

HOW TO: ADOBE

The following has been prepared to acquaint you with the ADOBE READER

1. IMAGE SIZE:

There are 2 types of pages that have been included in these INFORMATION MODULES –

- informationpages
- the actual sample pages

Pages that provide information **should be sized for the screen** that you are using (see below) - the sample pages have been sized for printing at **the A4 / letter size**.

Viewing the sample pages from the screen can be done but will require some familiarity with the reader settings

This document, for example, has been prepared for SCREEN viewing

2. IMAGE SIZE - adjustment

There are a number of ways to control the size of the screen image

- The **MENU BAR**

At the top of the screen there should be a MENU BAR with 3 page icons - each representing a different screen magnification.

- The **ZOOM tool** at the side of the page
- The **VIEW button** - located above the icons
- **CTRL 0 / CTRL 1 / CTRL 2**

3. NAVIGATION:

Once again, Adobe provides a number of options for moving from page to page

- The **MENU BAR** - a series of 4 ARROW icons
- **Pgup / pgdn keys**
- **MOUSE - right click button**
- **F5** - the bookmark list (if available)
- **F6** - the **THUMBNAIL** list

(You can adjust the size of the
THUMBNAILS using the MOUSE- right click

WHEN IN DOUBT - use the MOUSE + right click