: *If a PDF file is not tagged, the About Tagged PDF dialog box appears. Click OK to allow Adobe Reader for Palm OS to add the necessary tags.*

Removing PDF files from the transfer list

You can easily remove PDF files from the transfer list. Removing PDF files does not affect the original file but removes the tagged file from your desktop computer.

To remove PDF files from the transfer list:

Select the files, and click Remove.

Using the file list

The file list is a scrollable list of all the Adobe PDF files on your Palm OS device. The list also displays the file size of each document. The file list appears the first time you open Adobe Reader for Palm OS on your handheld device.

You can scroll through the file list view by dragging the scroll bar, or you can use the scroll up and scroll down buttons on the handheld device. If your device has a jog dial, you can use it to scroll through the file list. If you press and scroll up or down, the entire file list moves. This way you can view all the files, even if the list is long.

To sort documents:

1 If a PDF file is open, tap the file list icon ➥ to display the file list.

2 Tap the Adobe Reader menu, and then choose Sort by Name, or Sort by Size. The defaults are from "a" to "z," and smallest file size to largest. Selecting the same option twice inverts the list.

To delete a document from the file list:

1 Select the document that you want to delete.

2 Tap Delete.

💡 To remove all documents at once, tap All, and then tap Delete.

Opening and closing documents

You will usually open a document from the file list view, unless you have selected to retain the document view on close. You can close the current document and open a new document using the Document menu. Only one document can be open at a time.

Note: If your Palm OS device has a secondary storage card and you wish to access PDF documents from the card, make sure that your PDF documents reside in the default directory meant for .pdb files (on the Palm OS device). For example, the default directory for .pdb files on a Palm m500 or Palm m505 is /Palm/Launcher, or on a Sony Clie PEG S300 it's /Palm/Programs/MSFiles. The Adobe Reader software looks in this directory and all its subdirectories for PDF documents.

To open a document from the file list:

Tap the filename in the file list view.

To open a password protected file:

Enter the password in the dialog box provided.

To close the current document and return to file list view:

Tap the file list icon ⮥.

To close the current document and open a different one:

1 Tap the Menu icon on your handheld device (not in the display screen), and then tap Open on the Document menu.

2 Tap the filename of the document you want to open.

To cancel file and page open actions:

Tap the screen as a file or page opens.

Working with documents

Once you have transferred a PDF file to your Palm OS device, you can work with it much the same way you do on your desktop computer. You can scroll through each page and search in a document.

Scrolling through documents

You can see more of a PDF file by scrolling or dragging. This is similar to moving a sheet of paper around on a desktop. You can also set preferences to move the document by tapping the screen.

To use the scroll bar:

Do one of the following:

- Tap the top or bottom arrow at the ends of the scroll bar.
- Tap and hold an arrow to scroll continuously.
- Drag the handle in the middle of the scroll bar to move quickly up or down through the page.
- Tap above or below the handle to move up or down one screen at a time.
- Press the scroll buttons on your handheld device.
- Scroll with the jog dial or 5-way navigation buttons.

If you tap the scroll arrows when you reach the top or bottom of a page, you go to the next or previous page.

To tap-drag:

Tap anywhere in the screen, and drag to move the page up or down.

To screen tap:

Page up or down by tapping anywhere in the screen. Screen tapping is determined by the preferences that you set.

Note: *Tapping the screen while the document is loading closes the document and returns you to the file list. Tapping the screen while moving between pages returns you to the previous view.*

To go to the next or previous page:

Tap the next page ▶ or previous page ◀ icon in the tool bar.

To move forward or backward in the document:

Tap or drag the document position bar ◀ ▬▭▭▭▭ ▶ to move to the corresponding page. The current page number appears as you go forward or backward.

To move forward or backward in your view history:

1 Tap the Menu icon on your handheld device (not in the display screen).

2 Tap View, and then tap Back or Forward.

This moves you to the last view displayed on-screen and returns you to your current view respectively.

To go to specific pages:

Do one of the following:

- Tap the Menu icon on your handheld device (not in the display screen), tap View, tap Go to Page, and then enter a page number, or tap Beginning or End.

- Tap the current page indicator, and enter a page number.

- Enter a page number, and click Go.

- If your handheld device has a jog dial, press and scroll the jog dial up or down to go to the beginning or end of the document.

💡 You can also use Graffiti® software to write the page number in the numeric Graffiti area.

Viewing PDF files in Full Screen mode

To maximize the viewing area, you can view documents in Full Screen mode. When this option is selected, the navigation tools at the bottom of the screen and the scroll bar at the right of the screen are hidden. Text automatically reflows to fill the larger display area. The tool bar and scroll bar can be temporarily restored without exiting Full Screen mode.

To turn Full Screen mode on and off:

1 Tap the Menu icon on your handheld device (not in the display screen).

2 Tap View, and then tap Full Screen.

3 Repeat steps one and two to turn Full Screen off.

To temporarily restore navigational tools while in Full Screen mode:

Tap in the right hand margin (where the scroll bar normally is). The scroll bar and navigation tools are temporarily displayed at the bottom of the document without reflowing the page to fit the reduced display area. Use any of the navigation tools as you would in normal viewing mode. After an action is completed, the navigational tools disappear.

💡 While you touch the screen, the tools remain visible. If no action is taken within one to two seconds, the tools disappear.

Changing the text display

The default text display on your Palm OS device is Styled Text, which retains the original look of the source PDF file, including text size, style, and alignment. You can change the text display to large text, bold text, or large and bold text.

Note: *Not all text attributes are reproducible, and text display size is device dependent.*

To change the text display:

1 Tap the Menu icon on your handheld device.

2 Tap View, and then tap Styled Text, Large Text, or Bold Text. When you choose a text display option, the appearance of the text changes immediately.

Viewing images in documents

When a PDF file includes images, the images may be full-size or reduced to fit the width of your handheld screen. If images are scalable, Tap and Hold Graphic to View It in Full Size or a small triangle ▼ appears above the image. You can also choose to display or hide the images in a document.

To show or hide images:

Tap the Menu icon on your handheld device (not in the display screen), and then tap Hide Images, or Show Images in the Document menu.

To view full-size images:

1 Tap and hold on the image. The image appears at full size.

2 Scroll to view the image:

- Use the vertical and horizontal scroll bars to adjust the visible portion of the image. You may also tap an area in the Navigator ▭ below the image to jump to a different part of the image. The small rectangle corresponds to a location in the image. You can also use the buttons on your handheld device.

- If your handheld device has a jog dial, use the jog dial to move the image up or down.

3 Magnify or reduce the view:

- Tap the zoom buttons ⊕⊖.

- If your handheld device has a jog dial, press the jog dial, and scroll up to zoom out or scroll down to zoom in.

- If your handheld device has 5-way navigation buttons, use the buttons to move the image up, down, left, or right.

4 Close the full-size view:

- Tap Done.

- If your handheld device has a jog dial, click the jog dial to return to the original document view.

Note: *You may also move the image screen by screen by tapping the area of the screen corresponding to the direction you would like to move the image. Dragging will scroll the graphic in the corresponding direction pixel by pixel.*

Selecting text

You can select text in a PDF file, copy it, and paste it into a document in another application. This is good for moving data to applications such as a memo pad, e-mail, and to do list. You can select text only from the current page.

To select text:

1 Drag horizontally over text to start the selection. You can then drag vertically to select more than one line.

2 Tap the Menu icon on your handheld device (not in the display screen), and then tap Copy in the Document menu.

3 To cancel the selection, tap anywhere in the document.

💡 Tap and hold the highlighted text, and the Document menu will open.

Searching in documents

You can search for occurrences of a word, phrase, letter or part of a word, characters and text symbols (for example, $, @) or numbers in a document by using the Find command.

To search a document:

1 Tap the Menu icon on your handheld device (not in the display screen), and then tap Find in the Document menu.

2 Enter the search string by writing in the Graffiti area or using the on-screen keyboard.

💡 You can search backwards by giving a reverse page range (for example 20 to 10), and you can search strings between paragraphs by inserting a space.

3 Select any of the following search options:

- From Current Pg. to search from the current page to the end of the document, and then through to the current page.
- From Beginning to search the entire document from the first page.
- From Page __ to __ to specify a page range for the search.
- Exact Match to return results that match the whole word.
- Case Sensitive to return results that match the case of the search string.

4 Tap OK.

Adobe Reader for Palm OS displays a progress dialog box as it searches. When it finds the search string, it displays the page and highlights the results.

5 Do one of the following:

- Tap the X in the corner of the search results dialog box to end the search and remain at the page with the last found result highlighted.
- Tap Find Prev, or press the jog dial and scroll up to search for a previous occurrence.
- Tap Find Next, or press the jog dial and scroll down to search for the next occurrence.
- Tap New Find, or click the jog dial to begin a new search.

Using the table of contents

If the document author used Adobe Acrobat and created bookmarks, they become a table of contents when you transfer the PDF file to your Palm OS device. The Table of Contents lets you see the structure of the document and navigate it.

To open the table of contents:

Do one of the following:

- Tap the Table of Contents icon ⬍ .
- Tap the Menu icon on your handheld device (not in the display screen), and then tap Show Table of Contents in the Document menu.

To close the table of contents:

Tap Done.

To navigate using the table of contents:

Do one of the following:

- Tap the entry.
- If your handheld device has a jog dial, use the jog dial to select an entry, and then click to open it.

You may have to use the scroll bars to view all of the entries. Some entries may have subentries. These entries are marked with a plus icon (+). Tap the plus icon (+) to expand the entry and see all of its subentries.

Note: *If no bookmarks exist in the PDF document, No Table of Contents string will be displayed in the Navigation pane.*

Viewing comments

Comments are annotations created in Adobe Acrobat and attached to pages in a PDF file. You can use the Scan for All Comments command to collect and display all the comments together. The comments appear in the Comments view. To see all the comments, you must use the Scan for All Comments command each time you open the file.

If there are comments on the current page, the Table of Contents icon changes to 🗊 .

To scan a document and collect all Comments:

Tap the Menu icon on your handheld device (not in the display screen), and then tap Scan for All Comments in the Document menu. Comments related to the current page appear in boldface.

To view the contents of a comment:

1 Do one of the following:

- Tap the Menu icon on your handheld device (not in the display screen), and then tap Show Comments.
- Tap the Table of Contents icon 🗊 .

2 Select a comment, and do one of the following:

- Tap Details to view its contents. You can then choose to go to the page containing the comment or close the comment.
- Tap Go to Page to open the page containing the comment.
- If your handheld device has a jog dial, press and hold the jog dial to open the page containing the comment.

To toggle between the Table of Contents and Comments views:

Do one of the following:

- Tap the Table of Contents icon ⬡, and then tap the Table of Contents or Comments triangle.
- Tap the Menu icon on your handheld device (not in the display screen), and then tap the view in the Document menu.

Beaming a file

You can beam a PDF file from your Palm OS device to another device. When you beam a file, the receiving device starts Adobe Reader and displays the document. You can beam only one file at a time. See your handheld documentation for additional beaming information.

To beam a file:

Do one of the following:

- From the File List view, select the name of the file, and tap Beam.
- From within the open document view, tap the Menu icon on your handheld device (not in the display screen), and then tap Beam in the Document menu.

Printing over the Internet

You can send open Adobe PDF documents from your Palm OS device to printers and fax machines in the PrintMe network using the third-party plug-in, PrintMe Internet Printing. If you are near a PrintMe device, you can beam a document to the device for printing. (See "Beaming a file" on page 12.) For additional information about the PrintMe network and system requirements, please refer to the PrintMe Web site.

To print over the Internet:

1 Tap the Menu icon on your handheld device (not in the display screen), and then tap PrintMe in the Document menu.

2 In the PrintMe to dialog box, enter your PrintMe ID. If you don't have a PrintMe ID, choose File > PrintMe Internet Printing in Acrobat 6.0 or Adobe Reader 6.0 to sign up for a PrintMe user account. If you need assistance, click Help in the PrintMe Networks dialog box.

3 Click PrintMe.

Viewing document information

The Document Info dialog box provides the name, title, subject, author, and total pages. It also displays attributes set by Acrobat, PDFWriter, PDFMaker, or Acrobat Distiller®.

To view document information:

1 Do one of the following:

* In the file list, tap the file size.

* If the document is open, tap the Menu icon (not in the display screen), and then tap Document Info.

Note: To access the eBook-only document information, tap the triangle next to Standard at the bottom of the screen.

2 Tap Done to close the Document Info dialog box.

Viewing eBooks

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To create an eBooks account and activate a Palm OS device:

1 On your desktop computer, connect to the Internet.

2 Go to the Adobe DRM Activator Web site:

* In Adobe Reader, choose Tools > eBook Web Services > Adobe DRM Activator.

* In Acrobat, choose Advanced > eBook Web Services > Adobe DRM Activator.

3 Click Yes to start your browser and connect to the Adobe DRM Activator Web site.

4 Click the Activate Palm OS Device button 📘.

Note: To activate the eBooks Reader software, you need your Adobe ID and password or your Microsoft .Net Passport ID and password. If you are a new user, follow the on-screen prompts to create an ID and password.

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Sending an eBook to your Palm OS device

Sending an eBook to a Palm OS device is very much like sending any Adobe PDF file to a handheld device.

Note: You cannot beam eBooks to other devices.

To send an eBook to a Palm OS device:

1 On your desktop computer, do one of the following:

- On the Acrobat or Adobe Reader toolbar, choose eBooks ▣ > My Bookshelf.

- Choose File > My Bookshelf.

2 Select the eBook that you want to transfer to your handheld device, and then click Send to Mobile Device.

3 Click Prepare to Optimize the eBook for Reading on Adobe Reader for Palm OS and add it to the transfer list. The next time you perform a HotSync operation, the eBook is trans-ferred to your handheld device.

The specific procedures for sending an eBook to handheld device depend on the type of Palm OS device that you have installed.

Note: Non-DRM PDF documents cannot be sent to a Palm OS device from My Bookshelf if they have permission settings or require a master password.

Viewing Adobe Photoshop® Album slideshows

Adobe Reader for Palm OS supports Adobe Photoshop Album slideshows. When you open an Adobe PDF file created from a Photoshop Album slideshow, Adobe Reader for Palm OS automatically plays the slideshow.

To play a Photoshop Album slideshow:

Tap the filename of the Photoshop Album PDF file in the file list view.

To stop a Photoshop Album slideshow:

Tap the Menu icon on your handheld device (not in the display screen), and then tap Stop in the Slideshow menu.

To replay a Photoshop Album slideshow:

Tap the Menu icon on your handheld device (not in the display screen), and then tap Play, or Rewind and Play in the Slideshow menu.

Using Shortcuts

Palm OS shortcuts

In addition to the standard shortcuts, there are others that help you navigate quickly by simply writing the Graffiti character that corresponds to the letters below. The shortcuts are not case sensitive, and you don't have to enter the command stroke. Just enter the shortcut directly.

Document

Result	Graffiti character
Open	o
Show Table of Contents	t
Find	f
Copy	c
Beam	b
PrintMe	p
Document Info	i

Viewing

Result	Graffiti character
Full Screen	e
Hide Images	m (a second m shows images)
Backward in History	j or backspace
Forward in History	l or space
Go to Page	a
Go to Specific Page	enter Page Number
Next Page	numeric space
Previous Page	numeric backspace
Preferences	r

File list

Result	Graffiti character
Sort File List by Name	n (a second n inverts the list)
Sort File List by File Size	z (a second z inverts the list)

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