

Help Topics

This section provides basic help with some of the fundamentals of Acrobat Reader to assist you in navigating and locating information on this CD-ROM. In addition to this information, you can find a more in-depth description of all of Acrobat Reader's capabilities by choosing Help from the menu bar at the top of your screen and then selecting Reader Guide.

If at any time you want to return to this page, select the Help Topics button on the right side of your screen. Left Arrow and Right Arrow buttons on the bottom right provide an easy method to page backward and forward in this section.

Text highlighted in **red** in this Help section indicates something important to understand. It does not provide a link but is intended to bring something to your attention. Use the navigation buttons on the right to continue.

The major topics discussed are:

- ⇒ **Preferences**
- ⇒ **Acrobat Tool Bar**
- ⇒ **Search**
- ⇒ **Bookmarks**
- ⇒ **Enhanced View**
- ⇒ **Printing**
- ⇒ **Support**



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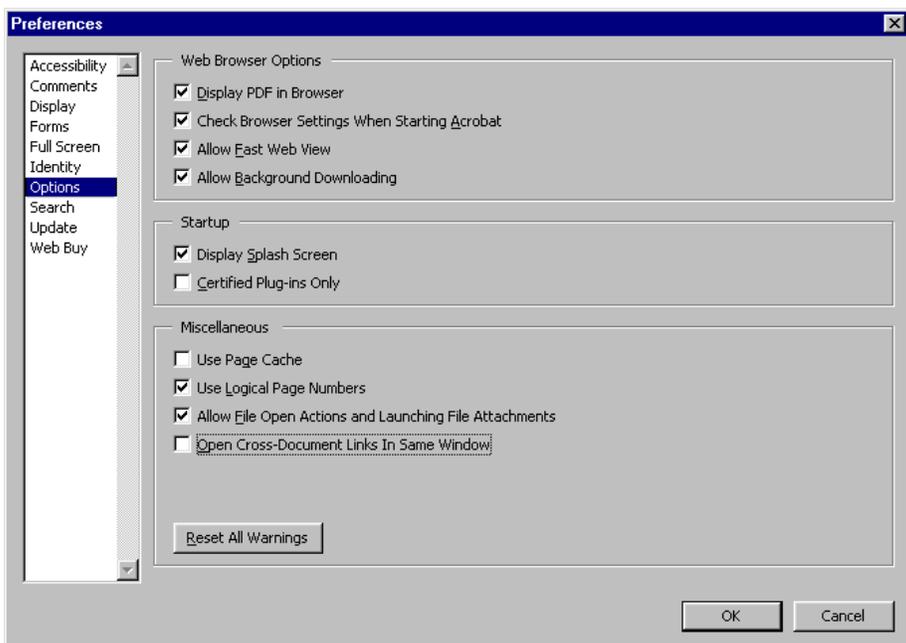
Preferences

To get the most out of this CD-ROM, set the following Acrobat general preferences.

General Preferences

In Acrobat 4.0 choose File > Preferences > General or in Acrobat 5.0 choose > Edit > Preferences > Options.

A dialog box similar to the one depicted here from a Windows system running Acrobat 5.0 will open.



Use Page Cache

Checking this preference places the next page in a buffer before you view the page in Acrobat. This reduces the amount of time it takes to page through a document.

Open Cross-Doc Links In Same Window

If you want to keep all viewed documents open, verify that Open Cross-Doc Links in Same Window is NOT checked. Leaving this preference checked closes each document after viewing and is suggested for systems that just meet the minimum memory requirements.

Additional Search preferences are covered in the section dealing with search.



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Acrobat Tool Bar



Tool Bar

The tool bars at the top of this page, and the following two pages, highlight all of the tools you will need to navigate this CD-ROM.

Move



The **Hand** button provides a means of grabbing the page and moving it within the window. This is helpful when higher zoom magnification levels are used.

Zoom



The **Zoom In** and **Zoom Out** buttons increase or decrease magnification by a factor of two. You can also drag zoom over a selected area by clicking and dragging the mouse.



View

The initial page view can be set up in three ways:



Actual Size option displays the page at full scale without regard for page margins.



Fit Page to Window option scales the page so everything is visible. In some cases the scale is too small to read the text.



Fit Width to Window option places the full width of the page in the window without regard to page height. Use the Move tool (the hand) to slide the page within the window to see additional information.



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Acrobat Tool Bar



Text and Graphics

 The **Text Select** tool can select text that can be copied to the clipboard and then pasted into another application.



Click and hold the **Text Select** tool to access the **Column Select** and **Graphics Select** buttons.

Browse

Browsing through the document can also be accomplished with the Tool Bar navigation buttons.

 **Back One Page** and **Forward One Page** move through the document backward and forward one page at a time.

 **First Page** Go to the first page in a document.

 **Last Page** Go to the last page in a document.

There are two buttons available to retrace your viewing path.

 **Go Back** returns you to the previous page, document, or zoom magnification level.

 **Go Forward** takes you, one view at a time, to the view where you first used Go Back.



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Find versus Search



Find locates a word or a phrase in the current document. Because this CD-ROM contains many documents, a full-text search is the best option.



Search finds words and phrases across multiple, indexed documents. It is also significantly faster than Find because it is searching the alphabetical index provided on this CD-ROM.



Search Results opens a window that displays a list of the documents containing the search word or phrase. The results (occurrences) are listed in the order most likely to contain the search word or phrase, from the highest to the lowest ranking. Click on the document to go to the page where the word or phrase appears.

After a cross-document search, you can view and move between search occurrences using these buttons.



Next Hit displays the next page and the search target is highlighted. If the next occurrence is on the same page, it is also highlighted.



Previous Hit displays the previous pages containing the search target.

Typing a term in the text box at the top of the Search dialog box and then clicking on the “Search” button begins a full-text search of all words in the papers on this CD-ROM.

Entering a term in one or more of the fixed fields (Title, Author, Subject, or Keywords) will begin a search in those fields only.



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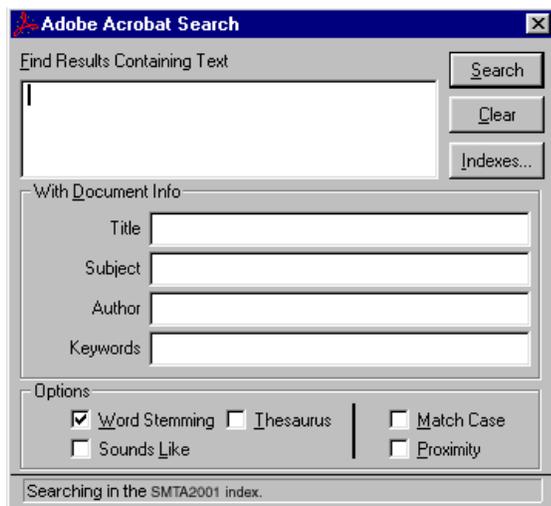
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Search Preferences

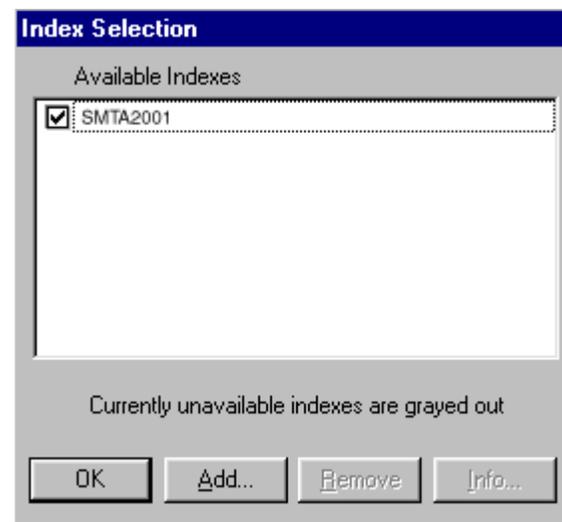
To make searching easier, select File > Preferences > Search on the menu bar. In the dialog box shown for Acrobat Search Preferences verify that the “Show Fields” option is checked. This makes the Title, Author, Keywords, and Subject fields visible when specifying search criteria.



If for some reason this preference option is not present on your system, check to see that you have Acrobat with Search installed. The Search icon will be present

on the Acrobat Tool Bar if the function is properly installed. This CD-ROM includes installation files for Acrobat Reader with Search for each platform listed in the readme.txt file in the root directory.

Hint



If your search does not produce the results you think it should, Acrobat may not be attached to the correct index file. To verify, click on

the “Indexes...” button for a list of available indexes. If this collection is not listed, press the “Add...” button and look in the root directory of the CD-ROM for a file named SAM2002.pdx. Click on the file name to add it to the list.



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Using Bookmarks

Navigation through the contents of this CD-ROM can be performed by using Bookmarks.



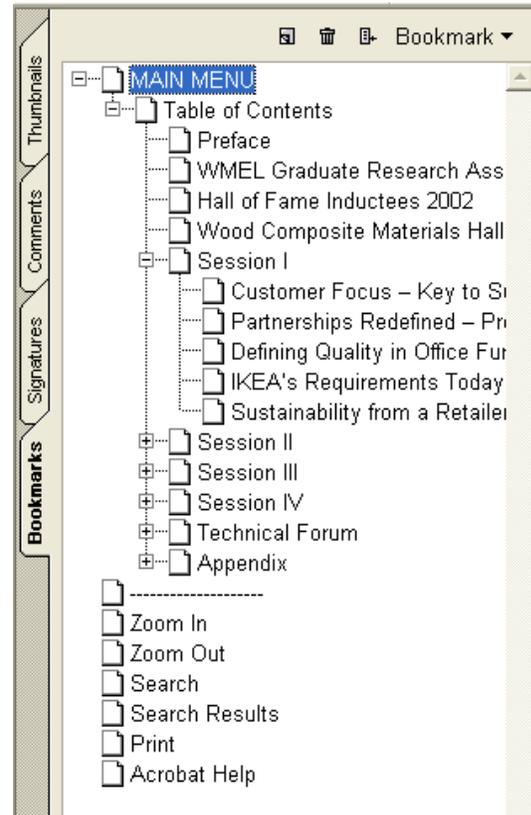
If Bookmarks are not visible, select the Show/Hide Navigation Pane button on the Tool Bar. A panel opens on the left side of the screen displaying Bookmarks in a hierarchy.

Each Bookmark corresponds to a location on this CD-ROM. Click on the text in a Bookmark to go to that location.

Entries with lower level Bookmarks show a plus sign (+) when subordinate Bookmarks are hidden and a negative sign (-) when subordinate Bookmarks are visible. To view subordinate Bookmarks, select the plus sign (+).

To hide them, select the negative sign (-). Dragging the right margin of the bookmark panel resizes it. Dragging the Bookmark tab moves the panel to a different location.

Sample bookmark hierarchy.



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Articles

Articles are electronic threads that, when included, lead you through a document. An article typically begins on one page and continues on another, just as articles do in traditional newspapers and magazines. When you read an article, Acrobat zooms in or out so the current part of the article fills the screen. Try it out on this page.

To read an article:



Select the **Hand** tool. Click in the article to start reading it at that point, or press Ctrl (Windows) or Option (Mac OS) and click anywhere in the article to start reading at the beginning.

The pointer changes to the article pointer.



To navigate through the article, click to go to the next page or column in the article.

To go to the previous page, press Shift and click.

To go to the beginning of the article, press Ctrl (Windows) or Option (Mac OS) and click.

To exit the article before reaching the end, press Shift-Ctrl (Windows) or Shift-Option (Mac OS) and click.

When you reach the end of the article, the pointer changes to the end article pointer.



Select the Fit Width button or click to return to the view displayed before you started reading the article.



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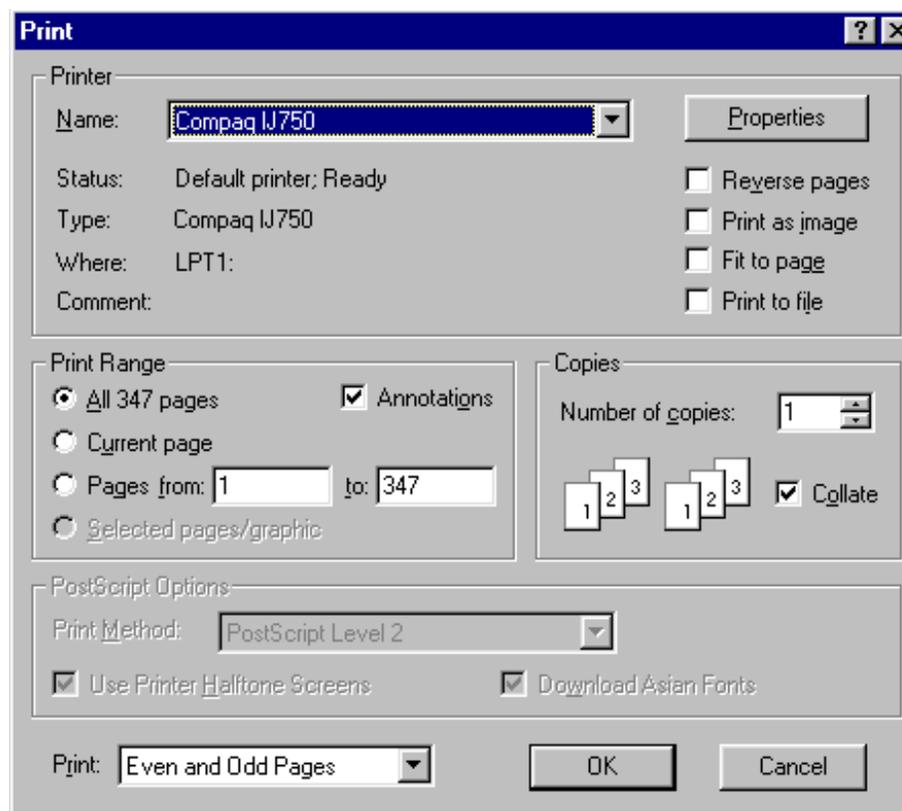
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To print a PDF document

Click the Print button or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK.

Page From/To prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in General preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered “iii”, you can enter (1) to print that page.



A typical print dialog box from a Windows operating system. Dialog boxes vary based on system and printer type.



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Support

General Usage Support

If you are experiencing difficulty navigating, searching, or using the built-in functionality of this CD-ROM, please call:



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and ask for the graphics department.

You can also send an email to

graphics@printinghouseinc.com

Visit our website at

www.printinghouseinc.com

Acrobat® Support

If you have questions about Acrobat® software other than that listed under General Usage Support, please contact

Adobe Acrobat® Support

9:00 a.m. to 6:00 p.m. (PST)

Monday through Friday

Windows (900) 555-2200

Macintosh (900) 555-3300

UNIX (900) 555-4400

or visit their website at www.adobe.com



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