

GUIDANCE ON VIEWING, NAVIGATING AND PRINTING PDF DOCUMENTS

With Acrobat Reader, anyone can view and print any PDF (Portable Document File) file. Acrobat Reader users can access all the links, bookmarks and other built-in navigational features that will allow them to move beyond the limitations of paper.

- Buttons, bookmarks (to the left of the text) and links (within the text) allow you to navigate easily through a PDF document. By double-clicking on a button or bookmark topic name, you will navigate to that page. If the topic icon has a cross next to it, click once on the arrow to expand that topic to its respective subtopics. Click once on the cross again to hide the subtopic.
- Many PDF documents have links. The index finger on the Hand Tool will appear when there is a link to another place within the document or to a different document. Most links appear in [blue](#) text. Click on the [blue](#) text or when the pointer finger appears to navigate to the reference within the main text.
- The links and bookmarks within Acrobat may take you to a place within the same document or to another document entirely. In order to avoid problems with memory, you should check the files that are open in the Window menu. We suggest that you close documents when you are through with a reference, rather than tracing back to the previous document. **No more than ten PDF documents can be open at one time.**
- If you would like to print a portion of a document, just like most other Windows applications, go to the File menu and access the Print command. Ensure the correct printer is selected and then select the appropriate print range (Page Range, Current Page or Entire Document). If you click on the Print button on the toolbar without selecting a range of pages it will print the *entire* Construction Manual!
- To copy text to another document (e.g., to quote policy in a Word document), select the Text Tool from the toolbar and highlight the text you desire to copy, up to one full page. From the Edit menu, select Copy and then you may switch to a Word document and paste the text.
- To view the Notes within a document, you may select the Find Next Note item from the Tools menu.
- If you are comparing two or more documents, you can tile the documents from the Windows menu. No more than ten PDF documents can be open at one time.
- Some scanned forms do not display clearly in normal (100 percent) view. Increasing magnification helps and the forms print out clearly. Later versions will improve on graphical forms.



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Following is an explanation of the functions of each tool on the toolbar.



-  View document only (closes bookmark or thumbnail view)
-  View document with bookmarks (electronic table of contents/indexing feature)
-  View document with thumbnails (miniature pictures of each document page)
-  Hand Tool (for moving the page around the screen)
-  Zoom In (increases magnification)
-  Zoom Out (decreases magnification)
-  Select Text (for copying to clipboard, then pasting into a word-processing document)
-  First Page (displays first page of document)
-  Previous Page (displays previous page)
-  Next Page (displays next page)
-  Last Page (displays last page of document)
-  Go Back (displays previous page view)
-  Go Forward (returns from Go Back)
-  View at 100% magnification
-  View whole page in window
-  Fit width of page across window
-  Find (finds text)

Status bar fields and controls

The status bar contains the following fields and controls:



The **window splitter** adjusts the width of the overview and document areas. Drag the control to where you want to divide the two areas.



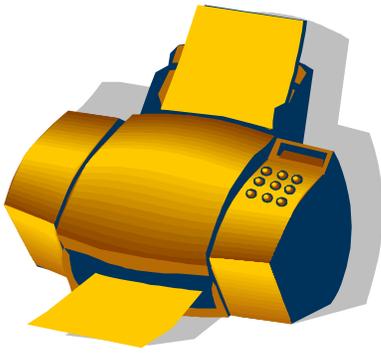
The **page number box** displays the current page number and lets you go to a specified page in a multi-page document. Click the page number box to display the Go to Page dialog box.



The **magnification box** displays the current page magnification and lets you select various magnifications. Choose Other from the menu to display the Zoom To dialog box.



The **page size box** shows the size of the current page using the units specified in the Preferences dialog box.



Resolving PDF Printing Problems

To test if the problem is with the file or the printer, print a file from another application. Can you print successfully from another application?

No

The problem is likely to be system-wide and not specific to your PDF file. Contact your System Administrator or Help Desk.

Yes

Restart your computer, and then print a PDF file. Does the file print correctly?

Yes

Your system may have been out of memory or resources.

No

Print the file from another computer. Did the file print correctly from the second computer?

Yes

The computer your first tried to print from may be unable to connect to the printer or network correctly. Contact your System Administrator or Help Desk.

No

Reset your printer's memory. Turn your printer off for at least 15 seconds, then restart it to remove anything that may be cached in the printer's RAM (Random Access Memory). Print the PDF file again. Did the file print successfully?

Yes

The problem was full printer memory.

No

Print the PDF file to another printer. Did the file print successfully?

Yes

The computer your first tried to print from may not be connected to the original printer because of a communication, hardware or memory problem. Contact your System Administrator or Help Desk.

No

Have any system changes been implemented? (ie. software or hardware updates, rearranging or cleaning files on hard disk)

Yes

Often a change on your system directly corresponds to the appearance of a printing problem. The problem could be low system resources, insufficient memory on your system or printer or a poor connection between your computer and the printer. Contact your System Administrator or Help Desk.