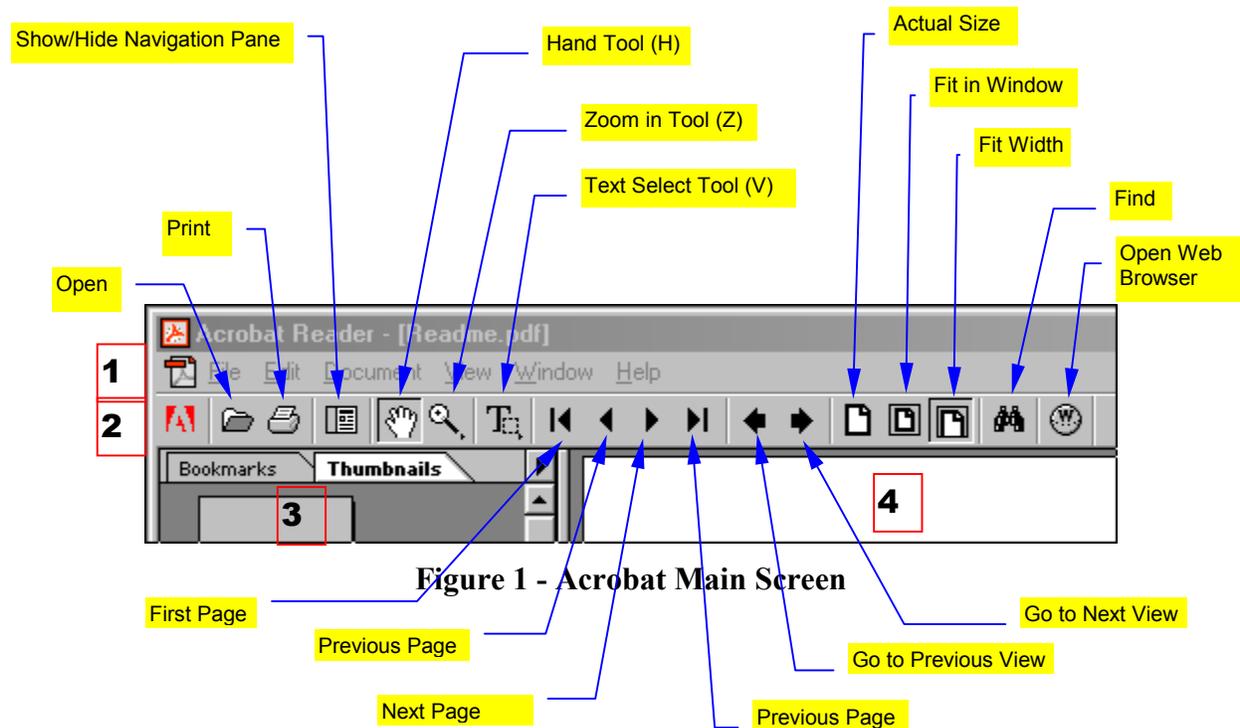# Adobe Acrobat Reader Help

This electronic help file can be printed. If you have received a printed copy of this help file, consider keeping it as a reference. Reading and comprehension from printed material is far easier than from a computer screen.[1] The help file within Acrobat Reader (READER.PDF) is excellent but requires more than a passing knowledge of computers.

View Only

For copyright reasons, most of our major electronic files derived from our books are view only. They can not be printed nor can any text or graphics be selected and copied. Others –like this file– have some or no restrictions, save altering their content.

The main screen of Adobe Acrobat is displayed below, *see* Figure 1. The small notes in yellow point with blue arrows to tool bar icons. An icon is a small graphic which looks like the action that is performed when you click the icon with a mouse button. The yellow notes mirror the tool-tips which appear when you position the mouse cursor over a tool icon for a second or two. The tool-tip describe what action occurs when the ***Left*** mouse button is clicked when the mouse cursor is on that tool icon.

Show/Hide Navigation Pane

Hand Tool (H)

Actual Size

Fit in Window

Zoom in Tool (Z)

Fit Width

Text Select Tool (V)

Find

Print

Open Web Browser

Open

1

2

Bookmarks   Thumbnails

3

4

Figure 1 - Acrobat Main Screen

First Page

Previous Page

Next Page

Previous Page

Go to Next View

Go to Previous View

Navigation Buttons

Figure 2 - Navigation Buttons

Adobe Acrobat uses navigation buttons, (*see* Figure 1 on page 1 and Figure 2 above). They look similar to the buttons on a VCR (Video Cassette Recorder). In Figure 1, the yellow notes with the blue arrows point to these navigation buttons (icons) on the lower portion of Figure 1. Figure 2 displays the navigation buttons as they appear on the tool bar. These navigation icons are *almost* intuitive in appearance; easy to master and use. To navigate an Adobe PDF file, place the mouse cursor over the appropriate navigation icon, hesitate a second or two to see the tool-tip, then click the ***Left*** mouse button once. Clicking the ***Right*** mouse button over these icons will do nothing.

Major Sections of the Acrobat's display

Figure 1 contains numbers that refer to the sections of the Adobe Acrobat screen. They are:

1 The Menu bar: (File, Edit, Document, View, Windows, Help)

2 The Icon or Tool bar

3 Accessory window on the left which displays one (1) of four (4) different types of material: Bookmarks, Thumbnails, Signatures, and Annotations.

4 Main document window on the right.

Hypertext and Hypertext Links or Hyperlinks

The term hypertext was first used in 1965. Hypertext is text linked to other text, topics, or graphics by use of computer programming. Present day hypertext documents are usually traversed with a computer mouse. The mouse cursor is placed over text or graphics which are clickable. These clickable areas of the document are the hyperlinks. A hyperlink is also called a hypertext link. Clicking the hyperlink with a mouse button activates the hyperlink. This allows the reader to navigate by word, graphic, phrase, or expressed idea.

Many of the very useful and excellent Adobe Reader PDF files from the Centers of Disease Control and Prevention (CDC) are filled with *invisible* hyperlinks. Knowing how to identify invisible hyperlinks will aid you in searching most PDF files. Special text formatting must to be applied to hyperlinks to make them visible. Most hypertext links can be identified by placing a mouse cursor over the hyperlink and noting some change in the text or the mouse cursor or the appearance of a tool-tip.

How to Identify a Hyperlink

In Adobe Acrobat, the usual mouse cursor looks like a hand 🖐 . If that mouse cursor is placed over hyperlinked text, the hand cursor will change from that hand shape to a hand with the index finger pointing upwards 👆. If the mouse cursor is an arrow or other form of cursor, it usually changes to another shape such as a black arrow or an I-beam ⌶ cursor.

Some hyperlinks will reveal themselves only by becoming highlighted in some way when the mouse cursor is over that hyperlink, such as a dotted rectangular frame around the hyperlink.

When the mouse cursor is over a hyperlink, Click the Left mouse button to see where that hyper-link or reference takes you. You may return to the original page and setting by clicking on the left arrow icon identified as the "Go to Previous View" icon, *see* Figure 1.

We program many of our hyperlinks to be visible as:

1   Superscript characters –references– in bright blue and underlined: **[1]**.

2   Bright blue text and underlined: **hyperlink**.

3   Regular text with bright blue underline: hyperlink

4   Buttons and other graphics, see Figure 3.

Invisible Hyperlinks

Other hyperlinks are invisible. If the text contains hyperlinks on almost every line, such as the sections: "Table of Contents," "Index," "List of Figures," "List of Definitions," et cetera. There will be no special colors or underline to denote these hyperlinks. There are dozens to several hundred hyperlinks in these sections. This help file contains many invisible hyperlinks.

Figure 3 – One of Our Buttons

Special Buttons

Figure 3 is an example of one of the special buttons we program into Adobe Reader files. They are hyperlinks to other pages or files. They perform a variety of actions. These buttons show tool-tips just as the built-in Adobe buttons do. Our electronic files can be navigated somewhat like printed material. The electronic PDF files that we produce will contain these help buttons, navi-gation buttons, and underlined hyperlinks; our printed versions do not.

John R De Palma, MD

Adobe_Help_WebSite.doc

Copyright ©

This help file is yours to use, copy, give to friends, and use in almost any way, that will help you and yours to understand, navigate and use Adobe Reader. The only thing you can't do is say you created it. To that end we have digitally signed this file. We maintain the copyright for this intellectual property.

Our Web Site:

If, you have received this help document as an independent electronic file, not linked or attached to one of our programs. You may wish to visit our web site to peruse our other educational material. The address, or universal resource locator (URL) of our web site is:

http://www.Hemodialysis-Inc.Com

If Adobe Acrobat is installed properly, placing the mouse cursor over the above hyperlink will cause the cursor to change into a hand with a pointing finger and a small "w" on the back of the hand .

If that change in mouse cursor occurs, double-clicking on the above hyperlink will dial your modem, connect you to the Internet, and transport you to our modest web site.

Figure 4 - Find and Search Icons

Search all PDF files

Your version of Adobe Reader may be the special version that includes *both* find and search icons. That special version of Adobe Reader is no longer available for *free* download from Adobe. The two icons (*see* Figure 4) associated with both find and search are binoculars icons; one slightly different from the other. They do *very* different searching. If they exist, these icons are adjacent to each other on the tool bar.

The find icon finds search text in the active document only. If you wish to only search in the active document, use the find icon. The search icon finds the search word(s) in <u>all</u> PDF files that are programmed and indexed on a hard drive, CD-ROM, or zip disk. If you wish to search for a word in all of the PDF files, so programmed and so indexed, use the search icon. We try to program all of our CD-ROMs to do full searching of all PDF files on that CD-ROM.

CD-ROMs and Healthcare Data

Our CD-ROM, purchased as a supplemental educational tool for the book, "Blood and Uremia – 2000" contains full searching of the CD-ROM and all of its PDF files. We plan to do more of these CD-ROMs. They enhance the reader's ability to search for information. A CD-ROM may hold up to 650 megabytes of files. That is the equivalent of a twenty-five hundred (2,500) page book filled with photos, graphics, charts, that is instantly searchable for any kind of data.

Web Browsers Versus Adobe Reader

Some programmers use web browsers to open and navigate electronic documents. These web browsers –more often than not– spontaneously dial the computer's modem and connect to the Internet while the reader is attempting to navigate the electronic file. We believe that Adobe Acrobat Reader is a better program to: view, read, print, and search an electronic document.

Yours for ESRD education,

References

[1]   Microsoft Corporation. Microsoft Press. Instructions to Authors of Windows® Help Files. 1994.