

Helpful hints for using the Adobe Acrobat Reader

One of the advantages to using the Acrobat Reader is that you can move around within the document quickly and easily. In addition, you can magnify parts of a page, or magnify the entire page. You can also search for specific words in a document or print individual pages of a document.

If you would like to move quickly between pages, you can click on the toolbar icon that has 8 small blocks to the left of some text. This gives you the pages on the left hand side of your screen and by clicking on any one of the pages, you will go directly to that screen.

The normal pointer on the screen is a small hand. By holding down the mouse button and moving the mouse, you will push up the screen to see the bottom of the page, or pull it up to see the top of the page. You can change this hand to a magnifying glass - by clicking on the magnifying glass, the hand will change to a glass. Move the glass to the place in the document that you would like to see enlarged and click. Your page will provide a blow-up of that spot, which is an excellent way to read very small print or decipher small hand-written symbols. To change back to a hand, simply click on the hand icon. To minimize the spot on the page, or return the page to normal viewing size, you can click on the minimizing glass and follow the same steps.

You can quickly move from page to page using the arrow buttons. The arrow with a bar to the left of it will take you directly to the first page of the document. The arrow with the bar to the right of it will take you to the last page. The other arrows will move you one page forward or backward. If a document has only a single page, the arrows will not operate.

If you would like to enlarge or minimize the entire screen, you can click on one of the page icons (with the corner turned down). One of the icons will enlarge the screen, one will reduce it in size, and one will restore the default size.

To search for a word or phrase, click on the binoculars. This will offer a pop-up screen that allows you to enter a word or phrase that Acrobat will then try to find for you within the document.

I hope these simple instructions help you as you use the Acrobat Reader. If you have any further questions, please ask me at the Circulation Desk, call me at x3288, or email me at dhiller@bucknell.edu.

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