Adobe Reader <>Tips and Tricks
Jack Casto <> 12/8/06

PDF Files

Many Documents Available on the Web are in PDF Format

- **PDF** stands for Portable Document Format

- **E**very PDF document ends with the extension ".pdf" e.g. http://districtgov.org/images/RecGuide.pdf Often the Adobe Logo is used to identify documents that are available in pdf format.

- **Adobe Reader** is the most commonly used application to open PDF documents and usually comes installed on new computers. If it is not on your computer already, it is a free download from Adobe http://www.adobe.com/products/acrobat/readstep2.html
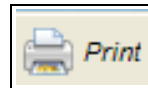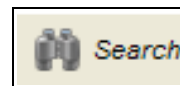
IN A BROWSER, PDF DOCUMENTS ALLOW YOU TO

- **S**ave them — Save a Copy
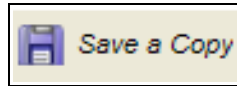
- **P**rint the entire document or just a page — Print

- **S**earch them for specific words and or #'s — Search

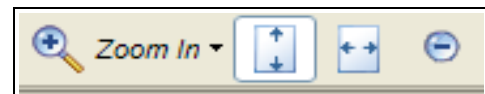- **M**ove pages up and down or click in enabled forms to type — Hand Tool
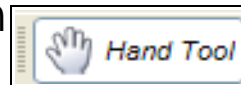
- **N**avigate through the document page by page — 1 of 20
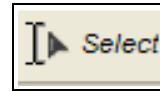or by typing in a specific page # and then clicking ENTER
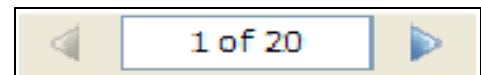
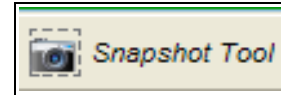- **N**avigate to the beginning/end of the document with one click

- "**REALLY**!" enlarge/shrink the page — Zoom In
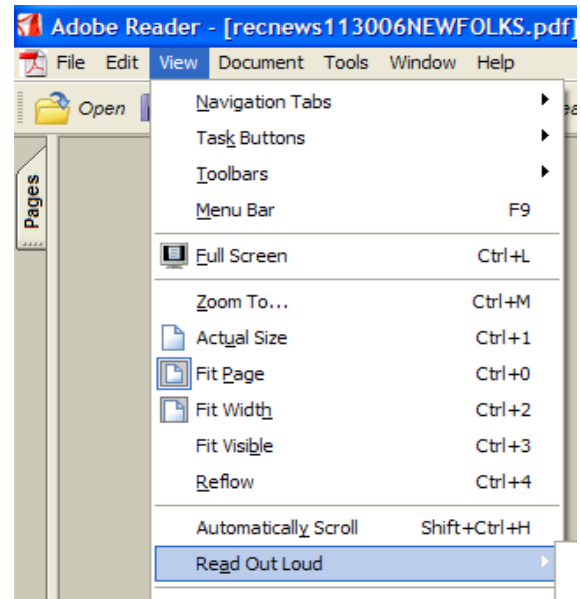
- ◆ Select text for copying to the clipboard as text   `I▶ Select`

- ◆ Copy a selected area to the clipboard as a photo   `📷 Snapshot Tool`
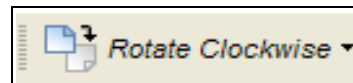
◆ <mark>**OFFLINE AND IN ADOBE READER**</mark>
you can do everything you can do in a browser plus at least 2 more things:

- ◆ Have Adobe Reader read any text to you out loud (You may need to upgrade to Adobe Reader version 7 and download the free voice reader plug-in.

Adobe Reader - [recnews113006NEWFOLKS.pdf]
File   Edit   View   Document   Tools   Window   Help

Open

| Navigation Tabs	▶
Task Buttons	▶
Toolbars	▶
Menu Bar	F9
🖥 Full Screen	Ctrl+L
Zoom To...	Ctrl+M
Actual Size	Ctrl+1
Fit Page	Ctrl+0
Fit Width	Ctrl+2
Fit Visible	Ctrl+3
Reflow	Ctrl+4
Automatically Scroll	Shift+Ctrl+H
Read Out Loud	▶

- ◆ Rotate a page   `Rotate Clockwise ▼`

- **A SAMPLING OF PDF DOCUMENTS ON THE WEB**

  - **The Villages Lifelong College**
    www.thevillageslifelongcollege.com
    - 2006 Summer/Fall Catalog
      2007 Winter/Spring Catalog
      Registration Form
  - **The Villages Daily Sun**
    www.thevillagesdailysun.com
    - The Villages Magazine - COVER
    - The Villages Magazine – FEATURE 1
    - The Villages Magazine – FEATURE 2
    - Recreation News 1
    - Activities Schedules
  - **The Villages Community Development Districts**
    www.districtgov.org
    - SLCDD - Recreation
    - VCCDD - Recreation
    - Club Listings
  - Villages of Virginia Trace
    www.virginiatrace.com
    - Virginia Trace Good Services List
  - **IRS Documents (sample)**
    www.irs.gov
    - Form 1040
    - 1040 Tax Table

  - **PC Users Group of SJ**
    http://www.pcugsj.org/2004_newsletters.htm

- Computer Club Tech Form – select, copy and paste into your word processor. It may not look the same, but it will have the exact same information
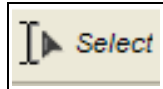
Select

Copy To Clipboard   Paste

Microsoft Word

- Go to Internet Public Library   **www.ipl.org**
  and select a magazine, newspaper, book, etc.
- Copy, Cut and paste the story into
- Open Office Writer (or any word processor that will convert into pdf)   **www.openoffice.org**
- and export it as a pdf file
- Then open the book you have converted into pdf format
- have Adobe reader read it out loud.