

# Acrobat Help

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For more detailed help information, look for the Reader Online Guide under the **Help** menu in the Acrobat® Reader® menu bar.

Click on the Help topic that you would like to view.

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Adobe® Acrobat® offers several different ways to look at and navigate between the documents contained on this CD-ROM. These include:

**Papers:** When viewing any paper on this CD-ROM, you must close the file to leave the paper (File>Close) and return to the place from which you came.

**Hyperlinks:** Clicking on text colored **Orange** will take you to a specific location, — much like a web page. For instance, clicking on a paper's title in the Table of Contents will take you to the first page of that paper.

**Search:** The documents on this CD can be retrieved using the Acrobat® Search feature. Common searches include searching by paper title, and author name. You can also search for keywords found in the papers.

**When you are finished:** To exit the CD-ROM, close all files before removing the CD-ROM from your computer. From the pull-down menus, go to Window>Close All, then File>Exit (or use the Exit button in the Main Menu).

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**Viewing Papers:**

The papers on this CD-ROM are set to a 100% view. See The Tool Bar for information on other viewing options.

**Viewing Text:**

If you are not happy with the way the text is displaying (i.e., too soft, or blurry), you can change your preferences by deselecting the “Smooth Text and Monochrome Images” in your preferences window ([File>Preferences>General](#)).

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- 1 Click the **Open Tool** to open a file. PDF documents usually have the extension .pdf.
- 2 Click the **Print Tool** to print a file or page.
- 3 Click the **Show/Hide Navigation Tool** to display the bookmarks and/or thumbnails created for each document.
- 4 Use the **Hand Tool** if the currently displayed page does not fit in the window. The Hand tool will drag the page in the direction you move your mouse while holding down the mouse button.
- 5 The **Zoom Tool** allows you to magnify and reduce the size of the page displayed.
- 6 Use the **Text Select Tool** to copy text to the Clipboard and paste it into a document in another application.
- 7 The **Browse Tool** icons allow you to go to the first page or last page of the document, or to page forward and backward one page at a time.
- 8 Use the **Go Back** and **Go Forward** tool icons to retrace your steps through a document.
- 9 Click the **Actual Size Tool** to view the page at 100%.
- 10 Click the **Fit Page Tool** to make the page fit in the window.
- 11 Click the **Fit Width Tool** to make the page's width fit in the window.
- 12 The **Find Tool** searches for part of a word, a complete word, or multiple words in the document.
- 13 The **Search Tool** searches for words, phrases, and combinations of words within all the documents on this CD-ROM. (See the ["How to Search this CD ROM"](#) section of this CD for more information about using the search feature.)
- 14 The **Search Results Tool** displays the results of any search you perform.
- 15 Click the **Previous Highlight Tool** to highlight the previous occurrence of a match in a document.
- 16 Click the **Next Highlight Tool** to highlight the next occurrence of a match in a document.

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**Printing:** To print a paper, or page(s) from a paper, select (File>Print).

**Options:** Page range options are as follows:

**All** – prints the full document

**Current page** – prints the page that is currently displayed

**Pages \_\_\_\_ to \_\_\_\_** – prints a range of pages. Fill in the blanks with the numbers of the pages you would like to print. (Numbers are displayed in the lower left corner of the Acrobat window.)

**Postscript Printers** are recommended for best results.

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