

Window Controls

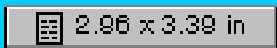
You now have the three Window Controls at the bottom left of the page area of the screen. Each one can be clicked on to offer a choice.



From the left, the first one shows the number of the page you are on.



The second shows the current magnification, and can be adjusted.



The third shows the real size of the current page. If clicked on, you can choose to show a single page at a time, or continuous pages, or continuous facing pages.

If you show bookmarks now, you will see that you have access to all previous pages so can experiment in navigation and display.

NOTE

There is information on filling in forms in the full guide to the Reader, [READER.PDF](#)

There is one page to go, on the web.



Acrobat and the World Wide Web

There is one more icon which may be dimmed when Acrobat Reader is installed.



It is probably best to read the full guide to the Reader `READER.PDF` before deciding how to configure this. It is possible to launch a web site from an Acrobat file and to view Acrobat files downloaded from a web site within HTML. However, the bandwidth available outside California is not always as reliable as that assumed by Adobe designers.

Also, saving an Acrobat file to disc to read later saves money if you pay for web access.

Two web sites to check directly first are

<http://www.adobe.com>

<http://www.adobe.co.uk>

These will work as links also if you do set the Reader up with your browser.

You now have an idea of how to use the Reader, so study the full guide - `READER.PDF` or move on to some files with actual content.

These PDFs are public domain and published by Acrobat Services.

Two web sites are under development

<http://www.poptel.org.uk/acrobat-services>

<http://www.inxpress.co.uk/acrobat>

Please send any suggestions or comments to
Will Pollard, Quality Representative

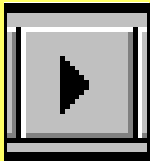
itc@geo2.poptel.org.uk

Phone 01392 660639

PO Box 134 Exeter EX1 2WB UK

Acrobat Services is a project of ITC to promote and support Acrobat and related services

This is an exercise to show the use of the page-changing arrows which you will later find on the Acrobat Reader menu.



Press this arrow to go on one page

PAGE ONE

Yes,
you have effectively come back to
Page One, but it now has this
message.

Now , press inside the box below.

Go to Page 6

PAGE ONE

Yes,
you are effectively at Page One,
so you would have reached the
start of the document.

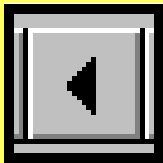
(You will get a chance to view this
document again later when the
real icon options will be available)

For now, press the box below to
find out about other options in the
Reader

NEXT

Yes,
you have effectively arrived
at Page Two

Press the arrow below to go back
one page to Page One



PAGE TWO

This page is intentionally left
blank

PAGE THREE

This page is intentionally left
blank

PAGE FOUR

This page is intentionally left
blank

PAGE FIVE

There are four other Arrow Icons.
Two can be left till later. They move to
the previous or following screen.



Two are useful now. One will take you to
the last page in this document. Press it
now.



PAGE SIX

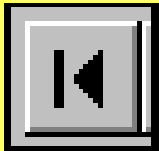
This page is intentionally left
blank

PAGE SEVEN

Yes, this is the last page.

Press the button below to go to the first page.

(Naturally it is a slightly different first page to the page you started with)



PAGE EIGHT

Please press the Escape key for the full Toolbar, with the arrows and other icons in three groups.






Then press the arrow on the Toolbar to move forward one page.

Back to “The Menu Bar” (please ignore this box if looking at a printed page)






First, The Arrows

	On one page		Back one page
	Go to last page		Go to first page
	Go to previous view		Go to following view




Second, Setting the Page View

	Actual size, as it is will be printed.
	Fit width of page in the window. Suitable for reading wide pages.
	Fits the whole page into the visible space. .

Third, Possible Uses for the Cursor

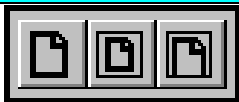
	This is the normal appearance and use. You can appear to grab a piece of paper.
	The magnifying glass or Zoom Tool (hold down the Ctrl key to get smaller)
	Text selection can be used to copy text to another application.
	Sometimes a sequence of views has been set up to guide the reader through an article.
	The finger shows a web link

Fourth, Means of Navigation

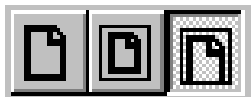
	No means of navigation, the available space is used for the page
	Bookmarks and Page, a form of contents appears on the left.
	Thumbnails and Page, a graphic small scale version of each page appears on the left.

Back to “The Menu Bar” (please ignore this box if looking at a printed page)

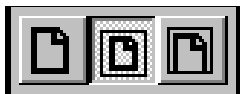
First, **Setting the Page View** on the right of the arrows



Actual size, as it is now. This could be useful for predicting how a page will be printed.



Fit width of page in the window-
Suits most reading of pages if you scroll up and down.



Fits the page into the visible space. Gives an impression of the whole page, even if text is hard to read.

Press the arrow for the next page

Second, Possible Uses for the Cursor



This is the normal appearance and use. You appear to grab a piece of paper.



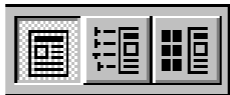
The magnifying glass or Zoom Tool can select an area of the page and display it at greater magnification, up to 800%. (Ctrl to reduce)



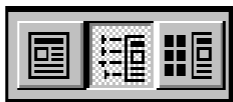
You can select text to be copied to other applications. (The edit Menu will be available later)

Press the arrow for the next page

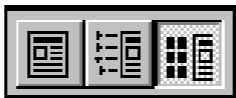
Third, **Means of Navigation**



No means of navigation, all the space is used for the page



Bookmarks and Page, a form of contents appears on the left.



Thumbnails and Page, a graphic version of each page appears on the left.

Press here for the next section on the Menubar

The Menu Bar

So far you have just used the Toolbar, with icons for the most commonly used options.

The Menubar offers more options which can be explored.

Click here to show the Menubar

For example, there is an option to print on the file menu so any page can be printed out. You could try it with the A4 page. (Find your own way back)

If you see a note, it can be opened by clicking on it.



Now, there is one more section on the Window Controls. Click below to continue.

The Window Controls