Lesson 1: Viewing PDF Files

Understanding the Acrobat interface is an important skill. The Acrobat toolbar makes it easy to move around in your document. You can also navigate your PDF by using menu commands and contextual menus. You will quickly become accustomed to Acrobat's interface and vast collection of features.

Level

Intermediate beginner. Students are assumed to have a basic understanding of the use of computers and computer applications. Students are also assumed to have experience surfing the web and to be comfortable with a graphical user interface and online help resources.

Summary and Objectives

The purpose of this lesson is to introduce students to the interface of Adobe® Acrobat® and to familiarize students with the Acrobat Portable Document Format (PDF).

At the end of this lesson, students will be able to:

1. Navigate pages of a PDF document to obtain the desired view.
2. Re-trace their previous document views to a previous location in a document.
3. Use a Sample PDF document to become familiar with the Acrobat workspace.
4. Use the How-To pane to find quick steps for common tasks.
5. Use the navigation tools to browse through an Acrobat document.
6. Use the Zoom tool to explore view options.
7. Use the navigation pane to move through a PDF document's table of contents.
8. Use the Find tool to look for text in a PDF.

Note: Lesson One can be taught in approximately one hour. The first half is structured while the second half will be used for further investigations of the online Help file and How-To pane. There are many equivalent ways to view items in a PDF window. The student is encouraged to find the most comfortable technique.

Key Terms for Lesson One

Toolbar: Contain buttons for many commonly used tools and commands in Acrobat, such as scrolling and zooming.

How To Pane: Shortcuts to the most common tasks used in Acrobat.

Navigation Pane: Pane on the left side of the document window that allows access to bookmarks, thumbnail views, and other useful navigational elements.

Work Area: Occupies the entire space within the Acrobat window. It includes the printable area containing the document as well as the toolbars, menu items, tab palettes, and navigation pane.

Bookmarks: Links to destinations in a PDF document that provide specific views of the document.

©2006 Adobe Systems, Inc.

Exercise One: Exploring a PDF File

The Adobe PDF

The Adobe PDF file (Portable Document format) is a universal format file that can be viewed on just about any device with the free Adobe Reader or any of the Acrobat family of products. Adobe PDF files can be manipulated, searched, and marked up onscreen. We will use a sample PDF file to become familiar with the user interface. The content of this file describes some of the top new features for educators.

Opening the Sample File:

In this exercise you will use the sample file located in the ACR_Resources > Lesson_01folder:

1. Locate the file *TopAcrobatFeatures.pdf* in the Lesson_01 folder.
2. Double-click the file to open it.

The PDF file opens in a new document window with the Bookmarks pane open. If the Bookmarks pane is not open, choose View > Navigation Panels > Bookmarks or click on the Bookmarks tab on the left side of the document. You can navigate the document by using the Bookmarks tab.

The Bookmarks Tab

To move through the bookmarks of a document, do this:

1. With the Navigation pane showing (**Figure 1**), click on the + or – sign (Windows) or the small disclosure triangles (Mac OSX) on the left of the navigation pane to expand or condense the bookmarks.
2. Click on each bookmark icon to jump to a destination in your PDF.

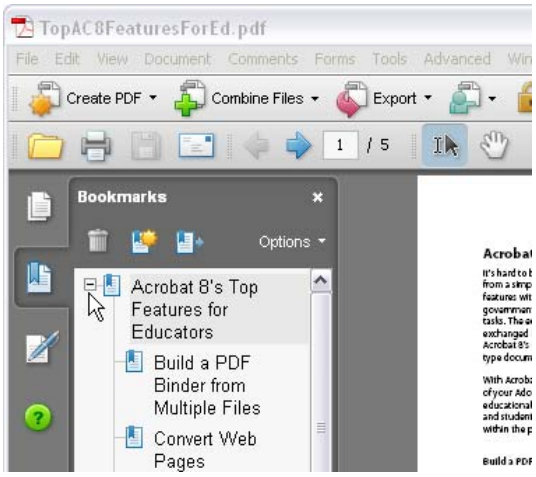

Figure 1

 ©2006 Adobe Systems, Inc

Exercise Two: The Work Area - Navigating Views

The Acrobat Work Area

The work area comprises the whole desktop of the Acrobat application. It includes the toolbars and the document window of an open Acrobat file. At first look it can be confusing, but each tool area is grouped according to the features it provides. We will look at the navigation and view tools in this exercise.

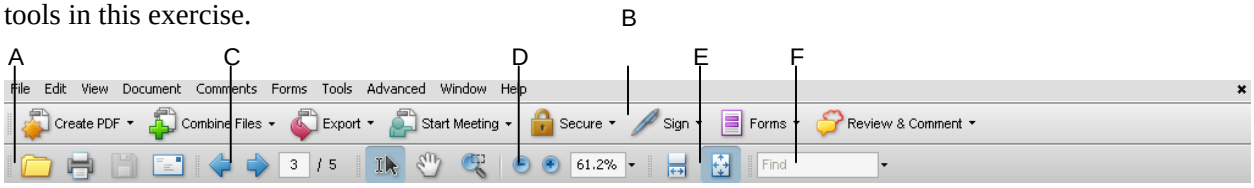

Figure 2. Toolbars open by default **A.** File toolbar **B.** Tasks toolbar **C.** Basic toolbar **D.** Zoom toolbar **E.** Page View toolbar **F.** Find toolbar

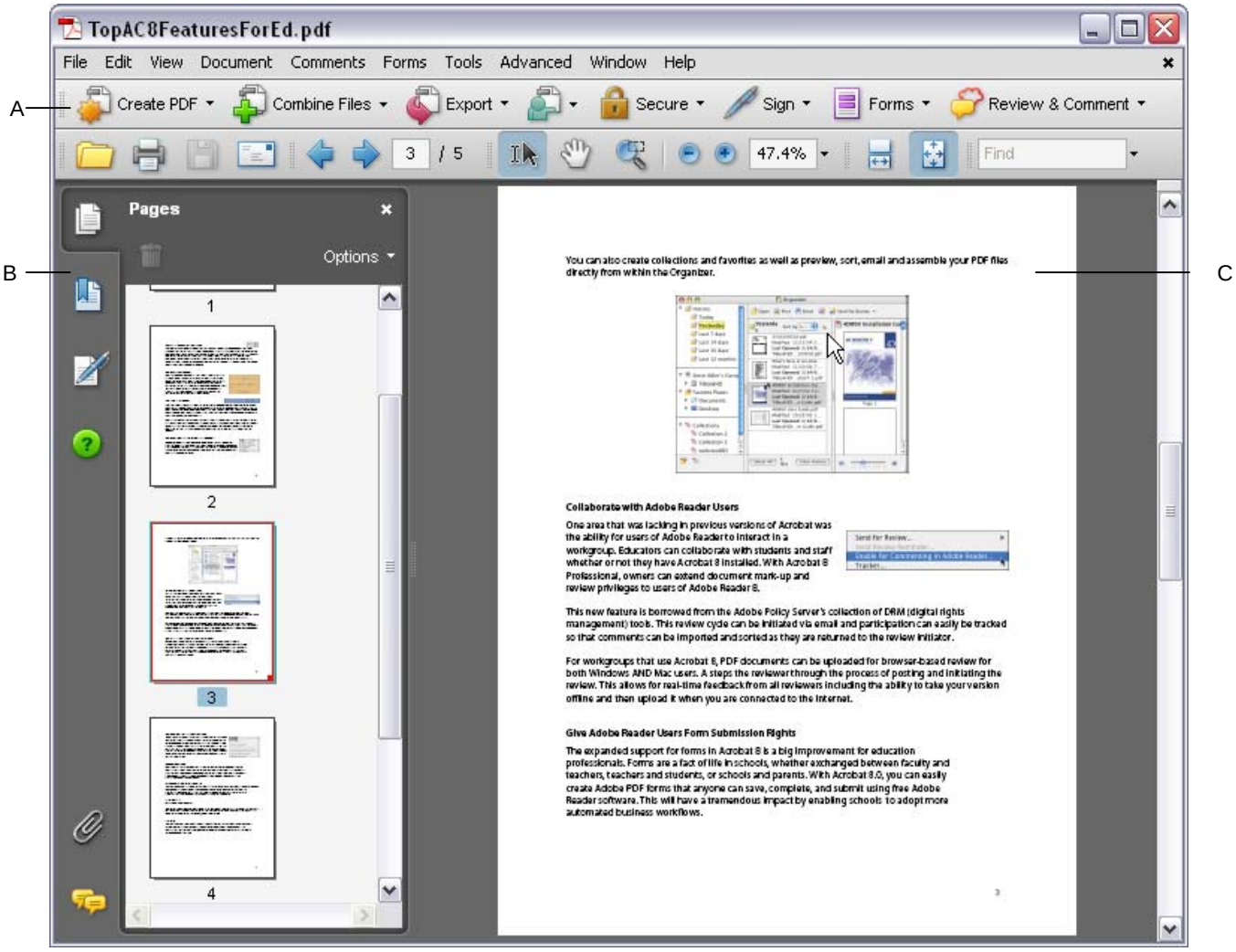

Figure 3. Acrobat work area **A.** Toolbars **B.** Navigation pane (pages displayed) **C.** Document pane

Navigating a PDF

To change the size of the document you are viewing, do this:

1. Click the + and – buttons to move through preset views of the document. You can also type directly in the % window to change the size of the view (**Figure 4**).
2. Click on the Zoom tool in the toolbar to enlarge your view.
3. Click on the left or right arrow to move to the previous page or next page of your document. You can also type directly into the status bar to go to the page you want (**Figure 5**).

Figure 4

Figure 5

Retracing Your Views

To retrace your views, use Alt + Left Arrow (Windows) or Option + Left Arrow (Mac OS) to step back through your previous views. This is useful for finding an important piece of information as you move through your Acrobat files.

Using the Navigation Pane

The navigation pane is useful for navigating by using bookmark links in your document. You can toggle the navigation pane on and off by clicking any tab on the left side of the work area (**Figure 6**).

Figure 6

 ©2006 Adobe Systems, Inc

Expanding a Bookmark

Bookmarks can contain nested information. To reveal or hide this information, do this:

1. Expand and condense the bookmarks on the left side of the document window by clicking the + or – (Windows) or little triangle (Mac OS) to the left of the bookmark.
2. Click on a bookmark to move to a specific destination view in the PDF document (**Figure 7**).

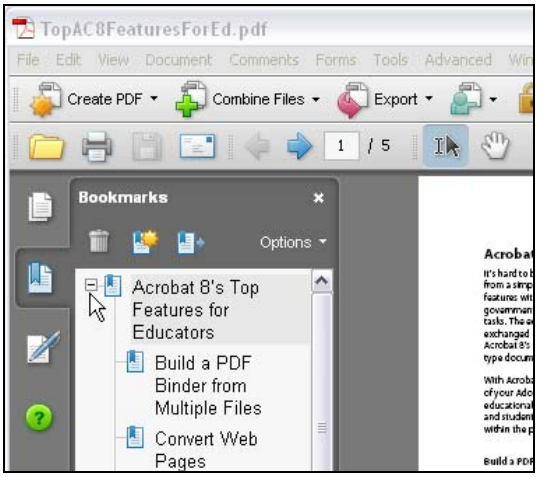

Figure 7

Using the Find Tool

Text in a PDF is real; it is not a picture of text. You can search the document or a group of documents for occurrences of text by specifying them in the Find dialog box. You can find phrases in a document or use the full Acrobat search panel. To search a document effectively, do this:

1. In the Find toolbar at the top of the work area, pull down the disclosure triangle and select Open Full Acrobat Search (**Figure 8**).
2. When the Search PDF Panel appears on the side of your screen, type **organizer** in the top field (**Figure 9**).
3. Make sure In The Current PDF Document is selected.
4. Click Search.

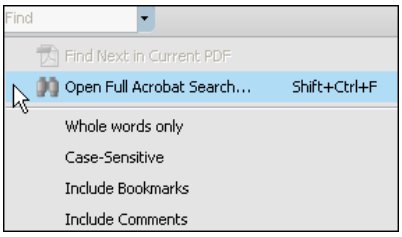

Figure 8

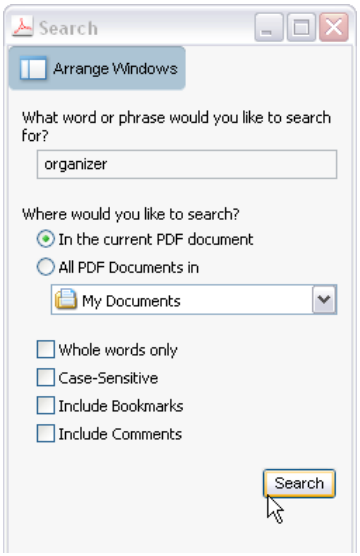

Figure 9

All occurrences of the word “organizer” will appear (**Figure 10**).

5. Roll the mouse over each highlighted occurrence to see which page it is on.
6. Click on any of the highlighted results to jump to that location in your document.

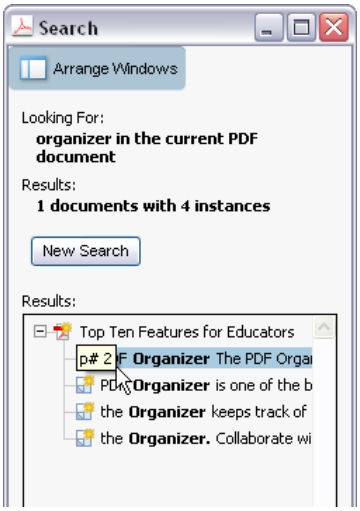

Figure 10

©2006 Adobe Systems, Inc

Exercise Three: Using the How-To Pane

What is the How-To Pane?

The How-To pane enhances the complete Help by presenting step-by-step procedures for key tasks. The How-To pane appears on the side of the document window. It is set to open by default.

To select help from the How-To pane, do this:

1. Choose Help > How To > Acrobat Essentials.
2. Click Create a Bookmark from the list to reveal the steps (**Figure 11**).
3. When the steps appear, follow the instructions (**Figure 12**).
4. Click the back and forward arrows at the top of the How-To pane to move through your views.

Each How-To pane provides additional links for finding out more about a particular task.

5. Click the related topics if you want to find additional steps.

Figure 11

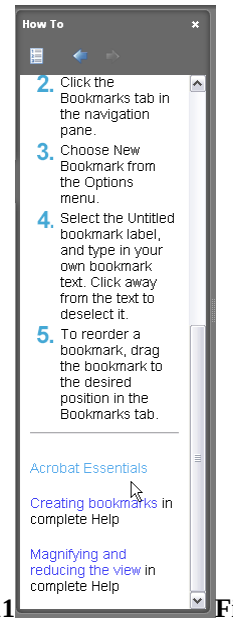

Figure 12

6. To return to the How-To home page, click the page icon in the upper left corner of the pane (**Figure 13**).

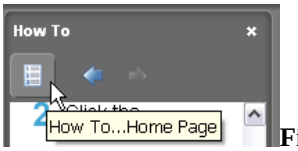

Figure 13

Navigating PDF files is easy with the many different tools and options available for moving around in your document. As you become more familiar with the Acrobat 8 interface, you will find a particular technique that works best for you.

Activities:

- Have students figure out as many different ways as possible to perform a navigation or view task and have them share their discoveries with the class.
- Using the Search tool and the sample file, have students look up key topics in a sample PDF.
- Have students explore the How-To pane and use it to learn a specific Acrobat task. They can then demonstrate the technique to the entire class.

Note: As with most applications, there is usually more than one way to accomplish a task. Allow users with different learning styles to use the technique that is most effective for them. Showing the many different ways that a particular task can be accomplished helps expand each learner's ability to grasp new techniques.