

A few tips on how to use this software

You just opened this document as an Acrobat file. The little hand you can see is your mouse pointer. This hand changes to a pointing finger, when positioned over a link. You can then click on these specific areas to connect to another part of the document. When your hand changes to an arrow, you can choose other commands and tools. By choosing these commands and tools, you can display an electronic table of contents (bookmarks and thumbnails) in an overview area to the left of the window, navigate through your document, print and copy data or charts.

The Acrobat reader window

At the bottom left of the window, the status bar displays information about your position in the document. A few scroll bars enable you to move your document on screen. Choose or click an item on the menu bar at the top of the window for any action. You can also click on the toolbar icons below for the most often used actions:



Click the **Page Only** button to close the overview area of the window.



Click the **Bookmarks and Page** button to open the overview area and display bookmarks created for the document if available. Click the bookmark name to go to the topic marked by that bookmark. Click the triangle to the left of a bookmark to show and hide subordinate bookmarks.



Click the **Thumbnails and Page** button to open the overview area and display thumbnail images of each document page. Click a thumbnail to go to the page marked by that thumbnail.



Click the **hand** tool to move the page on screen (if your page is bigger than the screen). Then while holding your mouse left button, you drag your document in the direction you want.



Click the **Zoom** tools to magnify and reduce the page display.



Click the **Previous Page or Next Page** button to move the document backward or forward, one page at a time.



Click the **First Page or Last Page** button to move the document to the first or last page of a document.



Click the **Go Back and Go Forward** buttons to retrace your steps in a document, moving to each view in the order visited.



Click the **Select Text** button to copy the data to a window text editor or to the clipboard. If you copy the data to a Window text editor, you can later save it as a text file which you can manipulate in the software of your choice. Copy columns one at a time while pressing CTRL+c, holding your left mouse button and moving your mouse around the block of data. Release everything and choose **Copy** from the Edit item on the menu bar. Choose **Select Graphics** from the Tools item on the menu bar to select graphics.



Click the **Actual Size** button to display the page at 100%. Click the **Fit Page** button to scale the page to fit the window. Click the **Fit Width** button to scale the page to fill the width of the window.



Click the **Find Button** to search for part of a word, a complete word, or multiple words in a document.