The WHAT PC? AND SOFTWARE Printshop

Here are some tips to get you started with Acrobat Reader straightaway. Please note that <u>document</u> refers to a single Acrobat "PDF" file which may contain one or more <u>pages:</u>

To move backwards and forwards through different pages of a single document use these arrows

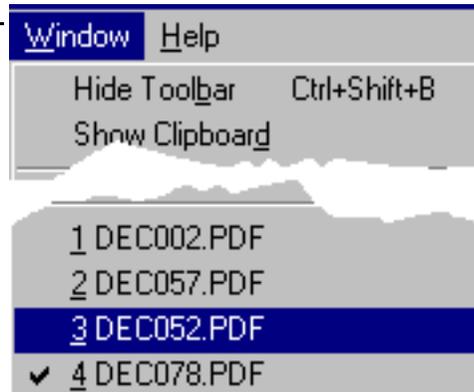To move backwards and forwards through documents that have already been opened, use these arrows

To change the zoom of the document or to switch thumbnails on and off use these icons

To search for a particular word within one document use the binoculars

To search for a particular word across all documents use the paper and binoculars

To bring a window to the front use the Window Menu Option from the menu bar

Window	Help
Hide Toolbar	Ctrl+Shift+B
Show Clipboard	

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2 DEC057.PDF
3 DEC052.PDF
✓ 4 DEC078.PDF

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