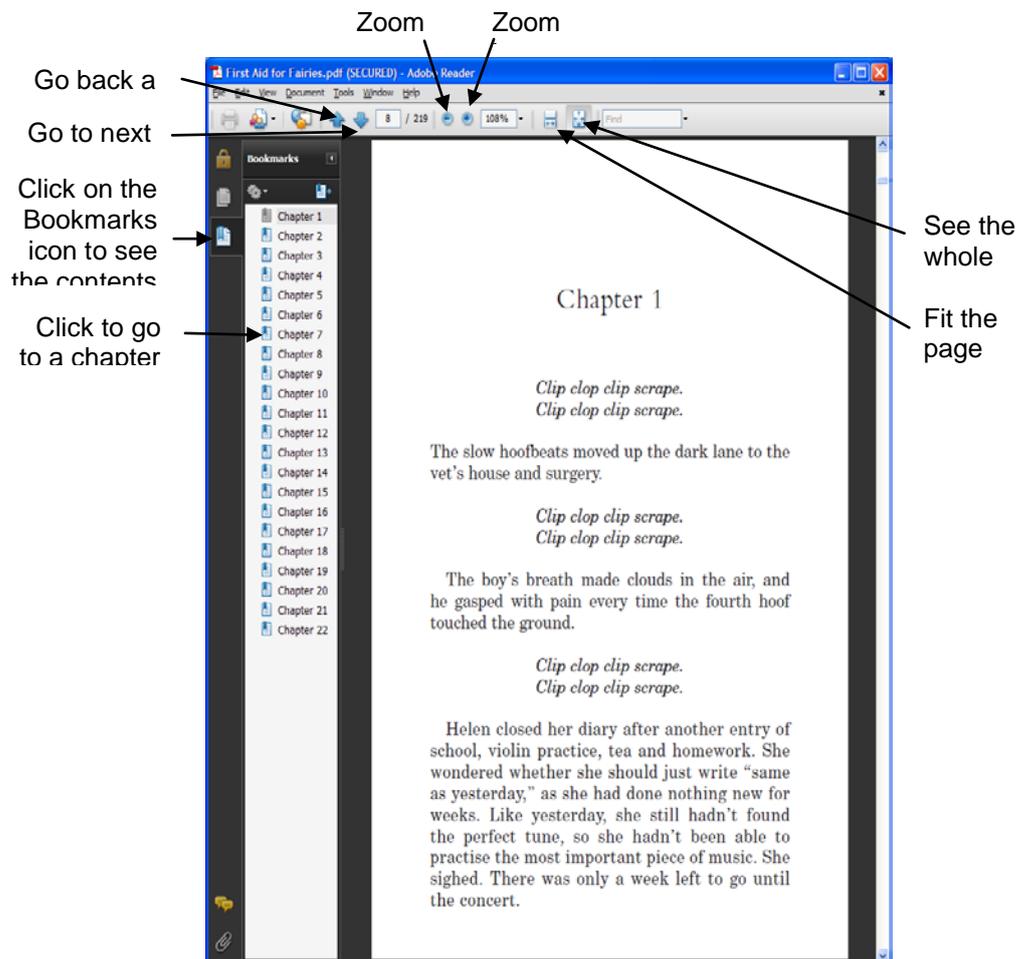# Adobe Reader 9

To read a PDF on your computer you usually use Adobe Reader. Adobe Reader is a free program and you can get versions for Windows, Mac or Linux computers.

If you don't have Adobe Reader on your computer already, download and install it from http://www.adobe.com.

Reading a book

1. Double click on the book or file to open it.

2. If you want to open the book at the last page you read, click on **Edit > Preferences > Documents** and then tick **Restore last view settings when reopening documents**.

3. Click on **Edit > Preferences > Reading**, find the **Screen Reader Options**, and choose to **Only read the current visible pages** for **Pages vs Document**.

Zoom   Zoom

Go back a

Go to next

Click on the
Bookmarks
icon to see
the contents

Click to go
to a chapter

See the
whole

Fit the
page

First Aid for Fairies.pdf (SECURED) - Adobe Reader

8 / 219   108%   Find

Bookmarks

Chapter 1
Chapter 2
Chapter 3
Chapter 4
Chapter 5
Chapter 6
Chapter 7
Chapter 8
Chapter 9
Chapter 10
Chapter 11
Chapter 12
Chapter 13
Chapter 14
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Chapter 16
Chapter 17
Chapter 18
Chapter 19
Chapter 20
Chapter 21
Chapter 22

Chapter 1

Clip clop clip scrape.
Clip clop clip scrape.

The slow hoofbeats moved up the dark lane to the vet's house and surgery.

Clip clop clip scrape.
Clip clop clip scrape.

The boy's breath made clouds in the air, and he gasped with pain every time the fourth hoof touched the ground.

Clip clop clip scrape.
Clip clop clip scrape.

Helen closed her diary after another entry of school, violin practice, tea and homework. She wondered whether she should just write "same as yesterday," as she had done nothing new for weeks. Like yesterday, she still hadn't found the perfect tune, so she hadn't been able to practise the most important piece of music. She sighed. There was only a week left to go until the concert.

To:	Do this:
See the table of contents	**View > Navigation Panels > Bookmarks** or press **F4**. (Note that some PDFs don't have bookmarks.)
Open the book at the last page you read	**Edit > Preferences > Documents** and click **Restore last view settings when reopening documents**
Go to the next page	Click the **Down or Right** arrow in the toolbar, or press **PageDown** key, or press the **Down Arrow** key
Go to the previous page	Click the **Up or Left** arrow in the toolbar, or press **PageUp** key, or press the **Down Arrow** key
Make the text larger	Click on the zoom buttons (see screen shot) to zoom in and out.
See a whole page	Click **View > Zoom > Fit Page** or press **CTRL+0** to see the whole page.
Fit the text to the screen	First set the Page Display to be a single page **View > Page Display > Single Page.** Now click **Page > Zoom > Reflow** and the text will be 'reflowed' to fit across the screen. This means you don't have to scroll left and right if you have zoomed in to make the text very large.
Use Reading Mode (this hides the toolbars at the top of the screen)	**View > Reading Mode** press **CTRL+H**. Press CTRL+H again to come out of Reading Mode.
To use Full Screen Mode (this hides everything apart from the page)	**View > Full Screen Mode** or press **CTRL+L.** Press CTRL+L again to come out of Reading Mode. In Full Screen Mode you can press a Left Mouse Click to go forward a page and Right Mouse Click to go back (see **Edit > Preferences > Full Screen Mode**)
To see two pages at once	**View > Page Display > Two Up**
To change the colours	**Edit > Preferences > Accessibility**, tick **Replace Document Colours** and then choose the colour for the Page Background and the Document Text. Tick **Only change the colour of black text and line art** and **Change the color of line art** otherwise some information may not be visible.
To have the book read out by the computer with Read OutLoud	Most PDFs can be read out by the computer. Some can't: if the publisher or author has prevented access to the text (to stop it being copied) then the text reader may not be able to get at it to read it.

	Before you use Read OutLoud, choose a computer voice by going to: **Edit > Preferences > Reading**, Untick **Use default voice** then choose a voice from the list. Test it to make sure it works and adjust the speed to suit you. Don't choose an 'Elan' voice because they don't work with Adobe Reader. Click OK to close the preferences, then click **View > Read OutLoud > Activate Read OutLoud** There are a few ways to have the text read out: **View > Read Out Loud > Read This Page Only** will read the page you're looking at. **View > Read Out Loud > Read To End of Document** will read to the end of the book. Or, choose the Select Tool (**Tools > Select and Zoom > Select Tool**), click on the text, and it will read out the sentence or paragraph you have clicked.

Switch access to Adobe Reader books

To use switches to turn the pages in Adobe Reader, you need:
- Switches and a switch interface to connect them to the computer;
- Set the switches to control the Left and Right arrow keys to turn pages back and forward

Switch Interfaces			
Joy Cable 2		2 programmable switch sockets.	£49 www.inclusive.co.uk
Inclusive Multiswitch		6 programmable switch sockets.	£95 www.inclusive.co.uk
Crick USB Switch Box		4 programmable switch sockets	£99 www.cricksoft.co.uk or www.inclusive.co.uk
Don Johnston Switch Interface Pro 5		4 sockets, selectable to control arrow keys, number keys, Spacebar, Enter, Tab, mouse clicks.	£75 www.donjohnston.co.uk

Interactive PDF resources

Some PDFs (e.g. SQA digital papers) have answer boxes and other facilities for interacting as well as reading the document.

Highlight the answer boxes

If you want the answer boxes to be highlighted click on the Highlight Fields button at the top right of the paper (the answer boxes are called 'Fields').

Type into the answer boxes

• Go to the first page, click in the first answer box and type your answer.
• Press the TAB key to move to the next answer box, or click on the next box with the mouse, and type in the details.
• Press SHIFT-TAB to move back a field.

Spell checker

• If the spellchecker is enabled, Adobe Reader will underline possible spelling mistakes when you type them into the answer boxes.
• You can spellcheck a word by right-clicking on it and choosing from a list of suitable words.
• Or at any time you can press **F7**, click on **Start** and use the Spellchecker dialogue box.
• To turn the spellchecker on or off, go to **Edit > Preferences > Spelling**. If you do use the spellchecker, make sure the correct dictionary (English United Kingdom) is selected.

Comment and Markup Tools

The Comment and Markup toolbar gives you tools for drawing or adding text to the resource.

- Click on **View > Toolbars > More Tools**, scroll down until you find the **Select and Zoom** Toolbar and tick the **Select Tool**. Then click **OK**.
- Click **View>Toolbars>Comment and Markup** to show the Comment and Markup Toolbar. Not all PDFs let you use the Comment and Markup toolbar – it depends whether the original author have enabled it, or not.
- The Toolbar can either 'float' on top, so you can move it around, or you can drag it to the top of the page and it will 'dock' with the other toolbars.

Comment and Markup Toolbar

Click on Comment and choose **Show Comment and Markup Toolbar** to see the drawing tools

Try colouring the numbers by clicking on the Highlight Tool, and then double click on the number you want to mark

Circle the numbers by clicking on the Circle Tool, then draw a Circle round the number

To stop drawing, press the ESC key on the keyboard

Draw lines by clicking on the Line Tool, then click to draw each end of the line

Drawing tools

- To draw a line on the resource, click on the **Line** tool, then click on the places where you want the line to start and end.
- To stop drawing lines press the **ESC** key or click on the **Select Tool** in the toolbar.

- You can delete an object by clicking on it and then pressing the **Delete** key on the keyboard, or **right-click** on it and choose **Delete**.
- The default line colour is red, which is good for viewing on screen but can be faint when printed out, so **right-click** on the line you have drawn, choose **Properties** and then choose a different, darker line colour that will be clearer when printed out on a black and white printer. Click **OK**.
- Now **right-click** on the line again, and choose **Make Current Properties Defaults** so that the lines you draw from now on will all be a darker colour.
- To stop drawing lines press the **ESC** key or click on the **Select Tool** in the toolbar.
- For drawing use the Cloud, Arrow, Line, Rectangle (hold shift to draw a square), Ellipse (hold shift to draw a circle) and Pencil tools. Click on the tool you need, and then click on the page to draw or insert the item.
- You can change the appearance of an item – for example, the colour of the text, the thickness of a line, or the fill colour of a shape, by **right-clicking** on the item, and choosing **Properties**.
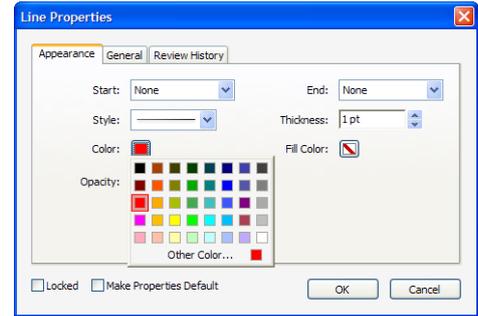
Highlights

Highlights can be used to mark key locations or sections of the text.

- Click on the **Highlight** button and then select the text to be highlighted.
- To delete the highlight, **right-click** on the highlight and choose **Delete**.
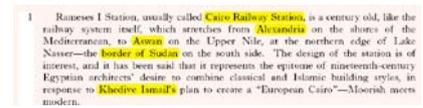
Notes

You can use Notes to collect ideas and text as you read through the resource.

- To add a note, either click on the Note Tool , or **right-click** where you want the Note, and choose **Add Note**. (This will only work outside the answer boxes.)
- After collecting a set of notes, you can view them all by clicking on **Document>Comments>Show Comments List** or clicking on the **Show>Show Comments List** on the toolbar.
- You can then review the notes and copy the text in them into another application, such as Word, for creating your answers.

Text Boxes

- You might use the **Callout** and **TextBox** tools to add comments, numbers or text to diagrams, and the **drawing tools** can be used to complete graphs or diagrams.

Saving and printing

- Save as you work through.
- Go to **File>Print** (Ctrl-P) and under Comments and Forms choose **Document and Markups**, and then click **OK**.
- **MAKE SURE YOU SET "DOCUMENT AND MARKUPS" OTHERWISE IT WILL NOT PRINT YOUR ANSWERS!**