

Using Acrobat eBook Reader

Contents

Using the Adobe Acrobat eBook Reader software	2
Facilities in Acrobat eBook Reader	2
1. Configuring the display of type	2
2. Magnifying type	3
3. Moving from page to page	3
Further information – using the Getting Started with Adobe Acrobat eBook Reader eBook	3
Using eBook files	4
Reading eBooks	4
Using the highlight feature	4
Adding notes (annotations)	4
Using Bookmarks	4
Adding your own Bookmarks	4
The Table of Contents	5
Using the Dictionary	5
Searching	6
Accessibility (read aloud)	6
Copying and printing	6
Using other platforms and computers	6
Appendix 1	7
PDF files and Accessibility	7
Appendix 2	8
Using eBook PDF files with Personal Digital Assistants (PDAs)	8

Using the Adobe Acrobat eBook Reader software

Facilities in Acrobat eBook Reader

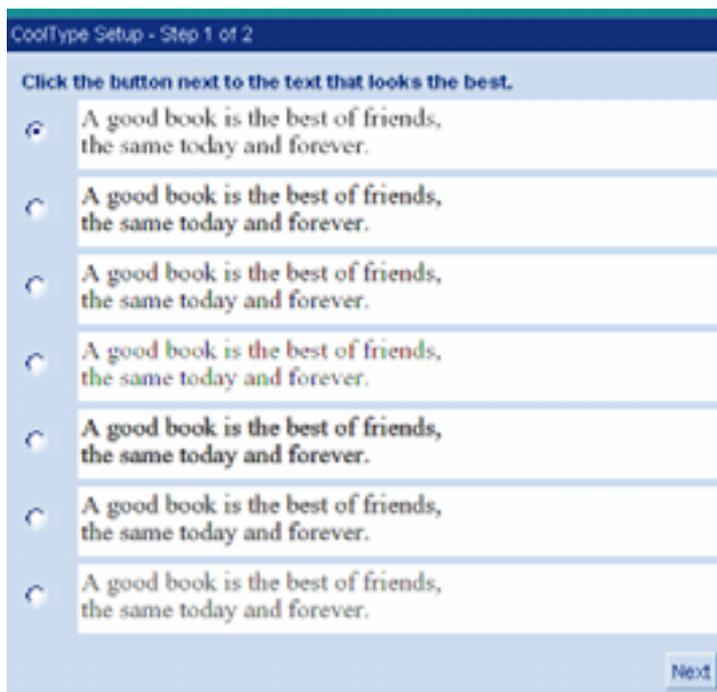
1. Configuring the display of type

You can configure the display of type to give the clearest picture on your screen.

First click the Menu button and choose Preferences and then Configure CoolType...

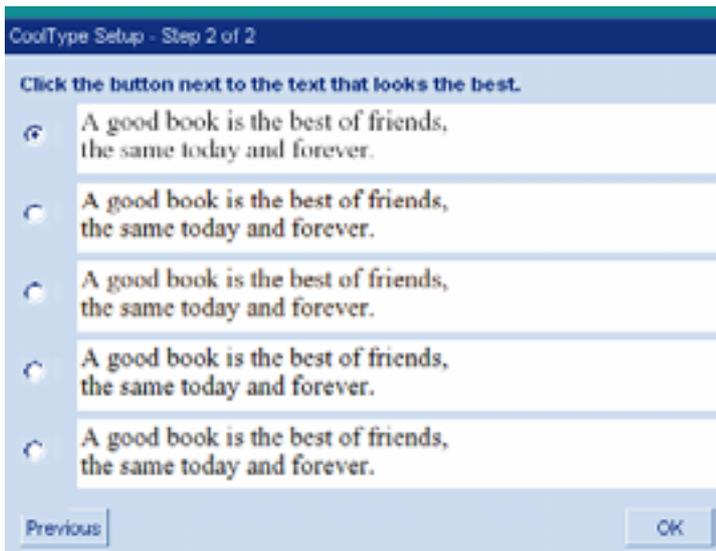


You are given a number of different display options with a radio button next to each, as below.



Choose the display that appears best to you. Click the Next button.

A second display appears with more choices and radio buttons.



Choose again, and click the OK button.

2. Magnifying type

You can make the type as big as you want. Simply click the magnifying-glass tool on the right hand side of the page. Each click of the Magnify tool makes the type increase in size. Correspondingly, clicking the 'make smaller' tool makes the type decrease in size.



Note that using this tool does not alter the page-breaks of the document.

3. Moving from page to page



The two 'open book' icons on the upper right-hand side of the page allow you to move forward and backwards page-by-page. If you have a hyperlink in the document that takes you forward or backwards a number of pages, then two additional small left and right pointing icons appear. These icons take you to the page you came from and back - which is not necessarily the previous page. Be careful to note the different uses of the page turning and 'page jumping' icons.

Further information – using the Getting Started with Adobe Acrobat eBook Reader eBook

There is much more information in the Getting Started file that is included with the eBook Reader software.

Using eBook files

Reading eBooks

How you decide to read the eBook is entirely up to you. Experience at the OU suggests that reading eBooks on screen involves close reading of the text rather than skimming, but they can be used as an adjunct to the printed texts. eBook files are much easier to use for searching and copying and pasting, whereas printed texts are probably easier for skimming through.

Using the highlight feature



The icon that looks a little like a highlighter pen is just that. Click the pen and drag it across the words you wish to highlight — they are given a background colour of yellow. The highlight is automatically saved.

Adding notes (annotations)



Clicking the pen icon next to the highlighter icon allows you to add your own notes to the text. Click the pen icon and then move the cursor over to a place on the page where you want to type a note.

Click again and a note window appears as on the left in which you can type. Pressing Save closes the window, saves your note and collapses the note window to a small icon. Clicking this icon expands it again.



Using Bookmarks

Each eBook file we have provided has a Bookmark feature. This is similar to a table of contents except that it is hyperlinked. To access this feature, use the Menu and Bookmark buttons. You should see something like this.



Click which entry you want to go to and then click Goto Bookmark. The file will scroll to the correct point in the text.

Adding your own Bookmarks

You do this by first going to the point in the text where you want the Bookmark to appear and then drag the mouse over a representative piece of text you want to use as the Bookmark for the page.

Then use the Menu, Bookmarks and Add Bookmark buttons and you will see the dialogue box as above asking you to confirm the text you want to use as the Bookmark.



Click OK to accept the new Bookmark. You can use this list to record important places for you in the text: for example, places where key terms are explained, or places where you would like to return when writing the next assignment or during revision.

The Table of Contents

In many cases we have added hyperlinks to the entries in the table of contents within the book. Clicking on an entry will take you directly to that relevant chapter or subsection.

Where we have split a book into a number of files to make the file smaller in size for downloading, then the link from an entry in the table of contents will work across files – that is, it will open the correct file and take you to the referenced page within that file.

Using the Dictionary

There is a dictionary available within the eBook Reader software. Simply drag the mouse over the word you wish to check. Then select the Menu and Dictionary buttons.



The dictionary entry will automatically appear.

Searching

You can search for any word or phrase within the eBook file. First click the Menu button. Menu items appear at the bottom of the screen.



Click Find and then type the word or phrase you wish to search for and click Find First. The file scrolls to the first instance of the word. Clicking Find Next finds the second instance, and so on.

Accessibility (read aloud)



If your computer is using Windows 2000 or Mac OS 8.6 or later, the eBook Reader software can read the text aloud. Click a place in the text where you want the software to start reading and then click the Read Aloud button on the lower right hand side.

Remember that you can also enlarge the text by clicking the magnify icon. There is more information on the OU's policy concerning accessibility and PDF files in Appendix 1 at the end of this file.

Copying and printing

Copying is a three-stage process.



To copy text, first drag the mouse across the text you wish to copy. Then go to the Menu and Copy buttons.

Finally switch to your word processor and paste the text.

The ability to copy text is useful for ensuring accuracy of quotations. But remember to always acknowledge the author of the quotation. Some people also use copying and pasting as a means of constructing summaries and revision notes.

Printing is the same procedure except that you do not have to select the text first. Simply choose the Menu -> Print command and fill in which pages you wish to print.

Using other platforms and computers

The eBook software is also available for Macintosh computers and works in exactly the same way as on the Windows platform. The files are also interchangeable.

Acrobat Reader (not Acrobat eBook Reader) is also available for the Palm PDA, and for the PocketPC platform. You can transfer PDF files to these handheld computers and read the eBook files there if you wish. There is more information on how to do this in Appendix 2 at the end of this file.

Please note however, that the University will not be able to offer any support for use of platforms other than the standard Windows environments.

Appendix 1

PDF files and Accessibility

The Open University will strive to produce accessible (ie searchable and selectable, and screen readable) PDF files as the latest version of the Acrobat file format allows. This is currently the Acrobat v5, PDF v1.4 standard using the Acrobat Make Accessible plugin. All new files produced for new courses for 2003 will be produced to this standard.

The Open University has numerous legacy systems which have been used to produce print items for courses which have been presented in previous years. Most of these systems can output PDF files, but not all of this output can be made as accessible as the latest version of the Acrobat file format allows. The Open University will continue to work to produce accessible PDF files to the standard described above, whilst recognizing that this will not always be possible. In this case, we will define the accessibility level of each PDF file and include a definition of the level as an attached Acrobat Note on the first page of each file.

If you need to use the accessibility functions of the eBook files, please check this Note on the front page of each file.

Appendix 2

Using eBook PDF files with Personal Digital Assistants (PDAs)

We have experience only of using eBook files with the Palm and PocketPC platforms. There is no Acrobat eBook Reader software for Palm or PocketPC devices but Adobe produce the more general Acrobat Reader software for both these platforms which you can use to read eBooks. Please be aware that the eBook files have been produced for use with desktop and laptop PCs and so may be either too large to fit on a PDA or be very slow to open and turn pages. In addition, the display of illustrations will be considerably poorer.

You can obtain this software from

<http://www.adobe.com/products/acrobat/acrrmobiledevices.html>

and follow the links provided.

Use of the software is simple and is very similar between both platforms:

Run the downloaded Acrobat Reader Installer file. This puts an application on your PC and a small Palm or PocketPC application in the Install tool for either PDA device. Synchronizing the PDA with the desktop PC will install the application.

For Palm PDAs, open the Acrobat Reader for Palm OS application on your PC (the installation should have put a shortcut for it on your desktop), then use the Add button to choose a pdf file to put on your Palm, or else simply drag the pdf file into the open window. Note that the software will attempt to 'tag' the file if this has not already been done when the pdf file was created. You should allow the software to attempt this process. The file will be transferred to your Palm PDA at the next synchronization.

For PocketPC PDAs, simply put the pdf file into the dedicated folder for your PocketPC on your desktop PC. This will have been created when you installed the software for your PocketPC PDA. The file will be transferred to your Palm PDA at the next synchronization.

Finally, you can find all the information you need to transfer files to your PDA by reading the documentation that comes with the Acrobat Reader software for your PDA.