

Ministry of Communication Engineering Resource Library



Using Adobe Acrobat Reader

These instructions are meant to be a simple explanation of the use of the Adobe Acrobat Reader. For an in-depth explanation of the use and features of the software, please refer to the [Adobe Reader 4 Guide](#).

When you view the online manuals, there are a few things that you should know about the software that is used. You will notice a number of toolbars and icons located at the top and bottom of the screen. These tools are provided to help you navigate the manuals quickly and efficiently. There are a number of links located throughout the document in blue type. They will bring you to the location that is indicated.

These are the basic instructions for navigating through the documents with this program.

Opening a document

To open a document, select the hand tool  from the menu bar along the left side of the screen. Position the hand tool over the linked area of the document on the "Table of Contents" screen until the hand changes to a hand with a pointing finger , and then click on the link. It is not necessary to close one file to view another. If you wish to access another document without closing the one that is currently on the screen, choose the "Window" command and choose the file from the list that you wish to view. You may switch back and forth between them by choosing "Window" and selecting the title you want to view.

Here are the icons, and their uses starting with the top of the screen:



The first icon in the upper left-hand corner of the screen is the Adobe Online web site button. This will bring up the Adobe web site in your browser.



The next new icon is the "Show/Hide Navigation Pane" button. By clicking this button, you open up the navigation pane that contains the pallets for [bookmarks](#), [thumbnails](#), annotations, signatures and destinations. To close the pane, simply click the button again.



This icon moves you to the front of the document you are viewing from any location within the document.



The arrowhead pointed left moves you to the previous page in the document.



The arrowhead pointed right moves you to the next page in the document.



The icon moves you to the last page of the document you are viewing from any location in the document.

Another way to navigate through the document is by pushing the arrow keys on your keyboard. The up arrow will move you up the page, and when you get to the top of the page, it will move you to the previous page. The down arrow will move you down the page, and when you get to the bottom of the page, it will move you to the next page. The right arrow will bring you to the next page and the left arrow will bring you back a page. The 'Enter' button will bring you down to the next screen of the page, and then to the next page.



The arrow pointing left will take you back to the page that you came from. These icons allow you to retrace your path in reverse order. The



arrow pointing right will allow you to trace your path forward again.



These icons are used for sizing the page on the screen. The topmost icon on the left is used to show the actual size of the page in the document. It will show the full page. The middle button will fit the document to a page, no matter what the actual size is, and the bottom most button fits the page to the screen's width.



The magnifying glass with the + in the middle allows you to enlarge the page you are viewing. Select this icon and click on the page until it is the size you want. To reduce the page size, hold down the mouse button and drag to the magnifying glass with the - in the middle. Then click on the page until it is the desired size. When you have the screen size you want, select the "hand" icon to continue navigating.



The binoculars are your "find" button. Click on this icon and a dialogue box will load. Type in the word or phrase you wish to locate and click the "find" button.



This is the Search button. It allows you to perform a search on the PDF documents. You can search for a simple word or phrase, or you can extend your search query by using wild-card characters and operators like <, >, =, !=, etc.



The Search Results button shows you a list of the documents that the terms were found in. The documents are given a [ranking system](#) to tell the probability that the search terms are located there.



These are the Find Last, and Find next buttons. When you search for an occurrence of a word or phrase, these buttons will allow you to follow the occurrences.

Additional Search Help

For more help on searching using Acrobat, go to the [Adobe Reader 4 Guide](#).

Printing

To print a document, click on File then select Print. Enter your printing options in the dialogue box and click the Print button.