

# Adobe Reader X

Adobe Reader X allows users to view, print, and add comments to PDF (Portable Document Format) files. Commenting tools like Sticky Notes and text highlighters help in pointing out useful information, or passing on details for future edits by the document's author. Depending on the document's user permissions, interactive PDF forms can often be completed and submitted using

Reader, avoiding the need to print them out. You can send PDFs, their attachments, or other associated files to others via email from directly within Reader using the Share function.

Use these arrows to move between document pages.

Zoom controls magnify areas of your document.

The Bookmarks tab. Click to browse through a PDF using bookmark links. See *Using Bookmarks to Navigate a PDF*, page 2.

Navigation pane

Use these buttons to change how documents are displayed.

A Sticky Note and comment box. See *Comments and Markup*, page 2.

Document pane

## Displaying Tool Buttons

Many Acrobat Reader tools are hidden to reduce clutter on the screen. To access hidden tools, right-click on the toolbar and select a tool set to include. Right-click again and uncheck the tool to remove it.

**Tip:** Select the **Show All** option at the bottom of a tool menu to display the entire toolbar.

## Magnifying

To zoom in on a specific area:

- **Using the Loupe tool:** choose **View ► Zoom ► Loupe Tool**. Click a location on the page to open the Loupe Tool window. If necessary, click and drag a corner of the loupe box to increase/decrease the zoom amount, or click and drag the center of the box to move to another page location.
- **Using the Pan and Zoom tool:** choose **View ► Zoom ► Pan & Zoom**. Click and drag the corners of the zoom selection box in the **Pan & Zoom** window to change the zoom area of the Document pane. Alternatively, use the **+** and **-** buttons. Click and drag the center of the frame to pan.
- **Using the Marquee Zoom tool:** right-click in the Document pane and select **Marquee Zoom** from the menu. Click and drag a box around the area you wish to zoom in on.

**To position the page:** press and hold the **SPACEBAR** to use the **Hand Tool**. Click and drag in the Document pane while zoomed in to move the view around the page.

**To view the whole page:** press **CTRL+0** to quickly switch to the **Fit to Page** zoom level.

**Tip:** Hold **CTRL** while pressing the **+** or **-** key to quickly zoom in or out on the page.

## Viewing Security Settings

The author of a PDF document can apply restrictions to prevent unauthorized copying, printing, or access.

**To find out which actions are restricted in a document:** choose **File ► Properties**, or press **CTRL+D**. In the Document Properties dialog box, click the **Security** tab.

**Note:** PDF restrictions determine which Reader functions are available. If a tool or command is grayed out or missing, check the document's security settings.

## Viewing and Navigating

Acrobat Reader provides tools that change how multi-page PDF documents are displayed and ordered on your screen.

**To view single pages:** choose **View ► Page Display ► Single Page View**.

**To view dual side-by-side pages:** choose **View ► Page Display ► Two-Up View**.

**Note:** The **Scrolling** versions of these view options ( and ) remove screen breaks between individual pages.

**To view pages in full screen mode (no toolbars):** choose **View ► Full Screen Mode**, or press **CTRL+L**. Press **CTRL+L** again to return to normal view.

**To rotate the page:** choose **View ► Rotate View**, and select **Clockwise** or **Counterclockwise** from the menu. Alternatively, press **CTRL+SHIFT+PLUS** to rotate clockwise, and **CTRL+SHIFT+MINUS** to rotate counterclockwise.

**To view the next page:** click in the toolbar. Click to return to a previous page.

**Tip:** Pressing **⇒** or **⇐** on the keyboard also moves to the next or previous page (in most cases).

## Saving a PDF

Click **File ► Save As**, and choose an option from the menu. In the **Save As** window, name your document, choose a location to save it to, and click .