

Introduction to Acrobat Reader



Introduction

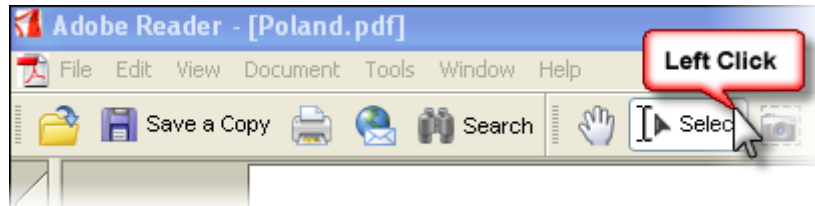
Adobe Acrobat reader lets you look at **PDF files**. A PDF file is a **Portable Document Format**, and usually has an icon like the one above.

The idea behind PDF's is to create a file which can be viewed by **any computer**, no matter what type.

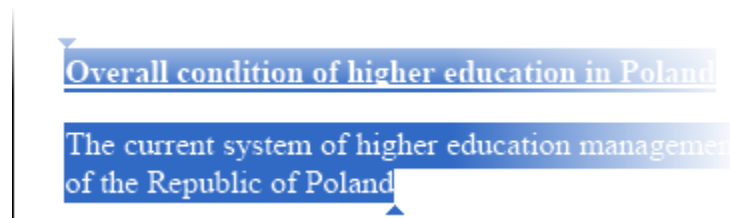
Lately, you can simply view a PDF from a web browser. This HOWTO will help you use Acrobat Reader in a web browser, or as a stand-alone application.

Selecting and Copying text

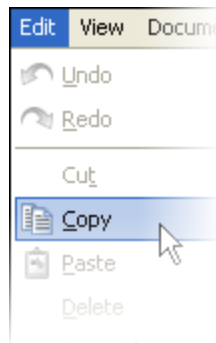
PDF documents are different than normal word processing documents. It is possible to select text (and copy and paste into another application). It's done a bit differently.



1) Left click on the select button and click and drag on the text you want.

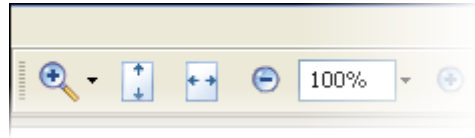


2) Note the two small triangles. These are your **selection points**. Moving these two triangles can alter how and where the text is selected. When you have selected the text you want, simply click on the **edit menu** and then **copy**.



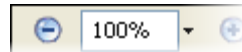
3) That's all! Copying text from a PDF document can take some time to learn, be patient with yourself.

Zooming

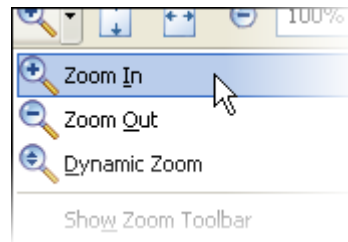


Zooming is easy.

1) You can click on the plus or minus buttons.



2) You can click the zoom magnifying glass.



3) You can fit the page to your screen (vertically or horizontally)



4) Click the drop down box near the current zoom level

