

A quick lesson on using Acrobat Reader 6... two pages.

Adobe Reader - [FFT2 Taskbook test2.pdf]

File Edit View Document Tools Window Help

Search document or CD for words

Move around page to change view

Use the Text Selection Tool to highlight text, copy to clipboard, and paste into word processing document. (Note that not all files will have selectable text)

Zoom in tool

View actual size

View full page

Fit page width view

Custom zoom view percentage

Click and drag over an area to copy an image and then paste into Word or other program

The two buttons below are similar to the forward and back buttons in a web browser

Displays active links to sections of document if available (click again to hide)

Displays thumbnails of pages (click again to hide)

On MENU PAGES, Move mouse over ? for info

Displays first page of document

Displays previous page of document

Displays next page of document (You can also use right side scroll bar)

Displays last page of document

Displays previous view of pages you have looked at (even between documents). Can take you right back to where you started.. keep clicking

Displays next view of pages you have looked at (even between documents). Can replay pages you have opened.

Page display options

8.5 x 11 in

2 of 22

Create documents anyone can open

A quick lesson on using Acrobat Reader 6... continued.

IMPORTANT TIPS:

When moving around the CD, close any of the documents or files you have opened but don't intend to use or go back to. Do this by clicking the "X" in the upper right corner of that document's window (don't click the "X" in the very top right corner or you will close Acrobat Reader) or with "File... Close" pull down menu.

Important note: Go to "Edit"... "Preferences"... "General" and make sure the box for "Open cross document links in same window" is **NOT** checked. This allows you to "X" the document window you are in and have the previously open document still visible.

There are some documents that contain text that can be highlighted with the text tool, copied, and pasted into your word processing or drawing program. There are also documents that are just bitmap images and contain no actual text. These can only be viewed and printed.

If you have internet access, most of the web site addresses can be clicked to automatically launch your web browser and access that particular site.

if you can't read any of the scanned files (appearance depends on monitor and video controller quality) try printing to a laser printer. However, there are printers that may not have enough memory to print the larger files, so you will have to print to the best printer in the office. On some of the documents, you may have to click "Shrink to Fit" in the print dialog box.

Move your mouse over the little yellow Notes icons to read about the document you're looking at.

You can also use the right side scroll bar to move from page to page. Holding down the middle bar as you drag also tells you what page you're on. The Page Up and Page Down keys work also.

Remember, you can't damage or delete any of the contents of the CD as it is "Read Only" so click away!

For questions and free (yes, free!) tech support for the CD or the software, contact:
Dan O'Connor on the Wenatchee National Forest at: 509-664-9362