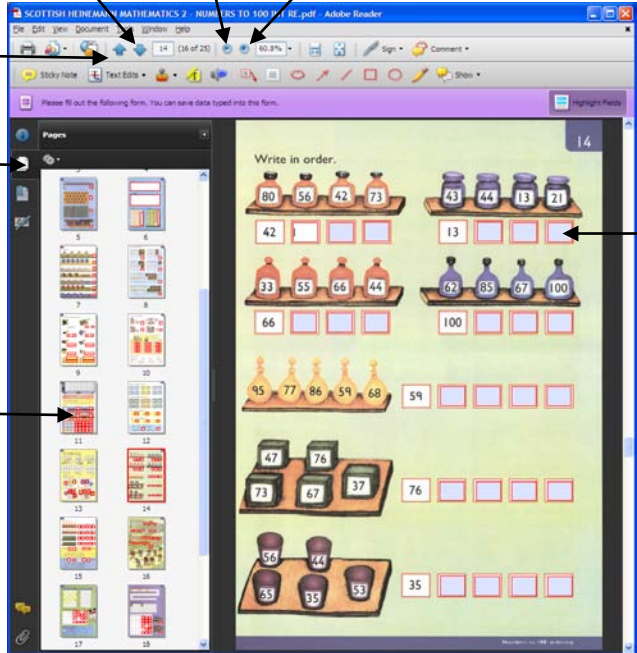


Adobe Reader and interactive PDF resources

Quick Instructions



Next page

Zoom Out

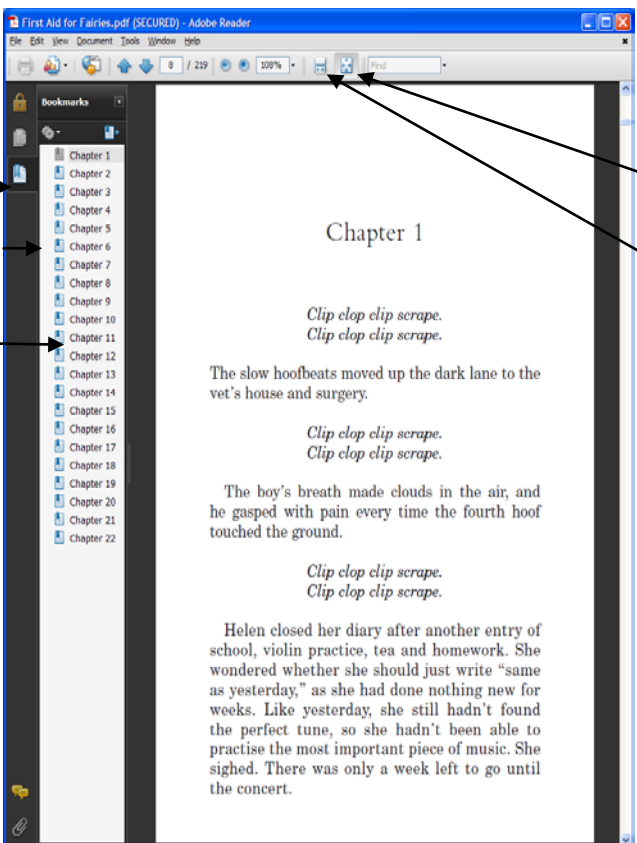
Zoom In

Previous page

Click on Pages to see thumbnails of pages

Click to go to the page

Click in the blue answer box and type your answer. Press the TAB key to go to the next answer box.



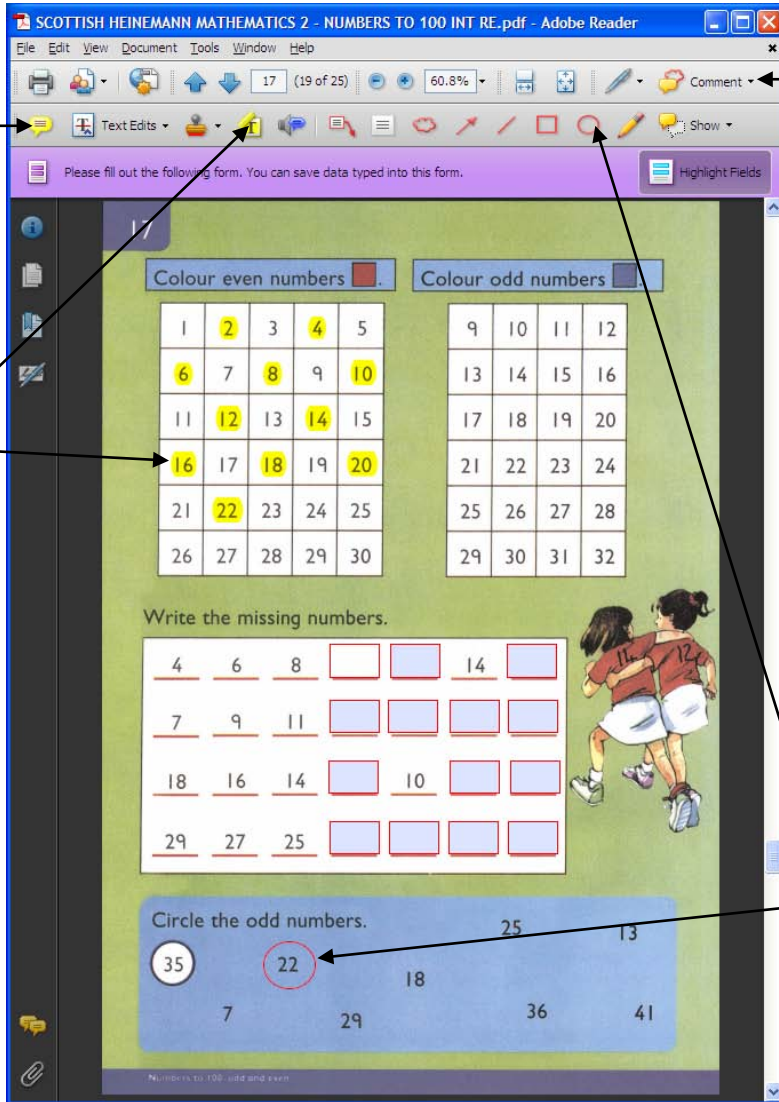
Click on the Bookmarks icon to see the contents

Click to go to a chapter

See the whole page

Fit the page width

Interactive PDF Resources



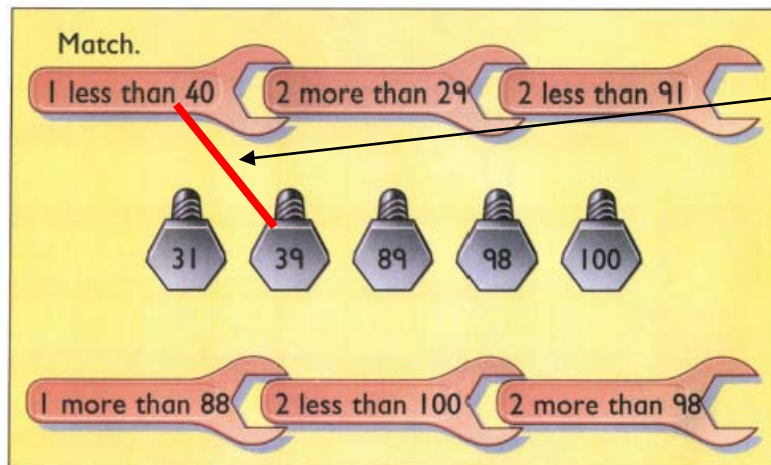
Comment and Markup Toolbar

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

Detailed Instructions

Open the resource

- Open Adobe Reader, click **File > Open**, browse to and then open the paper.
- When you open the resource, you may see a box asking you if you want to set the reading order. Choose to **Infer Reading Order from the Document** and tick so that Adobe Reader won't ask you again.

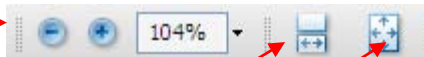


Set up Adobe Reader

- 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. 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.
- The Comment and Markup toolbar gives tools for drawing or adding text to the exam paper - although many students will find it faster and easier to use a pencil on the hard copy of the paper.



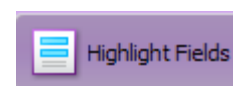
- Click on **Edit > Preferences > Reading**, find the **Screen Reader Options**, and choose to **Only read the current visible pages** for **Pages vs Document**.
- If you want to open the resource at the last page you read, click on **Edit > Preferences > Documents** and then tick **Restore last view settings when reopening documents**.

Change the View

- The zoom buttons change the magnification 
- To fill the screen use **page width** 
- To get an overview of the whole page use **fit page** (good to check that all answers have been filled in) 
- To get back to 100% click on the arrow to the right of the magnification level and choose **Actual Size**

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').




Enter text in 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 (but always check that the **TAB** key has taken you to the correct place on the screen)

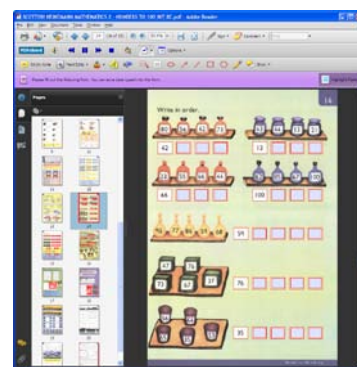


Go to the next page

- To get to the top of each page, use the blue arrows on the toolbar , or right and left arrow keys on the keyboard.
- To scroll down the page use the scroll bar or press the page up/down keys (you need to click outside any answer box for this to work).

Navigating around pages

- Click on the Page View icon at the left side of the page to see thumbnails of each page. This can be useful to help you go quickly to a particular page in the resource.

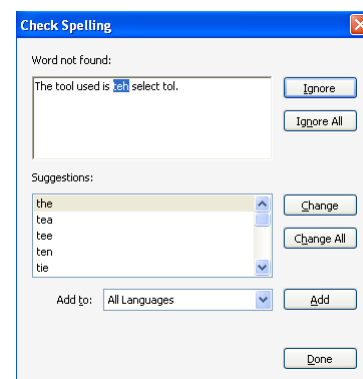


Tick boxes

- Answer tick box questions by clicking with the mouse, or, if you have tabbed to the box, press the **Enter** key. If you change your mind, click again to remove the tick.

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 quickly 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.



Adjust the screen colours

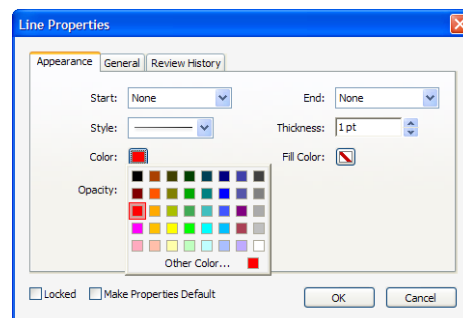
Some users find the paper easier to read if the background and text are different colours.

- Click **Edit > Preferences > Accessibility**, then **Replace Document Colors**. Tick **Custom Color** and choose the desired text and background colour. 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.

- If the computer has been set up for the user with a specified colour scheme already, you could tick **Use Windows Color Scheme** although this can sometimes be unreliable. You may need to set the document colours within Custom Colour settings or you could try out the High Contrast options.


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.
- 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

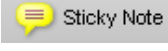
Highlights can be used to mark key locations or sections of the text.

- 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**.

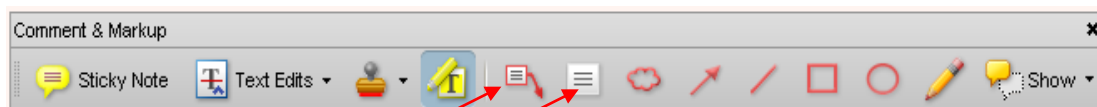
1. Ramses I Station, usually called **Cairo Railway Station**, is a century old, like the railway system itself, which stretches from Alexandria on the shores of the Mediterranean, to **Asovan** on the Upper Nile, at the northern edge of Lake Nasser—the **Roader of Sudan** on the south side. The design of the station is of interest, and it has been said that it represents the epitome of nineteenth-century Egyptian architects' desire to combine classical and Islamic building styles, in response to **Khedive Ismail's** plan to create a "European Cairo"—Moorish meets modern.

Notes

You can use **Notes** to collect ideas and text as you read through a paper.

- 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.

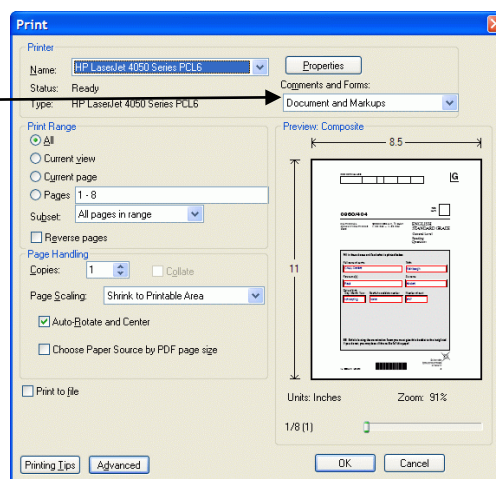
Text Boxes



- You might use the **Callout** and **Text Box** 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. Before printing do a last **File > Save** (Ctrl-S).
- Go to **File>Print (Ctrl-P)**, 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!**



Hints and Tips

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	Click Page > Zoom > Reflow and the text will be 'reflowed' to fit across the screen. This means you don't

Interactive PDF Resources

	<p>have to scroll left and right if you have zoomed in to make the text very large.</p>
<p>Use Reading Mode (this hides the toolbars at the top of the screen)</p>	<p>View > Reading Mode press CTRL+H. Press CTRL+H again to come out of Reading Mode.</p>
<p>To use Full Screen Mode (this hides everything apart from the page)</p>	<p>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)</p>
<p>To see two pages at once</p>	<p>View > Page Display > Two Up</p>
<p>To change the colours</p>	<p>Edit > Preferences > Accessibility, tick Replace Document Colours and then choose the colour for the Page Background and the Document Text.</p>
<p>To have the book read out by the computer with Read OutLoud</p>	<p>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.</p> <p>Before you use Read OutLoud, choose a computer voice by going to:</p> <p>Edit > Preferences > Reading,</p> <p>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.</p> <p>Click OK to close the preferences, then click</p> <p>View > Read OutLoud > Activate Read OutLoud</p> <p>There are a few ways to have the text read out:</p> <p>View > Read Out Loud > Read This Page Only will read the page you're looking at.</p> <p>View > Read Out Loud > Read To End of Document will read to the end of the book.</p> <p>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.</p>

