

Using Adobe Acrobat Reader

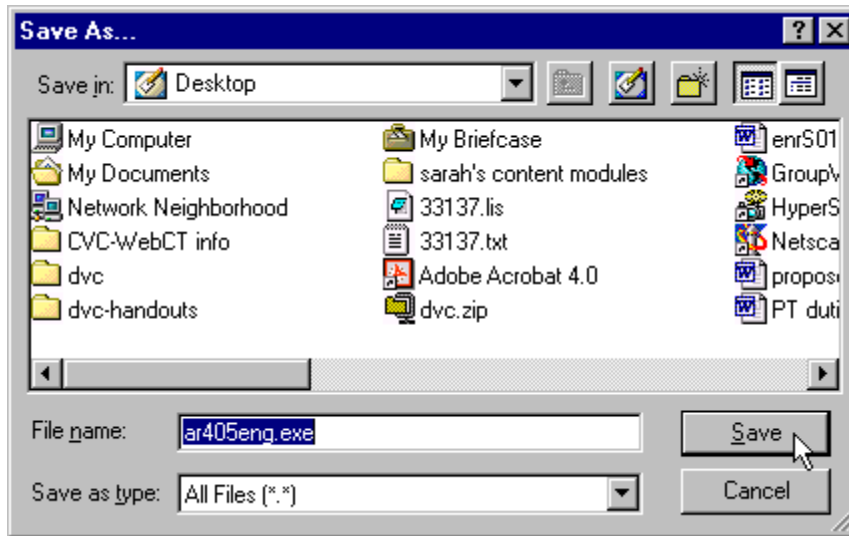
Downloading Acrobat Reader on a PC

If you don't have Acrobat Reader installed on your computer, you'll have to download it.

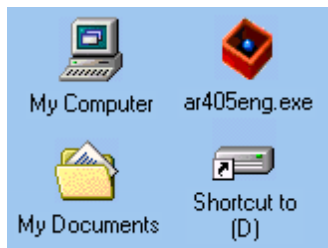
1. Go to the Acrobat Reader download site at <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Fill in the information required. Click the red download button.

Step 1	Step 2	Step 3
Select an Acrobat Reader version. Language: <input type="text" value="English"/> Platform: <input type="text" value="Win 2000"/> Location nearest you: <input type="text" value="USA"/> <input type="checkbox"/> Include option for searching PDF files (longer download)	Please provide your name and e-mail address. Name: <input type="text" value="Scott Vigallon"/> E-mail address: <input type="text" value="svigallon@clpccd.cc.ca.us"/> <input type="checkbox"/> Notify me about Adobe software and offers <input type="checkbox"/> Allow others to send me special offers Full privacy policy	▶ DOWNLOAD The version of Acrobat Reader you are downloading: <input type="text" value="4.05c"/> The download file size is: <input type="text" value="5.6 MB"/>

3. The Save As dialog box will appear. Save the file to your desktop.



4. An "executable" file will be saved to your desktop. In this example, the file is named ar405eng.exe.

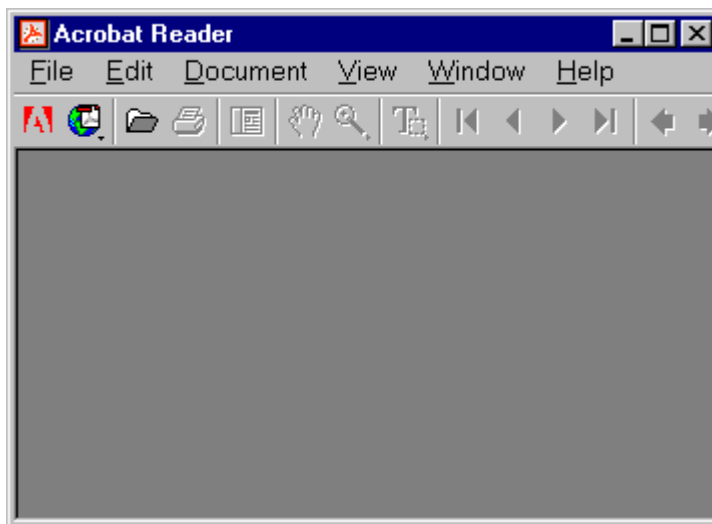


Installing Acrobat Reader on a PC

1. Double-click the executable (.exe) file on your desktop. It will begin "unpackaging", then the Setup program will run.
2. The first Setup screen suggests that you close all Windows programs and gives copyright information. Click the Next button.
3. The second screen tells you that Acrobat Reader will install in a specific, default folder. If you don't want it to install in that folder, click Browse, then locate the folder you want it to install into. For this tutorial, accept the default, and just click Next. Acrobat Reader begins installing.
4. A dialog box then appears, saying "Thank you for choosing Acrobat Reader". Click OK. That's it! An icon, which provides a shortcut to the program, is placed on your desktop. Acrobat Reader is also listed in the Start menu on your taskbar under Programs.



5. Double-click the icon on your desktop to make sure it works. The first time you open it, you should get a Software License Agreement screen. Click Accept. The Acrobat Reader should appear.



Now, any PDF link you click on the web should open Acrobat Reader within the browser window because the plugin was automatically placed in your browser(s). You should now be able to view the PDF file.

Downloading Acrobat Reader on a Mac

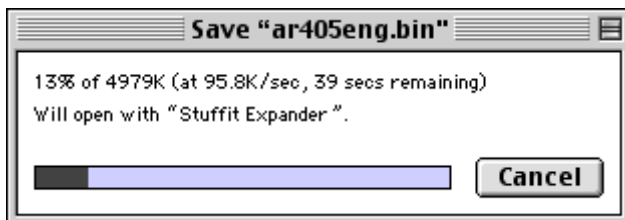
If you don't have Acrobat Reader installed on your computer, you'll have to download it.

1. Go to the Acrobat Reader download site at <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Fill in the information required. For Platform in Step 1, you have several choices: MacPPC means your computer is a relatively recent PowerPC Mac, Mac68K means you have an older Mac with an older processor; a .bin file downloads faster but is less compatible with older systems, and the .hqx file takes longer to download but is more compatible with older systems.

For this example, MacPPC_.bin was chosen. When you have finished Step 2, click the red download button in Step 3.

Step 1	Step 2	Step 3
Select an Acrobat Reader version.	Please provide your name and e-mail address.	▶ DOWNLOAD
Language: English	Name: Scott Wigallo	The version of Acrobat Reader you are downloading: 4.05a
Platform: MacPPC_.bin	E-mail address: svigallon@clp	The download file size is: 5.0 MB
Location nearest you: USA	<input type="checkbox"/> Notify me about Adobe software and offers	
<input type="checkbox"/> Include option for searching PDF files (longer download)	<input type="checkbox"/> Allow others to send me special offers	
Macintosh: .bin or .hqx?	Full privacy policy.	

3. Acrobat Reader will begin downloading to your computer.



4. The Reader Installer will be placed on your desktop when the download is finished. If you see a .bin file also on your desktop, you can just ignore that.



Installing Acrobat Reader on a Mac

1. Double-click the Reader Installer file on your desktop.



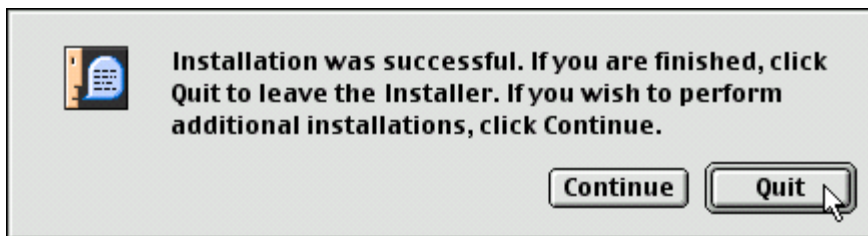
The file will open with a program called StuffIt Expander, which comes with recent browser versions. If StuffIt Expander did not come with your browser, you can download it from [Aladdin Systems](#).

At the first screen, click Continue.

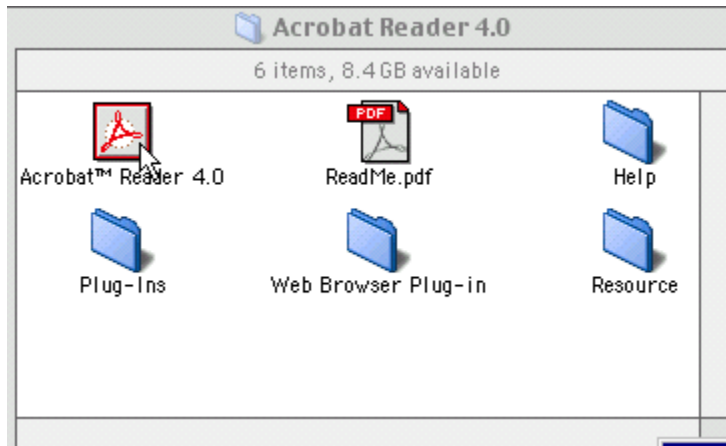
2. At the next screen, the default for the installation location will be listed at the bottom. If you want to install Acrobat Reader in the default location, click Install. If you want to install in a different location, click the arrow on the drop-down box next to "Install Location", and choose Select Folder. . . Open the folder you want to install into by clicking Open, then click Select. For this lesson, just accept the default, and click Install.

If you have a browser open during installation, a dialog box will appear, telling you that you have to quit out of the browser. Click Quit Applications.

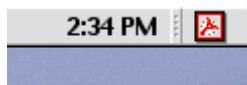
3. Soon thereafter, a dialog box should appear, saying that installation was successful. Click Quit to leave the installer.



4. The Acrobat Reader folder window should open on your desktop. If it doesn't, find it on your hard drive, and open it. Double-click on the file named Acrobat Reader 4.x to make sure it works.



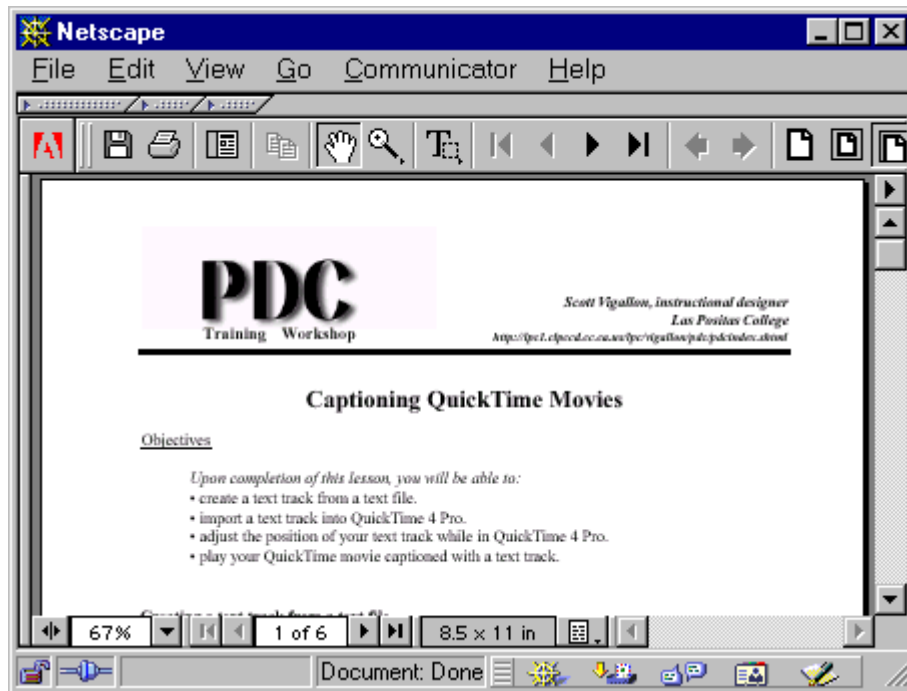
5. The first time you open Acrobat Reader, you should get a Software License Agreement screen. Click Accept. Acrobat Reader should appear. You'll know that it worked if the Acrobat Reader appears in the Finder at the top right of your screen.



6. Now, any PDF link you click on the web should open Acrobat Reader within the browser window because the plugin was automatically placed in your browser(s). You should now be able to view the PDF file.

Navigating a PDF file

When you open your PDF file on the web, notice the Acrobat Reader controls just above the document and just below the browser toolbars. There are also controls near the bottom of the window.



Some of the more important controls are defined below.



The diskette icon allows you to save the file. You can then open it any time you want in Acrobat Reader without going on the web.



The printer icon, obviously, allows you to print the document. Many PDF files are created especially for printing.



Clicking the hand icon allows you to "grab" the document and move it any direction. This is handy if you want to move from left to right, or vice versa, quickly.



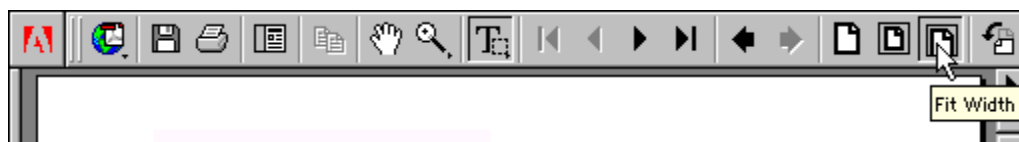
The forward arrow brings you to the next page in the document.



With each click of the backward arrow, you move to each page you had previously viewed.



The Actual Size button allows you to read the document at the size it was created.



The Fit Width button resizes the document to fit the full width of your window.