



INTRODUCTION TO ADOBE READER

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USING ADOBE READER ONLINE HELP

In this lesson, you will learn how to:

- Describe Adobe Reader
- Identify Help features
- Access Help
- Find topics
- Navigate session history
- Print Help topics
- Use the How To window
- Navigate How To pages

WHAT IS ADOBE READER?



Discussion

Adobe® Reader® is free software that allows everyone 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, an abbreviation for 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).

ABOUT THE BUILT-IN HELP FEATURES



Discussion

Adobe® Reader® 6.0 offers many built-in features to assist you while you work, including the Help window you're using right now. To get the maximum benefit from the various help components, it's good to familiarize yourself with the different ways to get answers to your questions:

- Help documentation.
- How To pages.
- Dialog-box Help buttons, online resources, and guides for plug-ins.

Note: There is no printed user manual for Adobe Reader. The contents you might look for in a user guide book--reference lists, overviews, explanations, descriptions, and procedures--are included in Help. However, you can print individual Help topics.



Tool tips identify the various buttons, tools, and controls in the work area by name. These tiny windows appear when you allow the pointer to hover over the item you want to identify. Tool tips are also available in some dialog boxes.

USING HELP



Discussion

Adobe Reader 6.0 includes built-in documentation in a fully accessible Help system. The Help documentation provides extensive explanations about the tools, commands, concepts, processes, and keyboard shortcuts.

Note: If you are not using the full version of Adobe Reader, you cannot access the complete Help system. To download the complete Help system, choose Help > Adobe Reader Help and follow the instructions.



Procedures

To open Help:

Choose Help > Adobe Reader Help.

Adobe Reader 6.0 Help opens in a separate window with two panes: a navigation pane on the left and a topic pane on the right. You use the tabs in the Help navigation pane to find the topics you want to read. For example, when you click a title in Contents, that topic opens in the topic pane.



Adobe Reader 6.0 Help

A. Contents, Search, and Index tabs in the Help navigation pane B. Help topic pane

You can drag the vertical bar between the two panes to change their widths. You can drag the lower right corner to resize the entire window. Using the context menu (Windows), you can also move, resize, maximize or minimize the Help window to suit your needs. The Help window remains visible until you close it.



Procedures

To close Help:

Click the close button.

USING THE HELP NAVIGATION PANE TO FIND TOPICS



Discussion

The Help window opens with the Contents tab showing in the navigation pane. Click the tabs to switch among the Contents, Search, and Index tabs.

Contents tab

Use the Contents tab to view the Help topics organized by subject matter, like the Table of Contents of a book. You can click the icons to the left of items to collapse or expand the outline.

Search tab

Use the Search tab to find a specific word in Help. Type the word in the text box and click Search. The results list shows the titles of all topics in which the search word appears, listed in the order that they appear on the Contents tab.

Note: You cannot use Boolean operators (such as AND, OR, NOT, or quotation marks) to limit or refine your search of Help. If you type more than one word, the search results include every topic in which at least one of your search words appears.

Index tab



Use the Index tab to find Help topics in a linked, alphabetical list of terms for various functions, features, and concepts. You can browse the index in two ways. You can click the controls (+ or -) to expand or collapse the entries under a letter of the alphabet, scroll to the term you want, and click a link to open the related Help topic. Or, you can use the Show pop-up menu to expand the list for just one letter of the alphabet, and then scroll and click a link to open the Help topic.

NAVIGATING YOUR HELP-SESSION HISTORY



Discussion

The Help system maintains a history of your Help session so that you can go back and forth quickly among the topics you open.


You can use the arrow buttons on the Help toolbar. Click the Previous Topic button  to return to topics you opened earlier in your Help session. Click the Next Topic button  to move forward again in your Help session history.

When you close Help, you end your Help session. This deletes your Help history.



Procedures

To return to topics you opened earlier in your Help session:

Click the Previous Topic button 

To move forward again in your Help history:

Click the Next Topic button 

PRINTING HELP TOPICS



Discussion

You can print any individual topic from the Help documentation.

Each topic must be printed individually. You cannot print multiple topics at a time or entire sections of Help.



Procedures

To print a Help topic:

1. Open the Help topic that you want to print.

2. Click Print Topic  on the Help toolbar.

USING THE HOW TO WINDOW



Discussion

The How To window supplements Adobe Reader 6.0 Help by presenting step-by-step procedures for a limited number of tasks. The How To window appears on the right side of the document window so that it never blocks the view of your open document.


Note: The How To pages just describe a selected number of common tasks, and only provide minimal background information. For complete documentation, refer to Using Help.



Procedures

To open or close the How To window:

Do one of the following:

- Choose Help > How To > General Topics.
- Choose View > How To Window.
- In the toolbar area, click the How To button . (Use this option if Adobe Reader is open within your Web browser.)
- Click the Hide button to close the How To window.

You can also dock the How To window on the right or left side of the document window.



Procedures

To dock the How To window:

Right-click (Windows) or Control-click (Mac OS) on the How To title bar, and select either Docked Left or Docked Right.



The horizontal dimension of the How To window is fixed and cannot be resized. The vertical dimension adjusts to match any changes you make to the documentation pane.

NAVIGATING HOW TO PAGES



Discussion

Links in How To topics are cross references that open either another How To page or a related topic in the Help documentation. (See Using Help.)

The How To window has Back  and Forward  buttons that you can use to navigate among the pages you've viewed in your current session.

USING OTHER ASSISTANCE FEATURES



Discussion

There are more resources that you can use to find answers to your questions:

- Some dialog boxes include Help buttons. When you click these Help buttons, the Help window opens with the related topic displayed in the topic pane.
- The Help menu contains commands that link to various resources and references, such as System Info (Windows only). It also contains a link to Online Support, which has other links to product information, support documents, and more.



Step-by-Step

Use Help to learn about Adobe Reader

If necessary, launch Adobe Reader.

<i>Steps</i>	<i>Practice Data</i>
1. From the menu bar, select Help > Adobe Reader Help... <i>The Adobe Reader Help window appears.</i>	Click Help , then click Adobe Reader Help...
2. Select the desired tab; Contents , Search or Index .	If necessary, click the Contents tab

<i>Steps</i>	<i>Practice Data</i>
3. Select the desired topic and, if appropriate, subtopic. Active Window or New Main Document , as desired. <i>The desired topic will appear in the document pane.</i>	Click Looking at the Work Area > About the work area > About toolbars
4. Read the help text.	Read “About toolbars” in the document pane
5. Select the desired tab; Contents, Search or Index .	Click the Search tab
6. Enter search text in the “Find pages containing:” field and click the Search button. <i>A list of topics will appear in the “Select topic to display” pane.</i>	Type: emailing in the “Find pages containing” field, and click the Search button.
7. Read the help text.	Read the steps to email in the document pane
8. Select the desired tab; Contents, Search or Index .	Click the Index tab
9. Find a key word by searching alphabetically for it. <i>The selected topic will appear in the document pane.</i>	Click on “ M ”, then click on “ menu bar ”, then click on “ showing and hiding ”.
7. Read the help text.	Read how to show a hidden menu bar the document pane

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