

## Quick Reference

Use this guide for quick reference only; for more detailed information, see the *Adobe Acrobat Online Guide* found on the WELCOME page.

### Keyboard shortcuts

Result	Windows	Mac OS
Previous Screen	Page Up	Page Up
Next Screen	Page down	Page Down
Scroll Up	Up Arrow	Up Arrow
Scroll Down	Down Arrow	Down Arrow
Zoom in	Ctrl+plus sign	Command+plus sign
Zoom out	Ctrl+minus sign	Command+minus sign

### Tools and Buttons

- The tool bar contains tools for selecting and viewing documents. Select a tool by clicking the tool icon.
- To hide or show the tool bar, choose **Hide Tool Bar** or **Show Tool Bar** from the Windows menu. The command alternates between the two options.
- The tool bar contains the following tools and buttons, which you click to activate:

Click the **Bookmarks tab** to close and open the navigation pane.

Click the **Pages tab** to view and navigate via thumbnails of each page.

## Quick Reference

The **Browse** buttons advance the document to the first or last page of a document, or forward or back one page at a time.



**First Page**—Displays first page of a document.



**Previous Page**—Displays previous page.



**Next Page**—Displays next page.



**Last Page**—Displays the last page of a document.



Click the **Actual Size** button to display the page at 100 percent.



Click the **Fit Page** button to scale the page to fit within the window.



Click the **Fit Width** button to scale the page to fill the width of the window.

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Use the **Hand** tool to move a single document page on-screen when the page does not fit within the window. Drag the hand tool in the direction you want to move the page.



Use the **Zoom** tools to magnify the size of the page and to reduce the page display.



Use the **Select Text** tool to select text in a document, which can then be copied to the Clipboard using the Copy command.



Use the **Snapshot** tool (located in the tools menu) to select graphics or text in a document. Drawing a marquee around the graphic or text will take a snapshot of your selection and copy it to the Clipboard for use in other applications.

## Quick Reference

You may also **refine** your search with additional criteria by selecting that option at the bottom of the **Search** window.

Search within the previous results for

Return results containing

 ▼

Use these additional criteria

▼ Is exactly ▼

▼ Is exactly ▼


▼ Is exactly ▼

Whole words only

Case sensitive

Proximity

Stemming

 Refine Search Results

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### Using Acrobat Search



The **Search** tool will activate the Acrobat Search dialog window to the right of your current document for searching for a *single word* or *phrase* from the current or multiple indexed documents.

1. Click the **Search** tool. Type the word or phrase you wish to find. Select your search criteria and click **SEARCH**. A new window with your results will appear. Select your desired document and it will open. Your search results will remain open until you perform a new search or close the results window.

What word or phrase would you like to search for?

Where would you like to search?

In the current PDF document

All PDF documents in


WWIICD1

Whole words only

Case sensitive

Search in bookmarks

Search in comments

 Search

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For faster search results, search the indexes included on this CD-ROM set. An index search produces a results list with links to the occurrences of the indexed documents. It is highly recommended that you select the **Match Whole Word Only** option when searching indexes to significantly reduce the time taken to return results. Note: To search an Adobe PDF index file, you must open Adobe Reader as a stand alone application. To search an index:

1. At the bottom of the Search PDF pane, click Use Advanced Search Options.
2. Type the word you want to find.
3. For Look In, select Select Index.
4. In the Index Selection dialog box, do one of the following:
  - Select the index you want to use.
  - If the index you want to use is not listed, click Add, locate the index file (.pdx) you want, and then click Open.
  - To view information about an available index, highlight the index name, click Info, and then click OK. The information displayed includes the title, information provided by the builder of the index, location of the index, the build date, creation date, number of documents in the index, and the index status.
5. In the Index Selection dialog box, click OK, and then proceed with your search.