



INTRODUCTION TO ADOBE READER 9

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What is Adobe Reader?

Adobe® Reader® is free software that allows anyone (from business professionals to home users) to easily and reliably view, print, and search PDF files using a variety of platforms and devices.

Adobe Reader is a free application used to view PDF files. PDF (Portable Document Format) is a file format developed by Adobe Systems to capture files from almost any desktop application and view them exactly as created. PDF documents are highly portable across various computer platforms (Windows, Mac, Linux, etc).

What can you do with Adobe Reader?

Although you can't create PDFs in Reader, you can use Reader to view, print, and manage PDFs. After opening a PDF in Reader, you have a variety of tools to help you find information quickly. If you receive a PDF form, you can complete it online and submit it electronically. If you receive an invitation to review a PDF, use the commenting and markup tools to annotate it. Use the Reader multimedia tools to play video and music in a PDF. And if a PDF contains sensitive information, you can sign or certify a document with a digital ID.

View and search a PDF

In the Reader toolbar, use the Zoom tools and the Magnification menu to enlarge or reduce the page. Use the options on the View menu to change the page display. More options on the Tools menu give you more ways to adjust the page for better viewing (Tools > Select & Zoom).



Adobe Reader toolbars open by default: **A.** File toolbar **B.** Page Navigation toolbar **C.** Select & Zoom toolbar **D.** Page Display toolbar **E.** Find toolbar

For more information, see *Viewing PDF pages in Acrobat Help*.

Find information in a PDF

Use either the Search window (**Edit > Search**) or the Find toolbar to search page content, including layers, form fields, annotations, bookmarks, and digital signatures.

View and search a PDF Portfolio





A PDF Portfolio is a collection of files that often contains files that are not PDFs, such as Microsoft Office documents. You can use the Reader search tools to find text throughout the PDF Portfolio. Type the text you want to find in the Search box in the PDF Portfolio toolbar. The search results show all files where the text was found.

- For PDF files, expand the list to see the results in context. Click a search result to go to the location of the text in the PDF.
- For other types of files, click Open, and then search the file.

For more information, see Search a PDF Portfolio in Acrobat Help.

Fill in forms

Fill in, save, and electronically submit forms easily, even on mobile devices. Start by selecting either the Hand tool or the Select tool. When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- The Pointing Finger  or Pointing Hand Plus tool  appears when the pointer is over a button, radio button, check box, or item in a list.
- The Select tool  appears when you can select an item in a list.
- The I-beam tool  appears when you can type text into a form field.

Move from one form field to the next by pressing the Tab key. To delete an entry, press the Esc key. When you finish the form, click the Submit Form button. If the PDF author has enabled the local save capability on the form, you can also choose File > Save As to rename the file and save the form with your information without submitting it.


Tip: To fill in forms more efficiently, turn on Auto-Complete in the Forms Preferences (choose Forms on the Preferences dialog box).

For more information, see Completing and submitting PDF forms in Acrobat Help.

Sign a PDF


When you sign a PDF, you assure the sender that the PDF reached its intended recipient. In Reader, only PDFs with Reader Usage Rights enabled can be signed. (In Acrobat, Advanced > Extend Features In Adobe Reader.)

Introduction to Adobe Reader

1. Click the Sign button  in the Signature Panel, or choose Document > Sign > Sign Document.
2. Follow the instructions to create a place for the signature, and then complete the Sign Document dialog box.

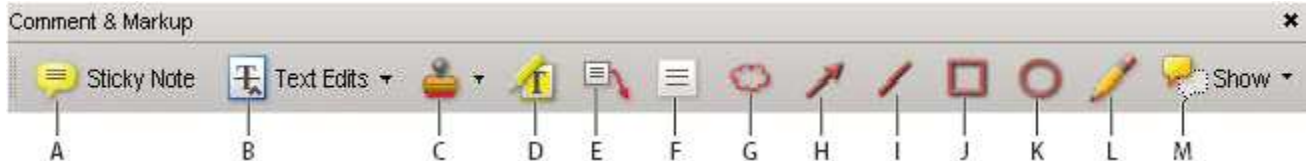
Use the Preview Document feature to view and sign the document in a static and secure state. Dynamic content such as multimedia and JavaScript are blocked. For more information, see Sign in Preview Document mode in Acrobat Help.

Create a PDF on Acrobat.com

Acrobat.com is a new, web-based service that is currently available at no charge. Acrobat.com offers easy online tools to create and share PDFs. To get started, click the Create PDF Using Acrobat.com icon  in the toolbar. Or, choose File > Create Adobe PDF Using Acrobat.com. For more information, go to www.adobe.com/go/acrobat_com_en.

Participate in a review

When you receive a PDF to review, you can annotate it by using the commenting and markup tools. These features are available only when the PDF author has enabled commenting. Also use the commenting and markup tools to return your comments to the author.



Comment & Markup toolbar: **A.** Sticky Note tool, **B.** Text Edits tool **C.** Stamp tool and menu **D.** Highlight Text tool **E.** Callout tool **F.** Text Box tool **G.** Cloud tool **H.** Arrow tool **I.** Line tool **J.** Rectangle tool **K.** Oval tool **L.** Pencil tool **M.** Show menu

For more information, see Participating in a PDF review in Acrobat Help.

Reply to comments

You can reply to comments in two ways:

- Open the pop-up note and choose Reply from the Options menu.
- Click the Comments button in the navigation pane, select a comment, and then click the Reply button.

To delete a reply, right-click your reply, and click Delete This Reply. Or select the reply in the Comments list, and then click the Trash icon in the Comments List toolbar.

For more information, see [Reply to comments in Acrobat Help](#).

Approve or reject a PDF

When you're asked to approve a PDF, you receive an email message that provides step-by-step instructions for reviewing the PDF. Also, both the Stamps palette and the document message bar are displayed at the top of the PDF. Use the instructions and the tools to approve or reject the document.

For more information, see [Participate in an approval workflow in Acrobat Help](#).

Track a review

To track a document review or view the status of a review, choose View > Tracker. The Tracker shows who has joined a review and how many comments each person has published.

- The left side of the Tracker shows all PDF documents in managed reviews.
- The information pane on the right lists the date and time the PDF was sent and the list of invited reviewers. Links to shared PDFs provide additional information, including the deadline (if set) and the number of comments submitted per reviewer. Deleting a link in the Tracker does not delete the PDF file.
- Latest Updates summarizes the latest changes to reviews.

Collaborate on a PDF by using Adobe ConnectNow

Use Adobe ConnectNow to conduct real-time meetings from your desktop. Attendees join the meeting by logging in to a web-based meeting space from their own computers. In a ConnectNow online meeting, you can share your desktop, use live chat, share online whiteboards, and use many other collaboration features.

For more information, see [Collaborate in online meetings in Acrobat Help](#).

Adobe Reader tips

Opening and savings PDFs

I can't open a PDF

If you receive a password-protected PDF, use the designated password to open the document. Some secured documents have restrictions that prevent you from printing, editing, or copying content in the document. If a document has restricted features, any tools and menu items related to those features are dimmed in Reader.

If you have trouble opening a PDF, or if you are restricted from using certain features, contact the author of the PDF.

I get an error message when I open a PDF

If you get a message that "one or more Adobe PDF Extensions are disabled," use the following steps to fix the problem.

1. Open Internet Options in Control Panel and click the Advanced tab.
2. Select the check box, Enable Third-Party Browser Extensions.
3. Click OK, and then restart your computer.


I can't save a PDF

You can save a copy of a PDF or PDF Portfolio only if the PDF author allows it. PDF authors can allow recipients to save a document by enabling the local save capability. Often, PDF form authors do not enable the local save capability.

Viewing images and 3D models

How can I copy pictures from a PDF?

Use the Snapshot tool to copy pictures from a PDF.

1. Choose Tools > Select & Zoom > Snapshot Tool .
2. Drag a rectangle around the image you want to save, and then release the mouse button.

The selection is automatically copied to the clipboard, and you can choose Edit > Paste in another application to paste the copied image into another document.

I can't see the images in a PDF

In the Preferences dialog box, choose Page Display, and then select Show Large Images.

How can I move or rotate 3D models?

The 3D toolbar is displayed when you click a 3D model. Click the arrow next to the Rotate tool



to view all of the 3D navigation tools that are available in Reader.

Printing

Why can't I print my document?

If you receive a password-protected PDF, enter the designated password to print the document. Some protected documents have restrictions that prevent you from printing, editing, or copying content in the document. If a document has restrictions on printing, contact the author.

How can I print a large-format PDF?

For documents that are larger than the standard page size, go to File > Page Setup. Create a custom page size before you print your document.

USING ADOBE READER TOOLS

In this lesson, you will learn how to:

- Show/Hide Toolbars
- Move Through a PDF
- Adjust Document Magnification
- Copy Text & Graphics
- Search Text

Show / Hide Toolbars

Adobe Reader includes more tools and more toolbars than the set that appears by default. You can customize the toolbars so that the tools you use most often appear in the toolbar area.



Procedures

To show or hide toolbar elements, do any of the following:

- Right-click the toolbar, and select a tool that you want to display or deselect a tool that is already displayed if you want to hide it.
- Right-click any toolbar and choose More Tools. Then select individual tools and toolbars that you want to display, and deselect those that you want to hide.

Note: A selected tool appears in the toolbar area only if its toolbar is also selected in the More Tools dialog box.



Step-by-Step

Add and remove tools to the toolbar.

- If necessary, launch Adobe Reader.

Steps	Practice Data
1. Right-click on the toolbar <i>A list of toolbars will appear with checkmarks by those active tools.</i>	Right-click on the toolbar.
2. Select an unchecked tool to activate it. Select a checked tool to deactivate it.	Click on Edit to activate that tool.

Skill Check:



1. Deactivate the Edit tool.
2. Deactivate the Find tool.
3. Re-activate the Find tool.

Moving Through a PDF



Discussion

There are many ways to turn pages in a PDF. Many people use the buttons on the Page Navigation toolbar, but you can also use arrow keys, scroll bars, and other features to move forward and backward through a multipage PDF.

The Page Navigation toolbar opens by default. The default toolbar contains frequently used tools: the Next Page , Previous Page , and Page Number. Like all toolbars, the Page Navigation toolbar can be hidden and reopened by choosing it on the Toolbars menu under the View menu. You can display additional tools on the Page Navigation toolbar by right-clicking/Control-clicking the toolbar and choosing an individual tool, Show All Tools, or More Tools and then selecting and deselecting tools in the dialog box.





Some tools and toolbars (i.e. Comments) are only available if the creator of the PDF turned those features on.



Procedures

To page through a document, do any of the following:

- Click the Previous Page  or Next Page  button on the toolbar.
- Choose View > Go To > *[location]*.
- Choose View > Go To > Page, and then type the page number in the Go To Page dialog box.
- Press the Page Up and Page Down keys.
- Drag the vertical scroll bar until the page appears in the small pop-up display.
- Click the Pages button (or choose View > Navigation Panels > Pages) to display the Pages panel. To jump to another page, click its thumbnail.
- Click the Bookmarks button (or choose View > Navigation Panels > Bookmarks). To jump to a topic, click the bookmark. Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.



Step-by-Step

Navigate through a PDF.

Your instructor will direct you to open a PDF document.

Steps	Practice Data
1. Use the Next Page and Previous Page arrows on the tool bar to move through a document.	Click the Next Page arrow twice to advance two pages. Click the Previous Page arrow twice to return back two pages.
2. Use View > Go To > [location] to go to a specific location.	From the menu bar, select View > Go To > Last Page .

Skill Check:

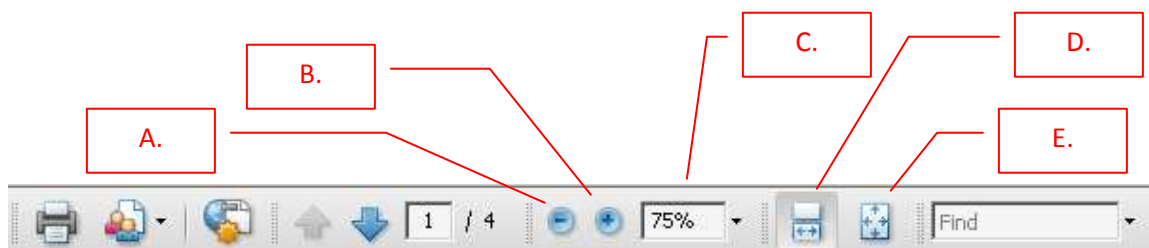
- Navigate through the document using some of the other options listed above.

Adjusting Page Magnification



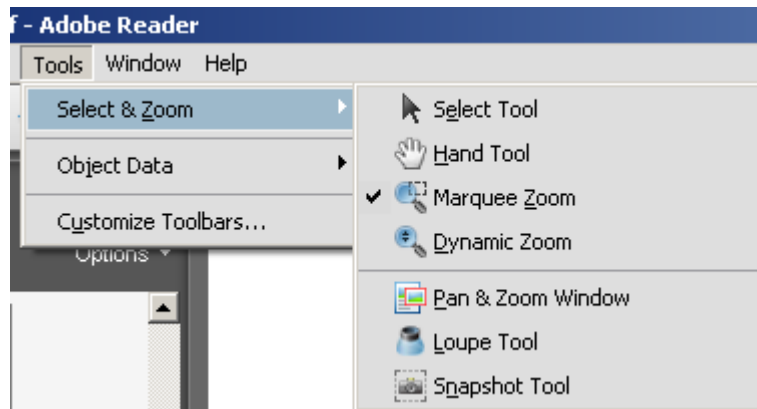
Discussion

Tools on the Select & Zoom and Page Display toolbars can change the magnification of PDF documents. Only some of these tools appear on the default view of the toolbar. You can see all the tools by right-clicking the Select & Zoom toolbar and choosing individual tools, Show All Tools, or More Tools and then selecting individual tools.



Zoom Toolbars

A. Zoom Out button **B.** Zoom In button **C.** Zoom Value **D.** Fit Width **E.** Fit Page



Procedures

To change magnification of a document using the Toolbar, do any of the following:

- Zoom In and Zoom Out buttons change the document magnification by preset levels.
- The Zoom Value option changes the page view according to a percentage you type in or select from a pop-up menu.
- Actual Size displays the page at 100% magnification.
- Fit Width adjusts the magnification so that the PDF fills the document pane horizontally.
- Fit Page adjusts the magnification so that one page fills the document pane vertically.

To change magnification of a document using the Tools, from the menu bar select Tools > Select & Zoom, and then choose any of the following:

- The Marquee Zoom tool works in a few different ways. You can use it to drag a rectangle around a portion of the page that you want to fill the viewing area. Or, simply clicking the Marquee Zoom tool increases the magnification by one preset level, centering on the point where you clicked. To decrease the magnification by one preset level, Ctrl-click the Marquee Zoom tool.

- The Dynamic Zoom tool zooms in when you drag it up the page and it zooms out when you drag down. If you use a mouse wheel, this tool zooms in when you roll forward and zooms out when you roll backward.
- The Pan & Zoom Window tool adjusts the magnification and position of the view area to match the area in an adjustable rectangle in the Pan & Zoom window's thumbnail view of the page.
- The Loupe Tool window displays a magnified portion of the PDF that matches the area in an adjustable rectangle on the document pane.



Step-by-Step


- Magnify the document.
- Practice changing the magnification of the document using the various tools listed above.

Copying Text & Graphics



Discussion


You can reuse content in a PDF by selecting and copying text and images.

The Select tool  lets you select horizontal and vertical text or columns of text in a PDF. You can use the Copy and Paste commands to copy the selected text into another application. If you hold the pointer over the text selection, a menu appears that lets you copy, highlight, or underline the text, among other options.

You can also copy and paste individual images from a PDF to the Clipboard, to another application, or to a file using the Select tool.




NOTE: If you cannot select an image because of overlapping text, choose Edit > Preferences (Windows) or Reader > Preferences (Mac OS), select General on the left, and select the Make Select Tool Select Images Before Text option.

If you wish to copy both text *and* images, use the Snapshot tool .



Procedures

To copy text using the Select tool, do the following:

1. Use the Select tool  to select any amount of text on the page.
2. Copy the text:
 - Choose **Edit > Copy** to copy the selected text to another application.
 - Hold the pointer over the selection until a menu appears, and then select **Copy**.


To copy an image using the Select tool, do the following:

1. Using the Select tool , do one of the following:
 - To select the entire image, click it or drag a rectangle around it.
 - To select a portion of an image, hold the pointer over the image until the crosshairs icon appears, and then drag a rectangle around the portion.

Note: To deselect an image and start over, click outside it.

2. Copy the image:
 - Choose **Edit > Copy**, and then choose **Edit > Paste** to paste the image in an open document in another application.
 - Right-click the image and choose an option to copy the image to the clipboard or to a new file.
 - Drag the image into an open document in another application.

To copy both text and images using the Snapshot tool, do the following:

1. Select the Snapshot tool  by choosing **Tools > Select & Zoom**.

2. Do one of the following:
 - Click anywhere in the page to capture the entire content displayed on the screen.
 - Drag a rectangle around the text or images, or a combination of both.
 - Drag a rectangle within an image to copy just a portion of the image.

Colors in the selected area are inverted momentarily to highlight the selection. The selection is copied automatically to the clipboard when you release the mouse button. If a document is open in another application, you can choose Edit > Paste to paste the copied selection directly into the target document.



NOTE: If the Cut, Copy, and Paste commands are unavailable when you select text, the author of the PDF may have set restrictions against copying text.



Step-by-Step

Select some text and then an image and paste into a Word document.

- Open the PDF document, “Digital_Video_Class.pdf”.
- Launch MS-Word.

Steps	Practice Data
1. Select the Select tool.	From the menu bar, select Tools > Select & Zoom > Select tool .
2. Select some text in the PDF.	Click and drag across at least two lines of text.
3. Copy the selected text.	Right-click on the selected text and, from the shortcut menu, select Copy .

Steps	Practice Data
4. Paste the copied text into the destination document.	Switch to Word, right-click on the blank document and select Paste from the shortcut menu.

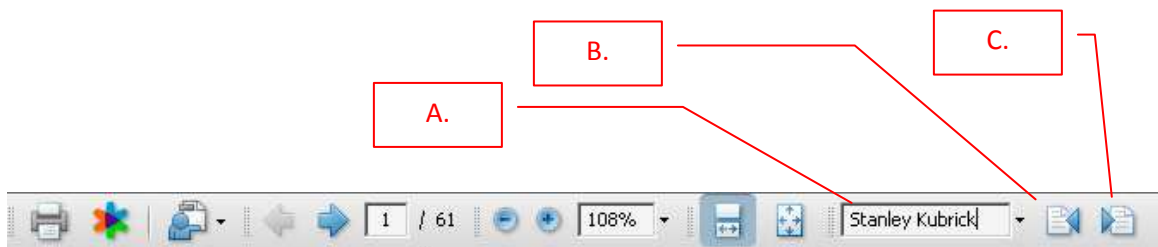
Skill Check: Select an image in the PDF. Copy the selected image and paste into the Word document.

Finding & Searching



Discussion

Where you start your search depends on the type of search you want to run. Use the Find toolbar for a quick search of the current PDF. Use the Search window to look for words or document properties across multiple PDFs, use advanced search options, and search PDF indexes.



Find Toolbar

A. Find text box **B.** Find Previous button **C.** Find Next button



Procedures

To search for text using Find, do the following:

1. If necessary, display the Find toolbar by doing one of the following:
 - Choose **Edit > Find**.
 - Right-click the toolbar area and choose **Find** on the context menu.
 - Press [Ctrl]+[F].

2. Type the text you want to search for in the text box on the Find toolbar.
3. *(Optional)* Click the arrow ▼ next to the text box and choose one or more of the following:
 - **Whole Words Only** - Finds only occurrences of the complete word you type in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* aren't found.
 - **Case-Sensitive** - Finds only occurrences of the words that match the capitalization you type. For example, if you search for the word *Web*, the words *web* and *WEB* aren't found.
 - **Include Bookmarks** - Also searches the text in the Bookmarks panel.
 - **Include Comments** - Also searches the text of any comments.
4. Press **Enter**.
Reader jumps to the first instance of the search term, which appears highlighted.
5. Press **Enter** repeatedly to go to the next instances of the search term.

To search for text using Search, do the following:

1. Open the Search window by doing one of the following:
 - Choose **Edit > Search**.
 - On the Find toolbar, click the arrow ▼ and choose **Open Full Acrobat Search**.
 - Press [Ctrl]+[Shift]+[F].
2. In the Search window, type the text you want to search for in the text box.
3. In the Search window, select **All PDF Documents In**. From the pop-up menu directly below this option, choose **Browse For Location**.
4. Select the location you want to search, either on your computer or on a network, and click **OK**.

5. If you want to specify additional search criteria, click **Use Advanced Search Options**, and select the options you want.
6. Click **Search**.



Step-by-Step

- Search for text, “Color of Light”.

<i>Steps</i>	<i>Practice Data</i>
1. Click in the Find box.	Click in the Find box.
2. Type the text to search for.	Type “color of light”.
3. If desired, select a search option from the dropdown menu.	
4. Press [Enter].	Press the Enter key.
5. Repeat pressing [Enter] to find additional instances of searched text.	Press the Enter key three more times.