Adobe® Acrobat® Reader 3.0

Online Guide

- Using Acrobat Reader
- Viewing PDF documents
- Using PDF on the Web

Using Acrobat Reader

The Acrobat Reader allows anyone to view, navigate, and print documents in the Adobe Portable Document Format (PDF).

You may make and distribute unlimited copies of the Acrobat Reader software, including copies for commercial distribution, as long as each copy that you make and distribute includes the following:

- Acrobat Reader installer, exactly as provided by Adobe
- Acrobat Reader Electronic End User License Agreement
- Copyright and other proprietary notices included in Acrobat Reader

■ The following attribution statement on any media and packaging that include Acrobat Reader:

"Acrobat® Reader Copyright © 1987-1996 Adobe Systems Incorporated. All rights reserved. Adobe and Acrobat are trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions."

The Acrobat Reader Electronic End User License Agreement and proprietary notices are contained in the Reader installer program. You are expressly prohibited from modifying or creating your own installer for the Acrobat Reader software. Details on the terms of use for the Acrobat Reader products are found in the Acrobat Reader Electronic End User License Agreement presented during installation of each product.

A special "Includes Adobe Acrobat" logo is available from Adobe for use when distributing Acrobat Reader. See **http://www.adobe.com/acrobat/acrodist.html** for more details. ■

Viewing PDF documents

Opening and printing PDF documents

Setting preferences

Viewing documents

Displaying information about a document

Navigating pages

Finding words

Reviewing notes

Playing movies or sounds

Filling out forms (Windows and Macintosh)

Copying and pasting text and graphics to another application

Opening and printing PDF documents

Opening PDF documents

Opening PDF documents in a Web browser window

Opening a PDF file embedded as an OLE object in another file (Windows and Macintosh)

Printing PDF documents

Printing PDF documents from the command line (UNIX)

Opening PDF documents

To open a PDF document, choose File > Open. In the Open File dialog box, highlight the filename, and click Open. Normally a PDF document has the extension .pdf. In Windows, or on the Macintosh, you can also open a PDF document by double-clicking the file icon.

If double-clicking a file on the Macintosh platform does not open the file in your Acrobat viewer, use File > Open to open the file, close the file, and try again. See **Making PDF documents accessible from the Macintosh Finder** for information.

The document author can set PDF documents to be opened in full-screen mode, without a toolbar, menu bar, or window controls. If the menu bar is hidden, you can press Control+Shift+M (Windows and UNIX) or Command+Shift+M (Macintosh) to redisplay the menu bar temporarily. To override all the author's document-opening settings, press Control+Shift (Windows and UNIX) or Option+Shift (Macintosh) when opening the file.

To display a list of all Acrobat Reader's command-line options (UNIX), start the Acrobat product with the -help option. For example:

```
acroread -help
```

Opening PDF documents in a Web browser window

To open a linked PDF document in a browser, simply click the link. The PDF document is downloaded to your machine either one page at a time or completely before displaying on-screen, depending on your browser, the Web server, and whether the PDF document has been optimized. See **Reading PDF in a Web browser** for more information.

See the ReadMe or ReadMe.txt file for a list of the known supporting browsers. Check the Adobe Web site for any updates to the supported browser list **(http://www.adobe.com/acrobat/moreinfo)**.

Opening a PDF file embedded as an OLE object in another file (Windows and Macintosh)

PDF documents can be incorporated into other documents created by any OLE (Object Linking and Embedding) 1.0 or OLE 2.0 container application.

To view an embedded PDF file:

1 Open the document into which the PDF document has been embedded.

2 Double-click the Acrobat icon or the RTF text in the document. Acrobat Reader launches and displays the activated PDF document.

Note: *You cannot make changes or save while in Acrobat Reader.*

Printing PDF documents

First, select the print options you want by using the File >Print Setup (Windows and UNIX) or Page Setup (Macintosh) command. When you are ready to print, choose File > Print.

Acrobat Reader offers a Shrink to Fit print option not available with most other applications. Shrink to Fit shrinks (and if necessary rotates) oversized pages to fit on the paper size currently loaded in your printer.

PDF files produced by Acrobat Distiller 3.0 can contain custom halftone screens intended for high-resolution imagesetters. When sent to standard desktop PostScript printers, the custom halftone screens contained in the PDF file can produce “muddy” images. To avoid poor image quality on printouts, choose the Use Printer's Halftone Screen option in the Print dialog box.

Printing PDF documents from the command line (UNIX)

Besides printing directly from within Reader by choosing File > Print, you can print PDF files from the command line. To print the file sample.pdf to the default printer, type the following:

```
% cat sample.pdf | acroexch
-toPostScript | lp
```

Each time you print a PDF file to a printer, Reader displays a message:

request id is <*ID*>

<*ID*> is the print job identification number. You can use this number to cancel your print job.

Note: *If a PDF file has been secured with an* **Open password** *or does not allow printing, you will not be able to print from the command line.* ➤

You can use options to control your print job from the command line. Options available to Reader are the following:

To create a level 2 PostScript file:

```
-level2
```

To print a PDF file to a differently named PostScript file:

```
-pairs <pdf filename> <PostScript
filename>
```

For example, to print sample.pdf to test.ps, you would use the following syntax:

```
acroexch -toPostScript -pairs
sample.pdf test.ps
```

To use the printer's default halftone screens instead of custom halftone screens included in the file:

```
-printerhalftones
```

Setting preferences

Preferences are settings that modify the performance, interface, and behavior of an application. For the most part, the preference settings of Acrobat Reader determine the view of a document on-screen for your copy of Reader. Some of these settings can be overridden for a particular PDF document by a document author. For information about overriding the author's document settings, see **Opening PDF documents**.

In UNIX, you can define resources in the .Xdefaults file. See **Customizing resources for your personal use (UNIX)** for information. You can also give Acrobat Reader access to more fonts systemwide or for individual users. See **Giving Acrobat Reader access to fonts (UNIX)** for information. ➤

To set preferences:

Choose File > Preferences, and then choose the type of preference you want to change:

- **General preferences** specify options for setting a comfortable default document view.
- Notes preferences specify a font and point size for viewing note text.
- **Full Screen preferences** determine how a document appears and behaves in Full Screen view.
- **Weblink preferences** determine the behavior of information display for Weblinks and provide a way to choose which browser to launch when activating a Weblink.

Other Acrobat plug-ins may add new preference items to this list. See the plug-in's documentation for information. ■

Customizing resources for your personal use (UNIX)

When Acrobat Reader starts, it searches for resources in the standard X Window System resource file (~/.Xdefaults). It uses all resources it finds to determine the proper setup. If it finds a resource more than once, it uses the last value found. By editing the resource file, you can customize Acrobat Reader. For your changes to take effect, you must restart your Windowing system.

The following sections describe some general Acrobat resources that you can change in the .Xdefaults file:

Plug-in location

Starting multiple Acrobat viewers

Fonts for bookmarks

Plug-in location

When Acrobat Reader starts, it searches for plug-ins in the directory $ACRO_INSTALL_DIR/$ACRO_CONFIG/plug_ins. You can specify a new default directory by changing the *systemPlugInPath label. The *systemPlugInPath label specifies the location of the plug-ins used by all users of Acrobat Reader.

```
*systemPlugInPath /net/Acro-
bat/Sun_OS4/doc_dept/plug-ins
```

You can specify your own plug-ins when starting Reader. By default, Acrobat Reader searches for personal plug-ins in the $HOME/plug_ins directory. You can specify a new default directory for personal plug-ins by changing the *userPlugInPath label. For example:

```
userPlugInPath $HOME/Acrobat/plug_ins
```

Starting multiple Acrobat viewers

If you want to open a new Reader program every time you open a PDF file, set the *userFrontEndProgram resource to FALSE. By default, the *userFrontEndProgram is set to TRUE, meaning that the Reader program that is already opened is used to display the new PDF file.

Fonts for bookmarks

Normally, Acrobat Reader uses 12-point Helvetica as the font for bookmarks. If you want to change the font size, you can change the value of *bookmarkFontSize. The font size is expressed in points. If you want to change the font family, you can change the value of *bookmarkFontName. For example:

```
*bookmarkFontSize 10

*bookmarkFontName Palatino
```

Giving Acrobat Reader access to fonts (UNIX)

If a font is referenced in a PDF file, but not embedded, and Acrobat Reader finds that font on the system opening the file, Acrobat Reader will use the font on the system to display the text. You can give Reader access to your installed Type 1 fonts by setting the PSRESOURCEPATH variable in the viewer launch script or in your user configuration file. Editing the launch script, usually done by a system administrator, gives all users who access that copy of the viewer access to the fonts. Editing your user configuration file gives you access to the fonts.

The PSRESOURCEPATH variable looks for UNIX PostScript Resource (.upr) files in the location at which you point it. The .upr files are created when Type1 fonts are installed. If you have installed Adobe Illustrator or Adobe Photoshop, the PSRESOURCEPATH is already set for the individual and Reader will find it.

To give access to fonts systemwide:

1. Open `Acrobat3/bin/acroread` in a text editor.
2. Enter the following command:

```
# PSRESOURCEPATH=<font_location>::
```

3. Restart Acrobat Reader.

To give an individual access to fonts:

1. Open your user-configuration file in a text editor.
2. Set the PSRESOURCEPATH environment variable:

```
# PSRESOURCEPATH=<font_location>::
```

3. Restart Acrobat Reader. ■

Viewing documents

- Magnifying the page view
- Working with large page sizes
- Choosing a page layout for scrolling ease
- Setting a default view
- Reading documents in Full Screen view
- Choosing a Web browser for Weblinks

Magnifying the page view

You can use the zoom tool, the magnification box in the status bar, or the Actual Size, Fit Page, and Fit Width toolbar buttons to change the screen magnification. The maximum magnification level is 800%. The minimum magnification level is 12%. If you zoom in on a large document, use the **hand tool** to move the page around on-screen or in a **thumbnail**.

Acrobat Reader also offers magnification level choices that are not related to a specific percentage, but to the look of the page on-screen:

- **Fit Page** scales the page to fit within the main window.
- **Fit Width** scales the page to fit the width of the main window.
- **Fit Visible** fills the window with the page's imaged area only (text and graphics).

When you select any of the Fit options, the magnification level resulting from the selection is displayed in the status bar.

The Fit options—Fit Page, Fit Width, and Fit Visible—are in a *sticky* state, which means they don't change as you page through a document unless you change the zoom level.

To increase magnification:

Choose one of the following:

- Select the zoom tool and click on the document page to double the current magnification.
- Select the zoom tool and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.
- Click the magnification box in the status bar, and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

To decrease magnification:

Choose one of the following:

- Select the zoom tool while holding down Ctrl (Windows and UNIX) or Option (Macintosh), and click at the center of the area you want to reduce.
- Select the zoom tool while holding down Ctrl (Windows and UNIX) or Option (Macintosh), and drag to draw a rectangle, called a *marquee*, around the area you want to reduce.
- Click the magnification box in the status bar, and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

Note: *If viewing a PDF document in a Web browser window, use the zoom out tool* *to decrease magnification.* ■

Working with large page sizes

If you need to magnify a page to a size larger than the Reader window, you can use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF document around with the hand tool is like moving a piece of paper around on a desk with your hand.

Choosing a page layout for scrolling ease

Acrobat Reader has three page layout options: Single Page, Continuous, and Continuous-Facing Pages. Continuous and Continuous-Facing Pages facilitate page scrolling so that you can see the bottom of one page and the top of another.

- Single Page layout displays one page in the document window at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous-Facing Pages layout arranges the pages to appear side by side. This configuration accommodates two-page spread display and multiple-page viewing in the viewer window. If the total page count of a document is greater than two pages, the first page is

displayed on the right to ensure proper display of two-page spreads. To see two-page spreads most efficiently in this page layout, choose View > Fit Width.

Single Page layout

Continuous layout

Continuous-Facing Pages layout

To set a page layout:

Choose one of the following:

- Click the page size box in the status bar, and choose one of the page layouts from the menu.
- Choose Single Page, Continuous, or Continuous-Facing Pages from the View menu. ■

Setting a default view

You can set a default viewing magnification, a default page layout, and other viewing defaults in the General Preferences dialog box. These settings apply to any document that has been set to open in the default view.

In UNIX, the first time you open Exchange or Reader, a preferences file named .acrorc is created in your $HOME directory. If you have opened Acrobat Exchange or Reader 2.1 at any time prior to opening the 3.0 version, you should delete $HOME/.acrorc before starting Exchange or Reader 3.0. A new .acrorc file will be created with the recommended Acrobat 3.0 settings when you start Exchange or Reader 3.0.

To set a default view:

1 Choose File > Preferences > General to open the General Preferences dialog box.

2 Choose settings for the following options:

- **Default Page Layout** specifies a page layout for your Acrobat viewer to use when PDF documents are first opened.

- **Default Magnification** specifies a magnification level for your Acrobat viewer to use when PDF documents are first opened.

- **Max "Fit Visible" Magnification** sets the maximum magnification for the Fit Visible view and for viewing articles.

- **Substitution Fonts** specifies which Multiple Master fonts your Acrobat viewer uses to substitute for Type 1 and TrueType fonts that are not available on your computer. If PDF documents fail to print because of insufficient printer memory, choose Sans from the Substitution Fonts menu. Changing the Substitution Fonts setting has no effect until you restart Windows or your Macintosh.

- **Page Units** (inches, millimeters, or points) specifies which unit of measurement is used to display the page size in the status bar and the Crop dialog box with the Page Units option.

- **Display Large Images** specifies displaying images larger than 128K. A gray box appears in place of a large image if you do not choose this option. Not displaying large images can speed paging through a document.

- **Greek Text: Below [___] Pixels** specifies displaying text below the designated point size as gray lines to speed display time. The original default is 6.

- **Smooth Text and Monochrome Images** specifies smoothing the edges of text and monochrome images to minimize the contrast between the background and the text or image. This effect usually improves the quality of the display on-screen.

- **Use Calibrated Color for Display** specifies using the color space information for each image in this PDF document to reproduce an accurate display of the original image. See **Calibrated color** for more information.

- **Use Page Cache** specifies placing the next page in a buffer to reduce the amount of time it takes to page through a document.

- **Open "Go to View" Links in Same Window** specifies opening linked PDF documents in one window to minimize the number of open windows in your Acrobat viewer. If you do not select this option, then a new window is opened for each new Go to View link. If a linked file is open when a Go to View link to it from another document is activated, the file remains open in a separate window.

- **Allow Background Download of Entire File** specifies allowing a PDF file to continue downloading from the Web even after the requested page displays on-screen. If you do not select this option, only the requested page will download to your computer and other pages will be downloaded as you request them.

Note: *If you do not select background downloading, and you link to another file, the Go Back command in your Netscape Navigator compatible Web browser will return you to the first page of the PDF file you linked from, even if you were not on the first page. This can also happen if you select this option and link to another file before the entire PDF file is downloaded.*

- **Display Splash Screen at Startup** specifies displaying the Acrobat splash screen each time the program is started.

- **Display Open Dialog at Startup** specifies displaying the Open dialog box each time the program is started.

3 Click OK. ■

Reading documents in Full Screen view

PDF documents fill the entire screen in Full Screen view; the menu bar, toolbar, status bar, and window controls are hidden. Document authors can set PDF documents to open in Full Screen, or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions.

Whether you use Full Screen to view a presentation or for your own purposes, you can establish your own **Full Screen preferences**.

In Full Screen view, the pointer remains active so that you can click links and open notes. You can use navigational and magnification buttons, even though the menus and toolbar are not visible, by using their **keyboard shortcuts**:

- For the View menu, you can use shortcuts for all commands except Page Only, Bookmarks and Page, and Thumbnails and Page, and except the page layout views.
- For the Tools menu, you can use shortcuts for the hand and zoom tools.

To exit from Full Screen view, press the Escape key. If the Escape key doesn't work, press Ctrl+Shift+L (Windows and UNIX) or Cmd+Shift+L (Macintosh) to exit full screen mode ■

Full Screen preferences

Choose File > Preferences > Full Screen to set the characteristics of Acrobat Reader's Full Screen view. These settings apply to any document you open in Full Screen view and that does not have its own Full Screen settings.

The default settings are usually acceptable and do not need to be changed. ➢

The Full Screen Preferences dialog box provides these options:

- **Advance Every __ Seconds** specifies whether you advance automatically from page to page every set number of seconds. For automatic paging, enter the number of seconds in the text box. You can page through a document by using mouse or keyboard commands even if automatic paging is selected.
- **Advance On Any Click** specifies navigating through a document by clicking your mouse.
- **Loop After Last Page** pages through the document continuously, returning to the first page from the last. A typical use for this option is for kiosk displays.
- **Escape Key Exits** specifies using the Escape key to exit Full Screen mode. If you disable the Escape key, Ctrl+Shift+L (Windows and UNIX) or Cmd+Shift+L (Macintosh) can be used to exit Full Screen mode.

- **Background Color** specifies the window's background color. Options are Black (the default), White, and Custom. If you select Custom, the system color palette is displayed. See your computer's user guide for instructions on setting a custom color.

- **Default Transition** specifies a transition effect to display when switching pages in Full Screen. The default transition is None.

- **Mouse Cursor** specifies how the mouse cursor appears in Full Screen view. The default is to hide the cursor after a short delay. ■

Choosing a Web browser for Weblinks

When you click a Weblink in a PDF document, the default browser opens for you to view the linked document. Before this happens, however, you have to identify the default browser to Acrobat Reader. You can also choose to show or hide the Web browser button and link information and status.

To change preferences:

1 Choose File > Preferences > Weblink.

2 Choose from the following options:

■ Choose an option from the Link Information menu to determine whether Reader displays a URL in the status bar always, never, or only when Ctrl (Windows and UNIX) or Option (Macintosh) is pressed at a time when the pointer is over a Weblink.

- Select Show Toolbar Button to show the Web Browser button in the toolbar. You can open your Web browser from Acrobat Reader by clicking the button.

- Select Show Progress Dialog to display status information such as how much data is being downloaded after a Weblink is activated.

- To select a Web browser, click Browse (Windows and UNIX) or Select (Macintosh), locate your browser, and click Open.

- Choose the connection type that matches your browser. If your browser is not listed, choose the Standard connection type.

3 Click OK to save your preferences. ■

Displaying information about a document

The Document Info submenu of the File menu contains commands that display information about a document.

To display document information:

Choose File > Document Info, and then choose a type of document info:

- **General** displays basic creation information about the PDF document.
- **Font** displays font usage information.
- **Security** displays the document's security settings.

Getting General information about a document

The General Info dialog box provides title, subject, author, and keyword information if it has been provided. It also displays attributes set by Exchange, PDF Writer, or Distiller in this dialog box:

- **Creator** indicates the program that created the original document (if known).
- **Producer** indicates the application or driver that produced the PDF document.
- **Created** indicates the date and time the document was created.
- **Modified** indicates the date and time the document was last modified.

- **Optimized** indicates whether the file has been optimized. (Optimized files can be downloaded one page at a time from a Web server.)
- **File Size** indicates the size of the PDF file.

Note: *The title is the document's title, not necessarily the filename (unless the title and filename are identical). The title and filename appear in the title bar in the document window.* ■

Getting information about fonts used in a document

The Font Information dialog box lists the original font used in the original document, font type, font encoding, and the font used in Reader to display the original font. Only the fonts encountered in the document so far are listed. To see a list of all fonts used in the entire document, click the List All Fonts button.

You can use the Font Information dialog box to see what fonts were used in the original document and whether the same fonts are being used as you view it. If substitute fonts are being used and you aren't satisfied with their appearance, you may want to install the original fonts on your system or ask the document creator to recreate the document with the original fonts embedded in it.

While Acrobat Reader creates a substitute font for the Macintosh, the pointer appears as a spinning letter *a*.

Getting information about security settings

The Security Information dialog box lists the security settings that have been assigned to the selected PDF file.

A PDF document author can choose to restrict access to a file by requiring an open password or by restricting the use of certain tools and commands. If a file requires an open password, you must enter the password to view the file. When a file has restricted access, any restricted tools and menu items are dimmed.

Navigating pages

- Paging through a document
- Browsing with thumbnails
- Browsing with bookmarks
- Following links
- Retracing your steps
- Reading articles

Paging through a document

Acrobat Reader provides a number of ways to page through a document.

To go to the next page:

Choose one of the following:

- Click the Next Page button in the toolbar.
- Press the Right Arrow or Down Arrow.
- Choose View > Next Page.

To return to the previous page:

Choose one of the following:

- Click the Previous Page button in the toolbar.
- Press the Left Arrow or Up Arrow.
- Choose View > Previous Page.

To go to the first page:

Choose one of the following:

- Click the First Page button in the toolbar.
- Press the Home key.
- Choose View > First Page.

To go to the last page:

Choose one of the following:

- Click the Last Page button in the toolbar.
- Press the End key.
- Choose View > Last Page.

To jump to a specific numbered page:

Choose one of the following:

- Click the page number box in the status bar at the bottom of the main window, type the page number, and click OK.
- Choose View > Go To Page, type the page number, and click OK.
- Drag the scroll box in the vertical scroll bar up and down until the rectangle to the left of the scroll bar displays the number of the page to which you want to jump.

To move one screenful at a time:

- Press the PageDown key, Enter, or Return to move forward.
- Press the PageUp key, Shift+Enter, or Shift+Return to go back.

Use the horizontal scroll bar in the status bar to scroll the page right or left. ■

Browsing with thumbnails

A thumbnail is a miniature view of each document page which you can display in the overview area. You can use a thumbnail to jump quickly to a page and to adjust the view of the current page.

To jump to a page using its thumbnail:

Click the Thumbnails and Page button or choose View > Thumbnails and Page to display thumbnail images. Click a thumbnail to move to the page it represents. The point you click determines the center of the page display.

Note: *If thumbnails appear as gray boxes in the overview area, the document author did not create them for you. You can still use the thumbnails without the miniature views or you can ask the document author to create them for you.*

To adjust the view of the current page:

Choose one of the following:

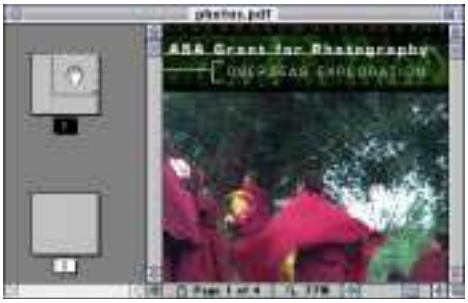
- Place the pointer over the lower right corner of the page view box (the light-gray box) in the thumbnail of the current page. When the pointer changes to a double arrow, drag the corner of the box to reduce or expand the view of the page.
- Use the hand tool to move around the current page by dragging the page view box on the thumbnail.
- Position the pointer anywhere outside the current page view box, and drag to draw a new box.

See the graphic on the next page.

Page view box

Place your cursor over the lower-right corner of the page view box.

Drag to magnify the page view.



Place your cursor inside the page view box, and drag to reposition the page in the document window. ■

Browsing with bookmarks

Bookmarks can mark parts of a document for quick access, link to page views in other documents, link to the Web, play a movie or sound, enter an article, and reset or submit a form.

To jump to a topic by using its bookmark:

1 Click the Bookmarks and Page button or choose View > Bookmarks and Page to display bookmarks in the overview area. If a triangle appears to the left of the bookmark, click the triangle to show or hide subordinate bookmarks.

2 To go to the destination specified by a bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name. A bookmark can also change the page view, play a movie, reset a form, or perform other actions.

Following links

Links can connect parts of a document, jump to other PDF documents, open another application file, go to a location on the Web, play a movie or sound, enter an article, hide or show an annotation, import form data, and reset or submit a form.

To follow a link:

1 Move the pointer over a linked area. The pointer changes to a pointing finger when positioned over a link. The finger pointer displays a *W* when moved over a Weblink.

2 Click to follow the link. Clicking a link can also change the page view, play a movie, reset a form, or perform other actions.

Note: *A Web browser must be chosen in your Weblink preferences to follow a Weblink. See* **Weblink preferences** *for more information.*

Retracing your steps

The Go Back button traces your viewing path through a document or series of documents. You can go back up to 64 views. Go Back will reopen closed documents if necessary.

To retrace your viewing path:

- Click the Go Back button or choose View > Go Back to return to the previous page, document, or magnification level.
- Click the Go Forward button or choose View > Go Forward to reverse direction and return, one view at a time, to the view where you first used Go Back.

Reading articles

Articles connect related parts of a document by creating a reading path through the document. Articles are usually created to make reading documents with multi column magazine articles easier.

To find out whether a document contains articles:

Choose View > Articles. (This menu item is dimmed if the document contains no articles.)

Note: *Clicking Info in the Articles dialog box displays the title, author, subject, and any keywords associated with the article. If you have a larger monitor and want to keep this dialog box displayed so you can go from one article to another, deselect Hide on View.* ➢

To read an article:

1 Choose one of two options to start:

■ Choose View > Articles, select the article you want, and click View to display the beginning of the article.

■ Select the hand tool and click any part of the article to start reading at that point in the article. Or with the hand tool selected, press Ctrl (Windows and UNIX) or Option (Macintosh) and click to start reading at the beginning of the article.

2 While you read an article, the pointer changes to the follow article pointer . Press Return or click to progress through the article.

3 Continue to press Return or click until you reach the end of the article. At the end of the article, the pointer changes to the end article pointer . Click again or press Enter to return to the page view displayed before you started reading the article.

To reverse direction in the article:

Do any of the following:

- Press the Shift key and click.
- Press Shift+Enter.
- To return to the beginning of the article, press the Ctrl (Windows and UNIX) or Option (Macintosh) key and click.

To exit an article at any time:

Do any of the following:

- Select any navigation method other than pressing Enter or Return.
- Go to another article or page.
- Hold down Shift+Ctrl (Windows and UNIX) or Shift+Option (Macintosh) and click. ■

Finding words

Use the Find command to find part of a word, a complete word, or multiple words in the active document.

If the Acrobat Search plug-in is installed, you can search across documents that have been indexed with the Acrobat Catalog program by using the Search command instead of the Find command. If the Acrobat Search plug-in is installed, see the Acrobat Search Online Guide for more information. (The Acrobat Search Online Guide is available only if you have the Acrobat Search plug-in installed.)

To find a word:

1 Click the find tool , or choose Tools > Find.

2 Choose any combination of the following options, or none of them:

- **Match Whole Word Only** specifies ignoring words that are contained within the text you enter. For example, the word *stick* would not be highlighted if you chose the word *sticky* to find.

- **Match Case** specifies finding only those words that contain exactly the same capitalization as you enter in the Find dialog box.

- **Find Backwards** specifies starting from the current page and searching backwards through the file. Find Backwards is helpful if you want to find a term you passed earlier in the document.

3 In the Find What text box, enter the text to be found and click Find. When the program finds the text, the Find dialog box closes and the page containing the text is displayed with the text highlighted. ➢

4 To find the next occurrence of the word, press Ctrl (Windows and UNIX) or Command (Macintosh) +G, or reopen the Find dialog box and click Find Again. With Windows, pressing F3 also finds the next occurrence of the word. You will be prompted to loop around to the beginning of the document if you start the process on any page other than the first page. ■

Reviewing notes

Notes appear as small page icons on PDF document pages. They are like the sticky notes used with paper document reviews. Notes do not print directly from the document that they annotate.

To review notes:

- To open a note, double-click the note icon .
- To find the next note in a document, choose Tools > Find Next Note (Ctrl/Command+T).
- To close a note, click the close box in the upper left corner of the note window. (If the note is selected, Macintosh users can also press Command+W.)

Playing movies or sounds

Windows and Macintosh viewers can play movies and sounds added to a PDF document. To play movies or sounds with Windows, your computer must have the appropriate sound and video boards installed, and Apple QuickTime™ 2.0 or later or the Microsoft Video for Windows software. On a Macintosh, you need QuickTime 2.0 or later.

To play a movie or sound clip:

1 When the pointer moves over a movie or sound clip, the pointer changes to a filmstrip.

2 Click to start playing the clip.

3 Click the clip, or press Escape to exit the clip.

Note: *Movies and sounds can also play in a document if specified as an action by a link, bookmark, form field, or page action.*

You can control a QuickTime movie with **QuickTime Movie shortcuts**. ■

QuickTime movie shortcuts (Windows and Macintosh)

Result	Action
Stop and exit this clip	Esc
Toggle between play and pause	Return/Space
Step forward one frame	Right Arrow
Step backward one frame	Left Arrow
Increase sound volume	Up Arrow
Decrease sound volume	Down Arrow
Go to the start of the clip	Home (Win)
Go to the end of the clip	End (Win)
Play forward	Ctrl/Cmd + Right Arrow
Play backward	Ctrl/Cmd + Left Arrow

Filling out forms (Windows and Macintosh)

You can fill out forms in PDF documents in Acrobat Reader and submit them across the Web if you are viewing PDF documents in your Web browser window. Otherwise, print the form with the data from Reader.

To fill out a form:

1 Select the hand tool .

2 Position the cursor inside a form field. The I-beam cursor allows you to type text. The arrow cursor allows you select the field, checkbox, radio button, or a choice from a list.

3 After entering text or selecting an item, checkbox, or radio button choose from the following:

- Press Tab to accept the field change and go to the next field.

- Press Shift+Tab to accept the field change and go to the previous field.

- Press Return or Enter to accept the field change and deselect the current field.

Note: *In a multiline text field, Return goes to the next line; it does not accept the field change nor deselect the current field.*

- Press the Escape key to reject the field change and deselect the current field. If you press the Escape key a second time and you are in Full Screen mode, you will exit Full Screen mode.

4 Once you have filled in the appropriate fields, choose one of the following:

- Click a Submit Form button, if one exists. (The Submit Form button could have any name.) Clicking this button should send the form data to a database across the Web or over your company intranet.

- Choose File > Print.

To clear a form in a browser window:

Choose from the following:

- If a Reset Form button exists, click it.
- Exit Acrobat Reader, and start again.

Note: *Clicking the Reload button or Go Back button or following a link in the browser window does not clear the form.* ■

Copying and pasting text and graphics to another application

You can select text or a graphic in a PDF document, copy it to the Clipboard, and paste it into a document in another application such as a word processor. You can also paste text into a PDF document note or into a bookmark.

Once the selected text or graphic is on the Clipboard, you can switch to another application and paste it into another document.

Note: *If a font copied from a PDF document is not available on the system displaying the copied text, the font cannot be preserved. Helvetica is substituted.* ➢

To select text and copy it to the Clipboard:

1 Do one of the following:

- Click the text selection tool, or choose Tools > Select Text and drag to select the text you want to copy.

- To select text in one column of a multicolumn story, hold down Ctrl (Windows and UNIX) or Option key (Macintosh) while.

- To select all text on the pages shown in your Reader window—even if only a portion of a page is showing—choose Edit > Select All.

Note: *The Select All command will not select all the text in the entire document. To copy all the text in the entire document use the Edit > Copy File to Clipboard command. If you do not see the Copy File to Clipboard command, install the OLE plug-in. See the Getting Started guide for information.* ➤

When you release the mouse button, the selected text is highlighted. To deselect the text and start over, click anywhere outside the selected text.

2 Choose Edit > Copy to copy the selected text to the Clipboard. To view the text, choose Window > Show Clipboard.

Note: *In Windows 95, the Clipboard viewer is not installed by default; therefore, you cannot use the Show Clipboard command until you install it. Install the Clipboard viewer by choosing Start > Settings > Control Panel > Add/Remove Programs and clicking the Windows Setup tab. Double-click Accessories, check Clipboard viewer, and click OK.*

To copy graphics to the Clipboard:

1 Choose Tools > Select Graphics. The cursor changes to the cross-hair icon.

2 Drag a rectangle around the graphic to select it. When you release the mouse button, the selected graphic is highlighted. (To deselect the graphic and start over, click anywhere outside the selected graphic.)

3 Choose Edit > Copy to copy the selected graphic to the Clipboard. To view the graphic, choose Window > Show Clipboard. The graphic is copied in the WMF (Windows), PICT (Macintosh), or XPIXMAP (UNIX) format. With UNIX, the graphic is pasted in the primary selection. ■

Using PDF on the Web

PDF documents can be published on the World Wide Web and read in Web browsers, or in Acrobat viewers used as helper applications with Web browsers.

Web viewing scenarios

Page-at-a-time downloading

Reading PDF on the Web

Web viewing scenarios

PDF documents on the Web can be handled in four ways:

- The browser supports PDF viewing, the PDF file is optimized, and the Web server supports **byte-serving**, so the PDF file downloads a page at a time and displays in the Web browser window. This situation represents the fastest viewing scenario possible for viewing PDF files on the Web.

- The browser supports PDF viewing, but the PDF file is not optimized or the server does not byte-serve files, so the entire PDF file downloads to the machine with the browser and then displays within the browser window.

- The browser supports PDF viewing, and PDF documents are embedded in an HTML page, allowing the PDF file to display in part of the browser window rather than in a full window. An ActiveX browser such as Internet Explorer supports navigating through the document in the partial window. Netscape Navigator-compatible browsers can display the PDF document within an HTML page but require a link to a full window view for navigation.

- Acrobat Exchange or Reader is configured as a helper application for the browser, which may or may not support PDF viewing within the browser window. The entire PDF file downloads to the machine with the browser, the Acrobat viewer launches as a separate application, and the PDF file is then displayed in the Acrobat viewer.

See also **Setting up an Acrobat viewer as a helper application**. ■

Page-at-a-time downloading

With page-at-a-time downloading (byte-serving), the Web server sends only the requested page of information to the user, not the entire PDF document. As a reader of the PDF document, you do not have to do anything to make this happen; it is communicated in the background between the Acrobat viewer and the Web server. However, if you would like the entire PDF document to continue downloading in the background while you view the first page of requested information, you select the Allow Background Download of Entire File option in **General Preferences**.

For a list of Web server software that include built-in support for page-at-a-time downloading, see **http://www.adobe.com/acrobat/moreinfo**.

If your Web server software does not support page-at-a-time downloading, you can use a CGI application to do it. See **http://www.adobe.com/acrobat/moreinfo** for information.

Reading PDF on the Web

Each document or other resource on the Web is identified by a unique uniform resource locator (URL) address. Clicking a URL link to a PDF document on the Web can open the document identified by the URL in your Web browser for *inline viewing*, or in Acrobat Reader if the Reader has been set up as a helper application for your browser. You can also read PDF files that have been embedded in HTML documents on the Web.

Reading PDF in a Web browser

Reading embedded PDF files

Setting up an Acrobat viewer as a helper application

Reading PDF in a Web browser

A PDF document on the Web can be displayed in a Web browser compatible with Netscape Navigator 3.0 or Internet Explorer 3.0.

Netscape Navigator compatible browsers also need access to the PDFViewer plug-in in their plug-in folders to display PDF documents. The PDFViewer plug-in is automatically installed in the Netscape plug-ins folder with Windows and on the Macintosh. For other browsers, with UNIX, or if you install a new browser after installing Reader, see **Installing the Web browser plug-in** for information.

See also

Filling out forms (Windows and Macintosh).

Using tools and positioning the Acrobat toolbar

Visiting the Acrobat Web site

Searching on the Web

Using tools and positioning the Acrobat toolbar

All the Acrobat Reader tools, except Find and Select Text, are available in Web browsers. A print tool, not available in Reader outside the browser window, is added to the toolbar to allow you to print the PDF file.

Keyboard commands are mapped to browser tools, not to Acrobat viewer tools, so Acrobat keyboard shortcuts are not available in the browser window.

When you view a PDF document in a Web browser, you can position the toolbar along any of the four sides of the browser window. The default position is the top of the window.

To reposition the toolbar:

1 Click a blank area of the toolbar and drag the toolbar to the window edge you would like the toolbar to follow.

2 Release the mouse when you see the outline of the toolbar along the window edge. ■

Visiting the Acrobat Web site

Click the Visit the Acrobat Web Site button to link directly to the Acrobat Web site. This page contains valuable information about new technology, links to free Acrobat plug-ins, and more.

Searching on the Web

Some Web search engines index PDF documents as well as HTML documents on Web servers. And some search engines support PDF search highlighting, although not all search engines that support PDF indexing support search highlighting. See the Adobe Web site, **http://www.adobe.com/acrobat/moreinfo**, for a list of both types of search engines.

If you encounter a Web site that uses a search engine that indexes PDF documents, your search results list may include PDF documents. If the Web site uses a search engine that supports PDF search highlighting and you open one of the PDF documents in the search results list, the Search Next and the Search Previous buttons activate on the Acrobat toolbar in your Web browser window. Also, the search term is highlighted in the document.

To go to the next search hit, click the Search Next button. To return to a previous search hit, click the Search Previous button. The Search Next and Search Previous commands jump across PDF documents but not across HTML documents. ■

Reading embedded PDF files

HTML documents can include embedded PDF files. An embedded PDF file normally displays an image of the first page of the file in the HTML document. An embedded PDF file can be configured by the HTML document author to display, when clicked, in a separate window. It will display in a browser window or in an Acrobat viewer window, depending on how you have configured your browser. When a PDF file is opened in this manner, you can read the file as you would any other PDF file.

If the file is not configured to open in a separate window, you will be able to interact with the PDF document in a browser compatible with Internet Explorer but not one compatible with Netscape Navigator. For example, links would not be active in an embedded PDF file displayed in the HTML page in Netscape Navigator, but they would be active in Internet Explorer.

Setting up an Acrobat viewer as a helper application

If your Web browser does not support **inline viewing** of PDF documents or you prefer not to view PDF inline, you can set up Acrobat Reader as a helper application with your browser's preferences. With Reader set up as a helper, Reader will launch and display any PDF file linked on the Web.

When you use Reader as a helper application, **page-at-a-time downloading**, **form submittal**, **search highlighting on the Web**, and **viewing embedded PDF files** are not available. ➤

To set up your browser to recognize PDF files, you must define a MIME Type and a file type. File Type should be **pdf**. MIME Type should be **application/pdf**. See your browser's documentation or **http://www.adobe.com/acrobat/moreinfo** for information about configuring specific Web browsers.

If you are using Netscape Navigator 2.0 or later with Windows or on the Macintosh and you want to use your Acrobat viewer as a helper application, rename or delete the PDFViewer plug-in from the Netscape plug-in folder. The plug-in is named NPPDF32.dll or NPPDF16.dll (Windows) or PDFViewer (Macintosh). ■

Installing the Web browser plug-in

If you are using a Web browser that supports the Netscape API architecture, copy the Web browser plug-in to your browser's plug-in folder. If you are using a Netscape Navigator browser, the Acrobat installer attempts to install the plug-in for you.

To install the Web browser plug-in (Windows):

1 Open File Manager or Windows Explorer.

2 Locate the Acrobat3\Reader\Browser folder.

3 Copy the NPPDF32.dll or NPPDF16.dll file to your Web browser's plug-in folder.

To install the Web browser plug-in (Macintosh):

1 Open the Web Browser Plug-in folder within the Adobe Acrobat 3.0 folder.

2 Copy the PDFViewer plug-in to your Web browser's plug-in folder.

To install the Web browser plug-in (UNIX):

Run <installdir>/Browsers/netscape. ■

Making PDF documents accessible from the Macintosh Finder

PDF files created with Windows or UNIX Acrobat producers cannot be opened by double-clicking on the Macintosh. To enable double-clicking to open the PDF files, choose one of the following:

- Choose File > Open instead of double-clicking. Use the Open command on the Macintosh once, and the next time you will be able to open it by double-clicking.
- Use the PDF Type Utility to set the file type and creator on the Macintosh.

The PDF Type Utility (Macintosh) is available in the Utility folder on the Acrobat 3.0 CD-ROM. To use the utility, you simply drag PDF files created on another platform to it. The utility adds the appropriate information so you can open the files by double-clicking.

Calibrated color

The Portable Document Format allows for device-independent color (DIC) specifications. DIC allows creators of PDF documents to specify the colors of objects in page descriptions independent of the color characteristics of destination monitors or printers.

The result of using DIC is consistent color reproduction from device to device. This is important because of the large color variations between different devices. Even two monitors can have widely different color characteristics. Note that not all colors in a given PDF document will be specified in this DIC manner. Currently, only PDF files created by Acrobat Distiller 2.1 or later contain DIC color specification on a global level, and only images are affected, not vector-based line art.

Shown here are two images, both derived from the same original image. Think of this as the same image being scanned by two different scanners. ➤

The PDF file describing this page contains a different color space and different image data for each image.

Monitor A

Monitor B

PDF without color calibration

PDF with color calibration

Although each image contains different image data, the Acrobat viewer is using the color space information for each image in this PDF document to reproduce an accurate display of the original image. Although the colors will not match perfectly on two devices such as monitors, they will be more consistent. ■

Keyboard shortcuts (Macintosh)

Result	Action
Exits Full Screen view	Escape
Exits Full Screen view	⌘ + (period)
Overrides open document settings, and uses default settings	Shift + Option + Open Document
Exits Full Screen view if the Escape key has been disabled	Option + Shift + L

Keyboard Shortcuts (Windows and UNIX)

Result	Action
Exits Full Screen view	Escape
Overrides open document settings and uses default settings	Shift + Ctrl + Open Document
Exits Full Screen view if the Escape key has been disabled	Option + Shift + L
Opens Exchange or Reader Online Guide	F1

Paging shortcuts (Macintosh)

Result	Action
Scrolls page to the right	Right Arrow + Shift
Scrolls page to the left	Left Arrow + Shift
Scrolls page up	Up Arrow + Shift
Scrolls page down	Down Arrow + Shift
Go to first page	⌘ + 1
Go to previous page	⌘ + 2
Go to next page	⌘ + 3
Go to last page	⌘ + 4
Go to last page	End key

Paging shortcuts (Windows and UNIX)

Result	Action
Scrolls page to the right	Right Arrow + Shift
Scrolls page to the left	Left Arrow + Shift
Scrolls page up	Up Arrow + Shift
Scrolls page down	Down Arrow + Shift
Go to first page	Ctrl + 1
Go to previous page	Ctrl + 2
Go to next page	Ctrl + 3
Go to last page	Ctrl + 4
Go to last page	End key

© 1996 Adobe Systems Incorporated. All rights reserved.

Adobe Acrobat 3.0 Reader Online Guide

This manual, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Adobe Systems Incorporated. Adobe Systems Incorporated assumes no responsibility or liability for any errors or inaccuracies that may appear in this book.

The copyrighted software that accompanies this manual is licensed to the End User for use only in strict accordance with the End User License Agreement, which the Licensee should read carefully before commencing use of the software. Except as permitted by such license, no part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Adobe Systems Incorporated.

Adobe, the Adobe logo, Acrobat, Acrobat Capture, the Acrobat logo, Distiller, Acrobat Exchange, Adobe Type Manager, PostScript, and the tagline "If you can dream it, you can do it" are trademarks of Adobe Systems Incorporated. Microsoft and Windows are registered trademarks and ActiveX and Windows NT are trademarks of Microsoft Corporation in the U.S. and other countries. Apple, Macintosh, Power Macintosh, and QuickTime are registered trademarks and AppleScript and TrueType are trademarks of Apple Computer, Inc. Lotus Notes is a registered trademark of Lotus Development Corporation. Netscape and Netscape Navigator are trademarks of Netscape Communications Corporation. UNIX is a registered trademark in the U.S. and other countries, licensed exclusively through X/Open Company, Ltd. Pentium is a trademark of Intel Corporation. All other products or name brands are trademarks of their respective owners.

This product contains an implementation of the LZW algorithm licensed under U.S. Patent 4,558,302.

This software includes software licensed from Verity, Inc., copyright 1994. All rights reserved. The address of Verity, Inc., is 894 Ross Drive, Sunnyvale, California 94089. Verity ® and TOPIC ® are registered trademarks of Verity, Inc. in the United States and other countries. English Electronic Thesaurus copyright 1993 by INSO Corporation. Adapted from the Oxford Thesaurus copyright 1991 by Oxford University Press and from Roget's II: The New Thesaurus copyright 1980 by Houghton Mifflin Company. All rights reserved. Reproduction or disassembly of embodied programs and databases prohibited.

©1994 This software includes software licensed from RSA Data Security, Inc.

Written and designed at Adobe Systems Incorporated, 345 Park Ave., San Jose, CA 95110-2704.

Adobe Systems Europe Limited, Adobe House, 5 Mid New Cultins, Edinburgh EH11 4DU, Scotland, United Kingdom

Adobe Systems Co., Ltd., Yebisu Garden Place Tower, 4-20-3 Ebisu, Shibuya-ku, Tokyo 150, Japan

For defense agencies: Restricted Rights Legend. Use, reproduction, or disclosure is subject to restrictions set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at 252.227-7013.

For civilian agencies: Restricted Rights Legend. Use, reproduction, or disclosure is subject to restrictions set forth in subparagraphs (a) through (d) of the commercial Computer Software Restricted Rights clause at 52.227-19 and the limitations set forth in Adobe's standard commercial agreement for this software. Unpublished rights reserved under the copyright laws of the United States.

(9/96)

How to use this online guide

Page back or page forward.

Undoes a change of page or view, or redoes a change (Go Back/Go Forward).

Go to the Contents.

Go to the how-to page (this page).

Go to the "parent" of the current topic.

text Go to the indicated topic.

 Go to the next page of a continued topic.

End of a continued topic.

For instructions on printing this guide, go to the next page.

How to print this online guide

You can print separate topics or the entire guide. Since the pages of the guide have been made small for online viewing, Windows and Macintosh users may prefer to print them two to a page of paper—"two up."

To print pages two up:

1 Choose File > Print Setup (Windows) or File > Page Setup (Macintosh).

2 Follow the instructions for your platform:

■ In Windows, click Options, select 2 up on the Paper tab, click OK to return to the Print Setup dialog box, and click OK again to close it. ➤

■ On a Macintosh, choose 2 Up from the Layout menu and click OK.

Note: *If you can't perform step 2, you may not be using an Adobe or PostScript printer driver. If you are and you still can't perform the step, install the Adobe printer driver on the Acrobat CD-ROM. See the Acrobat Getting Started guide for installation instructions.*

3 Choose File > Print.

4 Indicate the page range.

Click OK (Windows) or Print (Macintosh). ■