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.

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Preferences

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

General Preferences:
Edit > Preferences > General

Dialog box similar to the one depicted from Windows.

Open Cross-Documents 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.

Use Page Cache:
Located under the Startup Catergory, 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.

Page Display:
If display images have ghosting, or outlines, please check
to see if Smooth Text, Smooth Line Art, and Smooth Images
are checked. These options will effect how images are
displayed on this CD.
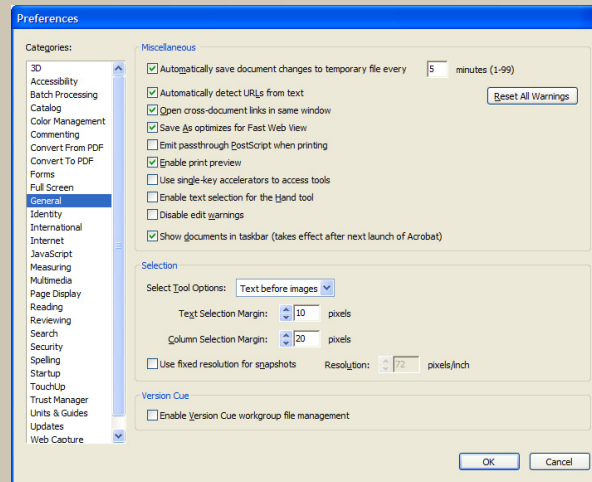
Additional Search preferences are covered in the section dealing with search.

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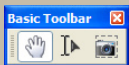SEARCH

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Acrobat Toolbars

Basic Toolbar: Hand Tool, Select Tool

The **Hand tool** provides a means of grabbing the page and moving it within the window. This is helpful when higher zoom magnification levels are used. The **Select tool** allows you to highlight text for copy and pasting information into other documents and applications.

Zoom:

The Zoom tool consists of In, Out, Dynamic, Loupe, Pan & Zoom for adjusting the document. With this tool you can also drag and hold to zoom over a selected area. Additional options: Actual Size, Fit Height, and Fit Width.

Navigation:

Using First Page will take you to the beginning of your document, Previous and Next will move you one page at a time, and Last Page will move to the end of the document. Previous View, and Next View will adjust the zoom settings.
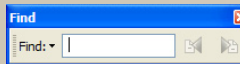
Find:

Within the current document you can use Find to move to text matching the string you entered. You have the option to look for Previous or Next examples within the document.

Help:

Please refer to the Help section for any additional information you may require using Acrobat Toolbars and navigating your document.

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Search

Search (Shift+Ctrl+F):

Search for 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.

The window will display a list of the documents containing the search word or phrase. The results are listed in the order from the highest to the lowest ranking. Click on the document to go to the page where the word or phrase appears.

Acrobat defaults are limited to searching the first 100 documents in the associated index. To adjust this select Edit / Preferences (Ctrl + K), select Search, and change Maximum number of documents returned in Results to a number in excess of documents on the CD. (example: 10000)

Advanced Search Options will allow you to search documents by additonal criteria such as the document's Title or Author. Simply select the options from the list available.

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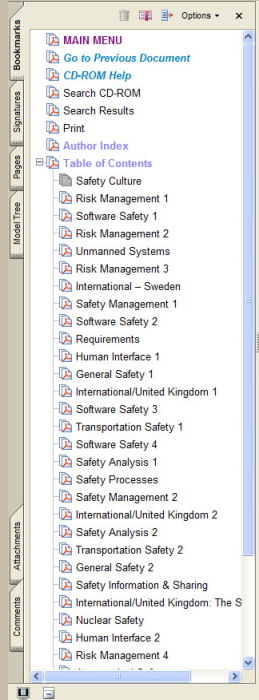
Bookmarks

Bookmarks (F4)

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

If Bookmarks are not visible choose from your menu View, Navigation Tabs, Bookmarks. 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.

Dragging the right margin of the bookmark panel resizes it.

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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.
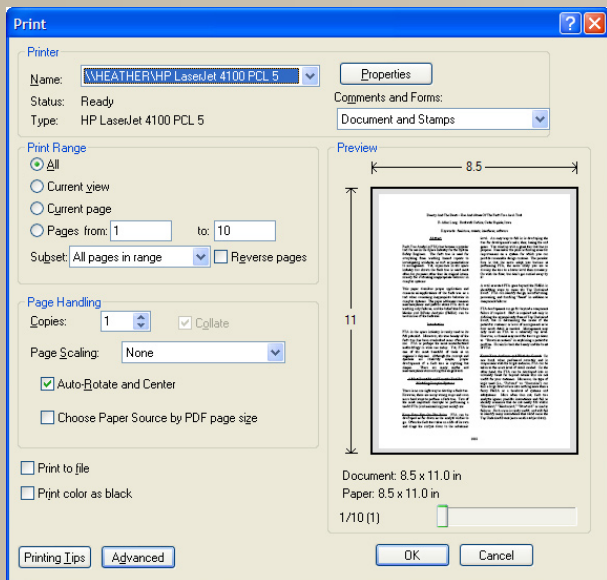
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Printing

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 Page Display 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.

< Example 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:

(608) 873-4500
Graphics Department
Monday - Friday 8:00 a.m. to 5:00 p.m. (CST)

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:

Customer Service: 800-833-6687
Customer Support: 800-642-3623
(Note: telephone and web case technical support is only available to customers with a support plan contract.)

Monday - Friday 6:00 a.m. to 5:00 p.m. (PST)
or visit their website at **www.adobe.com**

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