

## Using Adobe Acrobat Reader

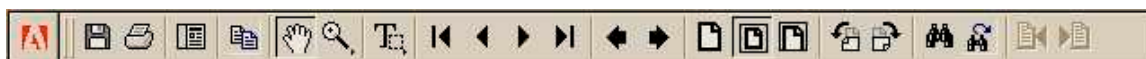
Many documents on this web site are in Portable Document Format (PDF) and are viewed using Adobe Acrobat Reader software. You must have this free software loaded on your computer to be able to view PDF documents.

If you do not have Acrobat Reader software on your computer, ask for technical assistance or

click  from the CalATERS web site, to download the free software.

### Viewing and Printing Documents

Documents are viewed using Adobe Acrobat Reader, which is automatically activated when you click on a link. The following tool bar will display.



### Viewing



The **Hand tool** is used as your mouse pointer. The hand changes to a pointing index finger when it is placed over text that is linked to another web page or document.



Hand tool

The **Magnify** and **Page Sizing** icons allow you to change your view of the online document.



Magnify (changes your mouse pointer from  to  which allows you to click on an area to enlarge the view.) To further change the view, select one of the Page Sizing options below. Select the Hand Tool to change your mouse pointer back after using Magnify.



Page Sizing: Actual size (this is the normal view), fit in window (reduces size, whole page fits in viewing window), fit width (slightly increases size to fit in the designated area).

The **Arrow** icons allow you to move from one page to another.



First page, last page



Previous page, next page




Go to previous view, go to next view

Continued on next page.

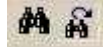
## Using Adobe Acrobat Reader (continued)

### Viewing (continued)

You can also use the right scroll bar and the down arrow , or the arrows at the bottom of the screen, to move from one page to another.




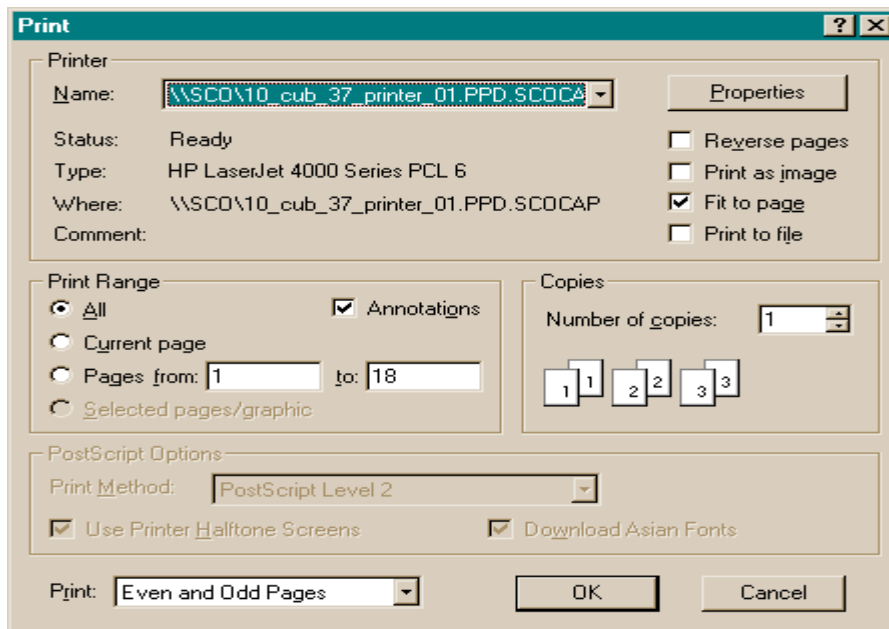
The **Find** icons allow you to search for a specific word within the document you are viewing.



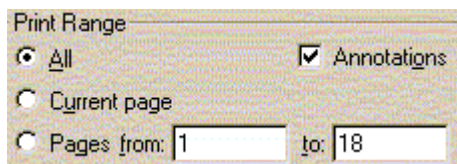
Find, find again

### Printing

Click on the **Print** icon  to get a menu of printing options.



Select the **All** option to print the entire document.



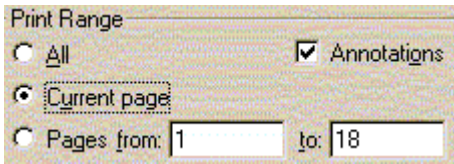
Click  to send to print.

Continued on next page.

## Using Adobe Acrobat Reader (continued)

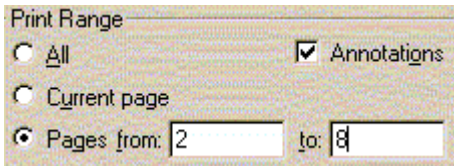
### Printing (continued)

Select the **Current page** option to print the page you are currently viewing.





Click  to send to print.

Select the **Pages from \_\_ to \_\_** option to print specific pages. You will need to type in the range of pages that you want to print (see example below).



Click  to send to print.

**To Exit** these instructions and go to a different area on the CalATERS web site, click on the box with the **X**  in the upper right corner of this window.

**To Exit out of the Internet/Intranet**, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X** .