Adobe Reader

Is one of those tools that has become a computing industry standard, yet few have used its many features to full advantage.

What is Adobe Reader?

Adobe is a company with many tools and resources. Adobe Reader is a free download at: **https://get.adobe.com/reader.** It is often pre-installed on new computers and is available for both Microsoft and Apple systems as well as smart phones and tablets.

This tool allows files saved in the PDF (Portable Document Format) to be shared and read on other systems independent of other document programs, screen resolutions, printers and features on other computers. In other words, the document can be viewed or printed in the original form without the need of the originating program.

Most word processors, spread sheets, graphic and presentation programs these days allow for saving your work as a PDF file. Many Internet files are now offered as a PDF such as documentation or even news stories. Brethren have been able to share studies, discourses, graphics and presentations with this tool. Tthe Adobe Reader 10 toolbar:

How to use it:

PDF files on the internet can be viewed directly from the net or saved on your computer for later reference. The same is true of files created by brethren for Bible Studies or reference material. These files can often be printed by selected pages or the entire file. The only constraint is the paper format. But even oversized PDF pages can be shrunk to your standard paper size with the print options. There are menu options to mark text with highlighting or even to attach notes at points in a document. Making text is especially useful as you may do to remember passages in any other text book.

Features and options:

MENU BAR:
This is one of most essential features with the File, Edit, View, Window and Help options. If this menu is not present, the F9 key will toggle it on and off.
File: Has options to open recent files, properties of the current file, and options to save and print a file.
Edit: Here, among other features, is the **Preferences** option to change your personal preferences for using the program. Among the categories, I will just mention one: **Internet**. The first choice here is to check "Display PDF in browser" or not. With it checked, a PDF file from a web page will display in the same window you use for exploring the internet, i.e. Internet Explorer, Chrome, etc. To return to the source web site, you will need to page back to the prior web view or close the PDF view. With it unchecked, the PDF file opens in its own display window and leaves the source web page open for further navigation.
View: Lets you select how you want pages displayed. This may include rotating pages, two pages side by side, zoom sizes, selecting available tools you often use, as well as options to have a voice read the page through your audio system. Consider a two page view to read pages as in an open book, or to use with the Photo Drama with text on one page the pictures on the open opposite page.
Other menu features may be self evident.

TOOL BAR:
Here is where frequently used tool icons can show for frequent use.
If the bar is not present, the F8 key will toggle it on and off.
There are obvious icons for **open**, **copy**, **paste** and **print**.
Besides the usual **find** (Ctrl+F) feature, there is an **Advanced Search** icon. This allows for searching the document with more options.
There is an icon to share the file as an **email** attachment.
Beside the **Page** up, down and end icons, there is a space for linking to a page number.
There is a **hand** tool to pan around a large or wide document. Alternately a cursor **selection** tool that can be used to select or mark portions of text.
There is a **percentage** view tool with a drop down arrow for various viewing sizes to accommodate your screen resolution or viewing convenience.
These and others may be placed or removed from the tool bar according to your choice.
On the current versions of Adobe Reader, there are three document controls on the right of the tool bar with some of the most used features.

NAVIGATION PANEL:
Here are some of the most useful but often overlooked features of Adobe Reader.
These are panels that can open to the left of a document. They can be resized by dragging the right border margin and can be turned off if the space is needed to display wider documents.
Page Thumbnails present a small representation of each page in the document. This may be used to look for and select a major page heading or a page with a graphic.
Some documents provide a **Bookmark** navigation panel. This serves as a Table of Contents with the option to click on any section and jump to the appropriate page. If this does not automatically appear on a large document, it is worth clicking on the Bookmarks icon to see if the feature is available.

Other uses:
Some Adobe Reader forms provide spaces to **fill in the blanks**. These may be order forms, applications, certifications, etc. which can then be printed or sent over the internet.

You can copy text from an Adobe Reader document and paste into other tools like a word processor.

Consider using the File menu, then Properties (Ctrl+D) to display the PDF file features and properties.

Using the Adobe File Menu, then Print (Ctrl+P) print, has extended features for orientation, resizing pages to standard paper formats, printing both sides of paper, multiple reduced size pages on a single sheet, or printing the entire document as for a folded booklet.

Keep your version updated for the most current features.

Consider: **https://helpx.adobe.com/acrobat/user-guide.html**
for a useful guide and tips.

Explore, configure, control and extend your reach.