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

Keyboard shortcuts

↓ Next Page   ↑ Previous Page

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 **Page Only** button to close the overview area of the window.

Click the **Bookmarks and Page** button to open the overview area and display bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.

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.

Quick Reference

Click the **Thumbnails and Page** button to open the overview area and display thumbnail images for each document page. Click a thumbnail to go to the page marked by that thumbnail.

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 **Select Graphics** tool (located in the tools menu) to select graphics in a document, which can then be copied to the Clipboard using the Copy command.
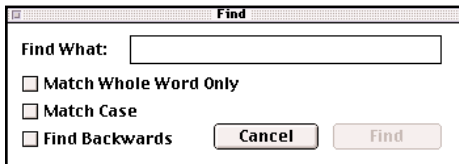
Using Acrobat Search

The **Find** tool allows you to search for a *single* word from the current page to the end of the document.

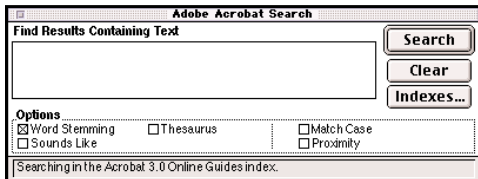1. Click the **Find** tool to display the **Find** dialog box. Type the word you wish to find, using the same capitalization.

Find
Find What: _____
☐ **Match Whole Word Only**
☐ **Match Case**
☐ **Find Backwards**   [**Cancel**] [Find]

2. Click **Find** to find the first occurrence. Click the **Find** icon again, and click the **Find Again** button to find the next occurrence.
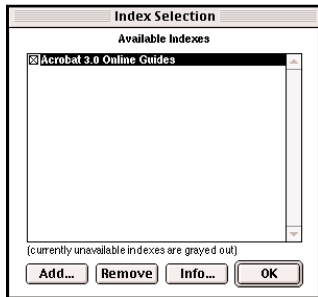
The **Search Query** button (or choosing Search/Query from the Tools menu) will activate the Acrobat Search dialog box for searching *multiple words or phrases across two column formats or multiple indexed documents.* For more comprehensive search results, use Proximity search.

Adobe Acrobat Search
Find Results Containing Text   [**Search**]
[**Clear**]
[**Indexes...**]
Options
☒ Word Stemming   ☐ Thesaurus   ☐ Match Case
☐ Sounds Like   ☐ Proximity
Searching in the Acrobat 3.0 Online Guides index.

Quick Reference

1. Click **Indexes…**; the Index Selection dialog box will appear.

2. To add an index, click **Add.** Locate the index needed,** and click **Open** (Macintosh) or **OK** (Windows). The index will be added to the list of Available Indexes.

3. Click **OK** when you have added indexes needed.

** Acrobat index files end with the **.pdx** extension*

Index Selection

Available Indexes

☒ Acrobat 3.0 Online Guides

(currently unavailable indexes are grayed out)

[Add…] [Remove] [Info…] [OK]

Search Results lists all the documents containing the searched terms. The occurrences of each searched term are displayed to the left of the Search Results screen.

Search Next displays the next page where a search item occurs or highlights the next occurrence of a search term on the same or next page.

Search Previous displays the previous page with an occurrence of a search term or highlights the previous occurrence of a search term on the same or previous page.