

How to use the Acrobat interface and basic navigation

The Adobe Acrobat 9 Professional work area (**Figure 1**) includes a *document pane* that displays Adobe PDF documents and a *navigation pane* (on the left) that helps you browse through an open PDF document. The *toolbars* at the top of the work area are grouped according to feature type and provide the controls for working with PDF documents. You can also open a *How To* window with an overview of common tasks.

Acrobat work area

The *work area* occupies the entire space within the Acrobat window. It includes the printable area containing the document, toolbars, menu items, and navigation pane.

The *toolbars* contain buttons for many commonly used tools and commands in Acrobat, such as accessing basic file functions, zooming, rotating, and using selection tools.

The *navigation pane*, located on the left side of the document window, allows access to bookmarks, thumbnail page views, and other navigational elements. Click an icon on the left side to open the navigation pane.

Pages provides thumbnail page views and indicates what portion of the page is visible.

Bookmarks are links to specific points of interest in the PDF document.

How To includes quick links to overviews of common tasks, online support, and the complete Acrobat 9 Professional Help.

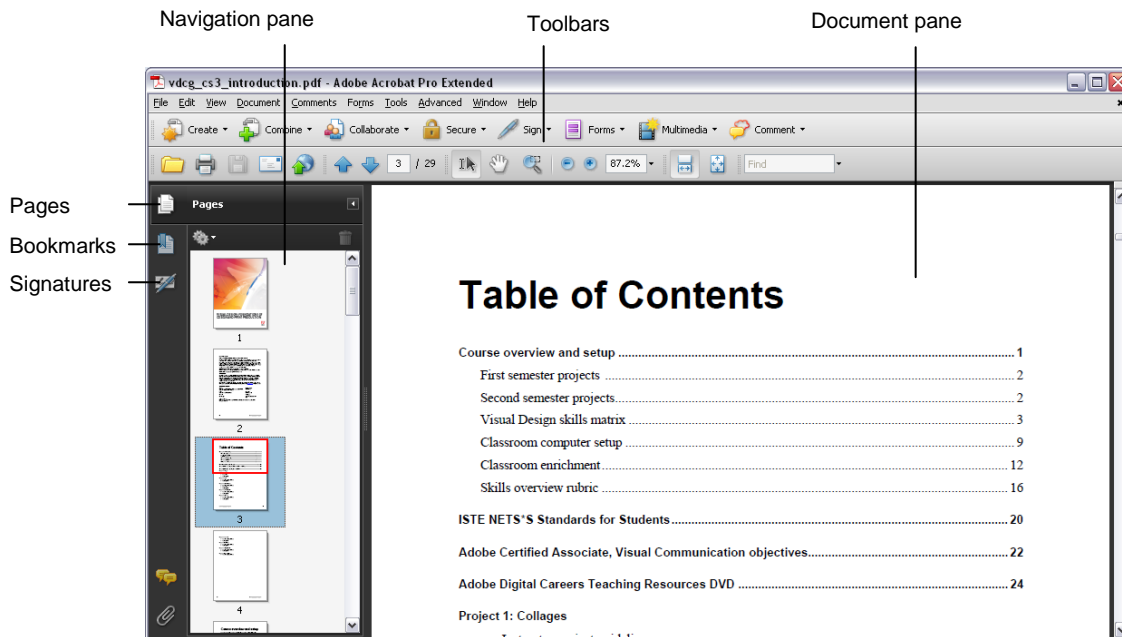


Figure 1 Acrobat work area

Acrobat toolbars

The Acrobat *toolbar* area includes toolbars grouped by feature type, some of which appear by default and some of which are hidden (**Figure 2**). To view all the toolbar options, select View > Toolbars. The check marks in the menu indicate which toolbars are currently viewable.

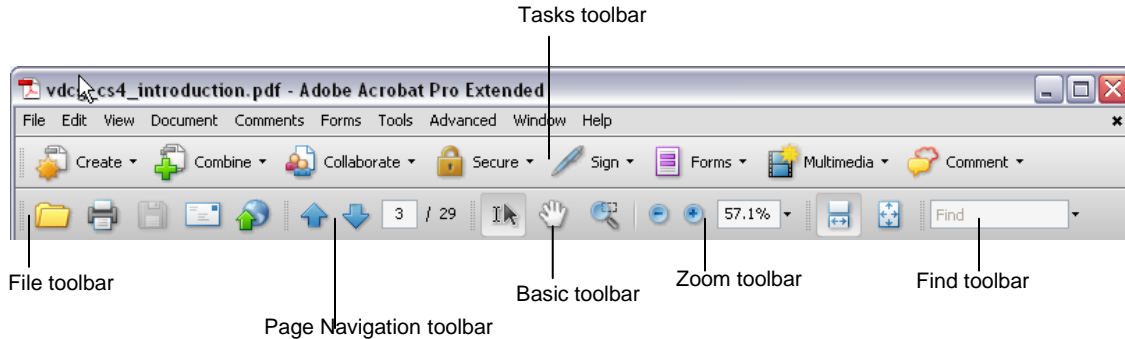


Figure 2 Acrobat toolbar

The *Tasks toolbar* provides easy access to menu commands associated with creating a PDF, commenting and markup tools, security settings, form functions, and options for sending a document for review.

The *File toolbar* allows you to open, save, print, and e-mail the current document.

The *Page Navigation toolbar* provide buttons and page numbers to go to the page you want.

From the *Basic toolbar*, you can use the Select, Hand, and Marquee Zoom tools.

The *Zoom toolbar* contains tools and settings that adjust the size and view of the current document.

Use the *Search toolbar* to search for text contained within a PDF document.

To view other Acrobat toolbar options, select View > Toolbars.

Navigating and viewing a PDF document

Acrobat offers a variety of ways to navigate PDF documents. You can navigate PDF documents by clicking the Previous Page and Next Page buttons or by using bookmarks and page thumbnails. You can modify a page view by using the Zoom tool options or the Hand tool.

The navigation controls (**Figure 3**) provide an easy way to move among pages in a document.

- Click the arrow buttons to go to the previous or next page in the document.
- You can also go to a page by typing its number in the Current Page box and then pressing Enter (Windows) or Return (Mac OS).

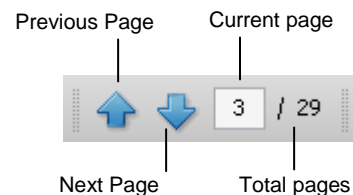


Figure 3 Navigation controls

Using bookmarks to browse through a document

The *Bookmarks tab*, which appears in the navigation pane, acts as a table of contents and usually represents the chapters and sections in a document.

1. To view bookmarks, click the Bookmarks tab on the left side of the work area (**Figure 4**), or select View > Navigation Panels > Bookmarks.
2. Click a bookmark to jump to a topic.
3. Click the plus sign (+) next to a parent bookmark to expand the child bookmarks, or click the minus sign (-) to hide them.

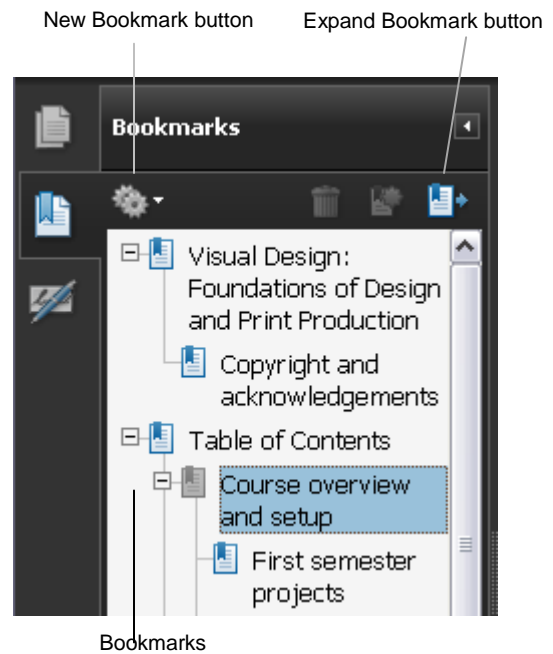


Figure 4 Bookmarks tab

Using page thumbnails to browse through a document

The *Pages tab* provides miniature previews of document pages (thumbnails) with which you can change the display of pages or go to other pages.

1. To view page thumbnails of your current document, click the Pages tab on the left side of the work area (**Figure 5**), or select View > Navigation Panels > Pages.
2. Click a page thumbnail to jump to that page in the document.
3. To change the viewing area, place the pointer at the bottom of the red page-view box on the thumbnail. When the pointer changes to a hand, drag the box to a new location on the page.
4. To change the page magnification, position the pointer over the lower-right corner of the page-view box until the pointer changes to a two-headed arrow. Drag the corner of the box to reduce or expand the view on the current page.

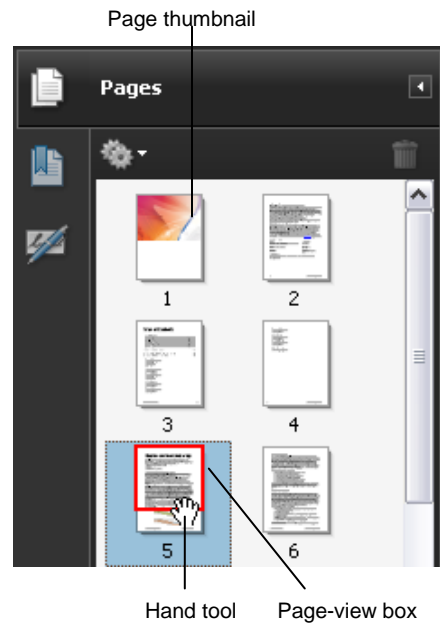


Figure 5 Pages tab

Using the Basic and Zoom toolbar to increase or decrease page magnification

The Basic (**Figure 6**) and Zoom toolbar (**Figure 7**) offer several methods for changing the magnification of PDF documents.

- Select and drag with the Marquee Zoom to enlarge areas of a page.
- Click the Zoom Out or Zoom In button in the toolbar.
- Type a magnification percentage in the Zoom box and press Enter (Windows) or Return (Mac OS).
- Select a preset magnification percentage in the Zoom pop-up menu.
- To resize a page to a preset size, select Actual Size, Fit Page, or Fit Width in the Zoom pop-up menu.



Figure 6 Basic toolbar

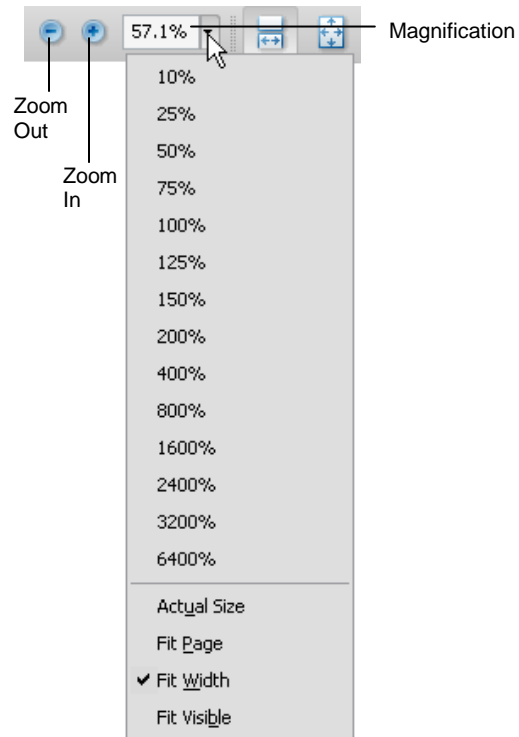


Figure 7 Zoom toolbar

Setting the page layout orientation

You can use the Page Display menu (**Figure 8**) to display the pages of a document in the following orientations:

- *Single Page* displays one page in the document pane at a time.
- *Single Page Continuous* arranges the pages in a continuous vertical column.
- *Two-Up* arranges the pages side by side, displaying one or two pages at a time.
- *Two-Up Continuous* arranges the pages side by side in a continuous vertical column. If a document has more than two pages, the first page appears on the right to ensure proper display of two-page spreads.

To set the page layout, select View > Page Display and select a page layout orientation.

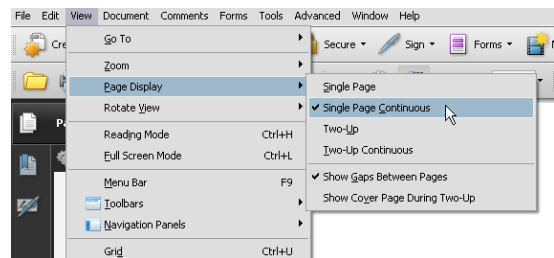


Figure 8 Page Display menu options

Using the Hand tool to adjust the page position

Moving an Adobe PDF page with the Hand tool is like moving a piece of paper on a desk with your hand. You can use the Hand tool to move around the page and view all the areas of it.

- To adjust the page position, select the Hand tool from the Basic toolbar and drag the current page up and down (**Figure 9**).
- At high magnification, you can drag the page left or right to view different areas on the page.

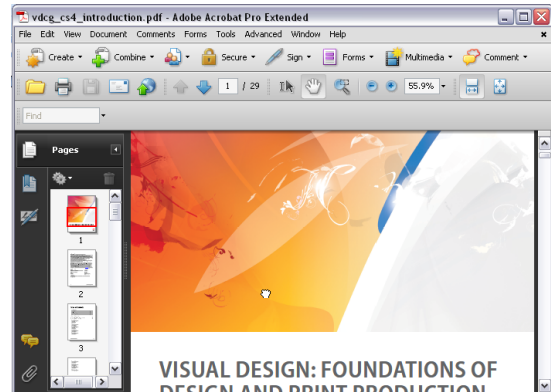


Figure 9 Using the Hand tool to adjust the page

Automatically scroll through a document (accessibility tip)

Acrobat lets you scroll through long PDFs without using keystrokes or mouse actions.

- To scroll automatically through a document, select View > Automatically Scroll.
- To change the scrolling speed, press a number key (9 is the fastest and 0 is the slowest) or press the Up Arrow or Down Arrow on your keyboard.
- To reverse the direction of the scrolling, press the hyphen or minus (–) sign key.
- To jump to the next or previous page, press the Left Arrow or Right Arrow key on your keyboard.
- To stop automatic scrolling, press Esc or select View > Automatically Scroll again.