How to use the Acrobat interface and basic navigation

The Adobe Acrobat X Pro work area (**Figure 1**) includes a *document pane* that displays Adobe PDF documents and a *navigation pane* (on the left) that helps you browse through an open PDF document. The *toolbars* at the top of the work area are grouped according to feature type and provide the controls for working with PDF documents.

Acrobat work area

The *work area* occupies the entire space within the Acrobat window. It includes the printable area containing the document, toolbars, menu items, and navigation pane.

The *navigation pane*, located on the left side of the document pane, allows access to bookmarks, thumbnail page views, and other navigational elements. Click an icon on the left side to open the navigation pane.

Page Thumbnails provides thumbnail page views and indicates what portion of the page is visible.

Bookmarks are links to specific points of interest in the PDF document.

Attachments allows you to view attached PDFs or other types of files that have been included with a PDF document.

Signatures allows you to verify signatures added to a PDF document.

The *toolbars* contain buttons for many commonly used tools and commands in Acrobat, such as accessing basic file functions, zooming, and using selection tools.

The *task panes*, located on the right side of the document pane, allow access to additional tools as well as commenting, reviewing, and sharing capabilities. Click Tools, Comment, or Share to open one of the task panes.

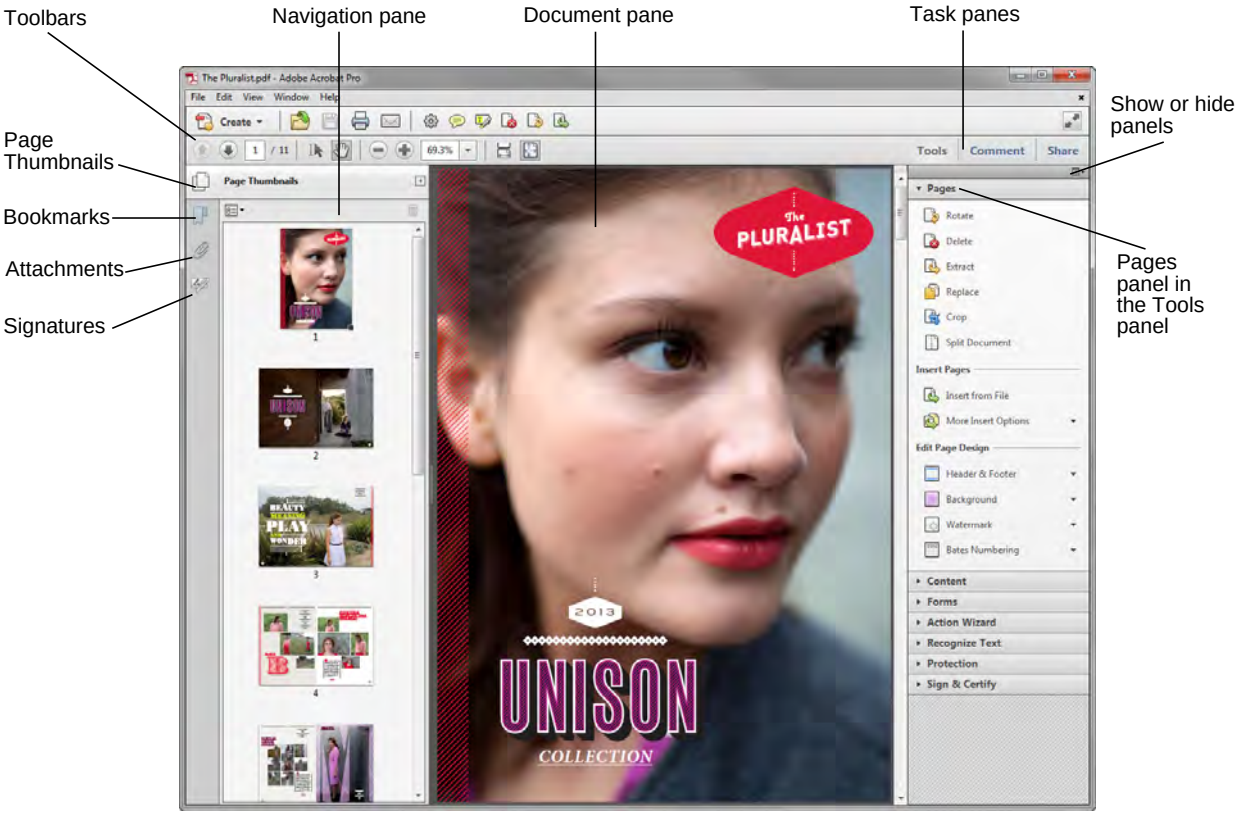

Figure 1 Acrobat work area

Acrobat toolbars

The Acrobat *toolbar* area includes toolbars grouped by feature type, some of which appear by default and some of which are hidden (**Figure 2**). To view all the toolbar options, select View > Show/Hide > Toolbar Items and review the menu options.

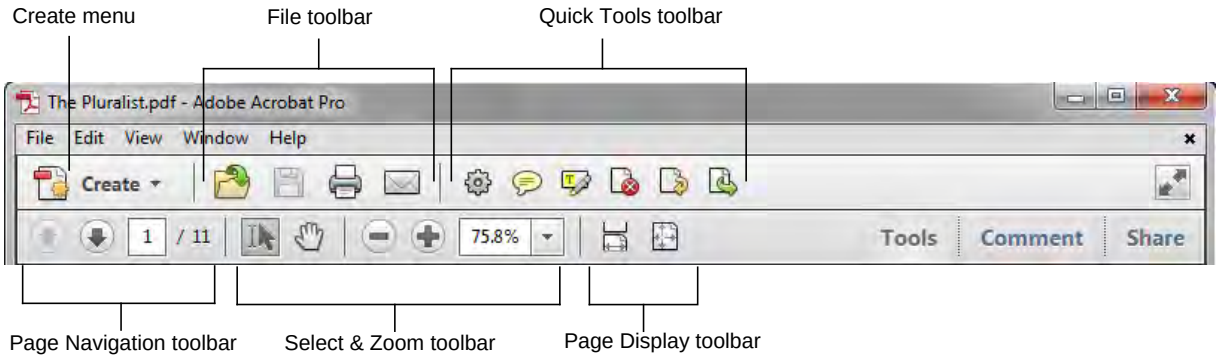

Figure 2 Acrobat toolbars

The *Create menu* provides options for creating a PDF from different formats and for creating a PDF Portfolio.

The *File toolbar* allows you to open, save, print, and e-mail the current document.

The *Page Navigation toolbar* provides buttons and page numbers to go to the page you want.

From the *Select & Zoom toolbar*, you can use the Select, Hand, and Marquee Zoom tools.

The *Page Display toolbar* contains tools and settings that adjust the size and view of the current document.

Navigating and viewing a PDF document

Acrobat offers a variety of ways to navigate PDF documents. You can navigate PDF documents by clicking the Show Previous Page and Show Next Page buttons or by using bookmarks and page thumbnails. You can modify a page view by using the Zoom tool options or the Hand tool.

The navigation controls (**Figure 3**) provide an easy way to move among pages in a document.

- Click the arrow buttons to go to the previous or next page in the document.
- You can also go to a page by typing its number in the Current Page box and then pressing Enter (Windows) or Return (Mac OS).

Figure 3 Navigation controls

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Using bookmarks to browse through a document

The *Bookmarks tab*, which appears in the navigation pane, acts as a table of contents and usually represents the chapters and sections in a document.

To browse through a document using by bookmarks:

1. To view bookmarks, click the Bookmarks tab on the left side of the work area (**Figure 4**), or select View > Show/Hide > Navigation Panes > Bookmarks.
2. Click a bookmark to jump to a topic.
3. Click the plus sign (+) next to a parent bookmark to expand the child bookmarks, or click the minus sign (–) to hide them.

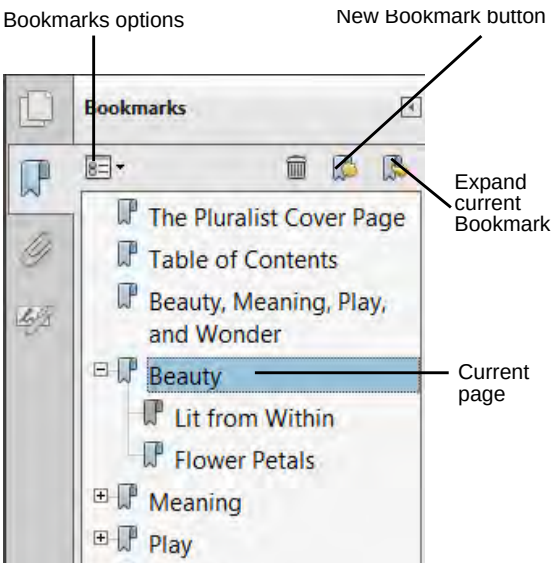

Figure 4 Bookmarks tab

Using page thumbnails to browse through a document

The *Page Thumbnails tab* provides miniature previews of document pages with which you can change the display of pages or go to other pages.

To browse through a document by using thumbnails:

1. To view page thumbnails of your current document, click the Page Thumnails tab on the left side of the work area (**Figure 5**), or select View > Show/Hide > Navigation Panes > Page Thumbnails
2. Click a page thumbnail to jump to that page in the document.
3. To change the viewing area, place the pointer at the bottom of the black page-view box on the thumbnail. When the pointer changes to a hand, drag the box to a new location on the page.
4. To change the page magnification, position the pointer over the lower-right corner of the page-view box until the pointer changes to a two-headed arrow. Drag the corner of the box to reduce or expand the view on the current page.

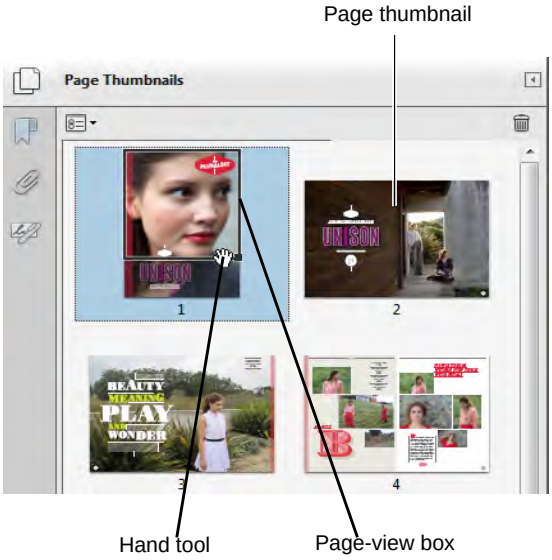

Figure 5 Page Thumbnails tab

Using the Select & Zoom and Page Display toolbars to increase or decrease page magnification

The Select & Zoom toolbar (**Figure 6**) offer several methods for changing the magnification of PDF documents.

- Click the Zoom Out or Zoom In button in the toolbar.
- Type a magnification percentage in the Zoom Value box and press Enter (Windows) or Return (Mac OS).
- Select a preset magnification percentage in the ZoomValue pop-up menu.
- To resize a page to a preset size, select a preset option from the bottom of the Zoom Value pop-up menu.

The Page Display toolbar (**Figure 6**) offer two methods to view PDF documents.

- Click the Page Width button to fit the document to window width and enable scrolling.
- Click the Full Page button to fit one full page inside the document pane.

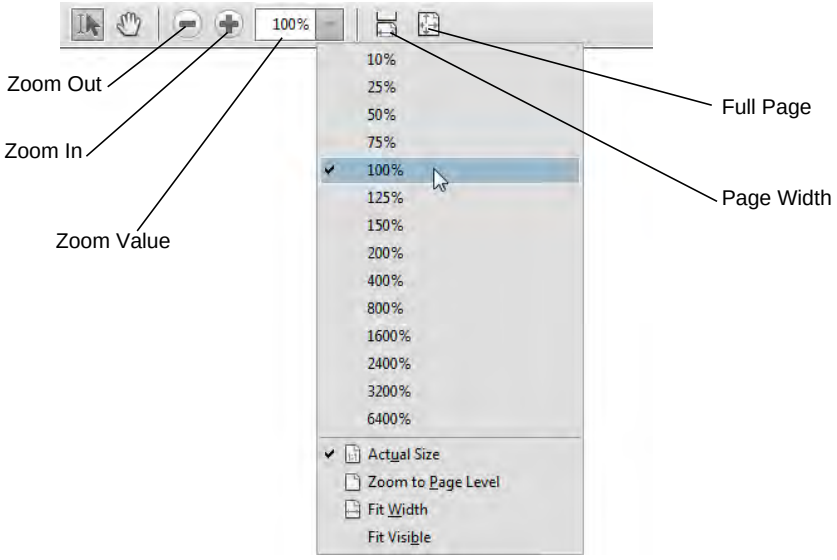

Figure 6 Select & Zoom toolbar and Page Display toolbar

Setting the page layout orientation

You can use the Page Display menu (**Figure 7**) to display the pages of a document in the following configurations:

- *Single Page View* displays one page in the document pane at a time.
- *Enable Scrolling* displays pages in a continuous vertical column that is one page wide.
- *Two Page View* displays each two-page spread with no portion of other pages visible.
- *Two Page Scrolling* displays facing pages side by side in a continuous vertical column..

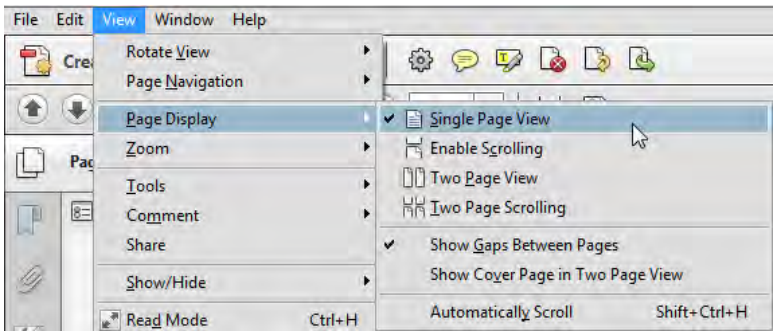

Figure 7 Page Display menu options

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Using the Hand tool to adjust the page position

Moving an Adobe PDF page with the Hand tool is like moving a piece of paper on a desk with your hand. You can use the Hand tool to move around the page and view all the areas of it.

- To adjust the page position, select the Hand tool from the Select & Zoom toolbar and drag the page up and down (**Figure 8**).
- At high magnification, you can drag the page left or right to view different areas on the page.

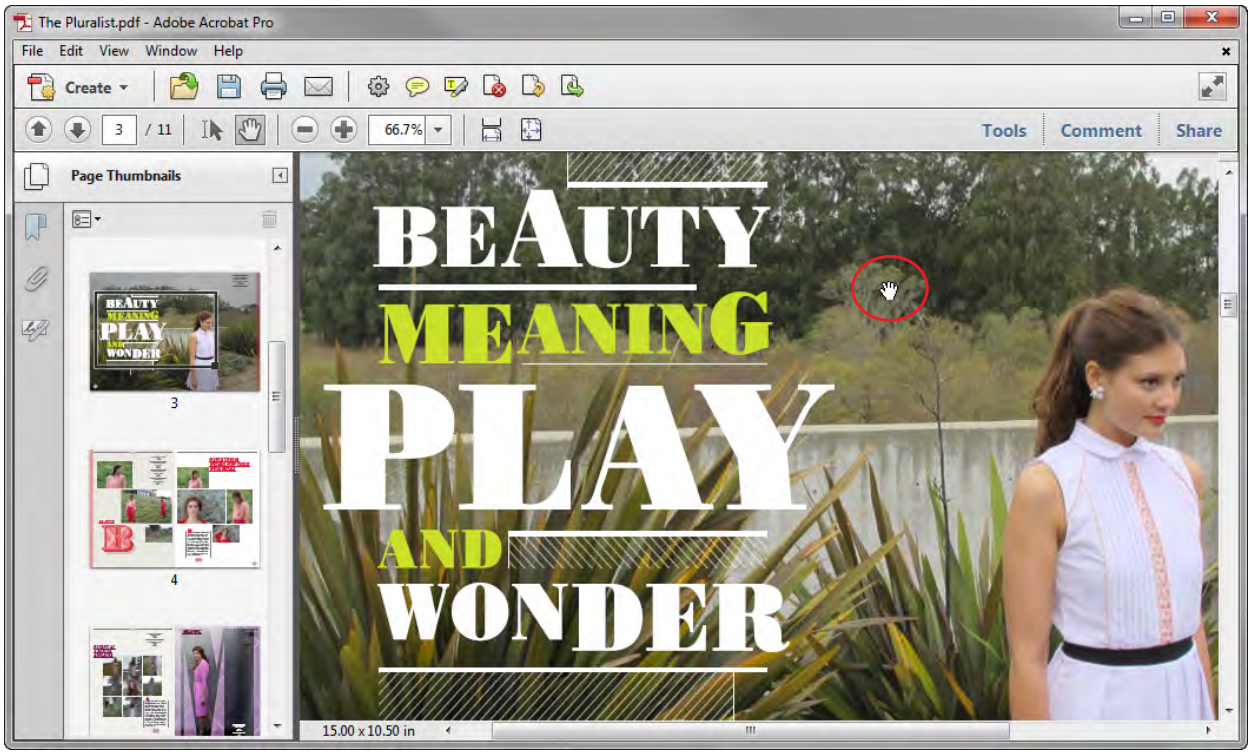

Figure 8 Using the Hand tool to adjust the page

Automatically scroll through a document (accessibility tip)

Acrobat lets you scroll through long PDFs without using keystrokes or mouse actions.

- To scroll automatically through a document, select View > Page Display > Automatically Scroll.
- To change the scrolling speed, press a number key (9 is the fastest and 0 is the slowest) or press the Up Arrow or Down Arrow on your keyboard.
- To reverse the direction of the scrolling, press the hyphen or minus sign (–) key.
- To jump to the next or previous page, press the Left Arrow or Right Arrow key on your keyboard.
- To stop automatic scrolling, press Esc or select View > Page Display > Automatically Scroll again.