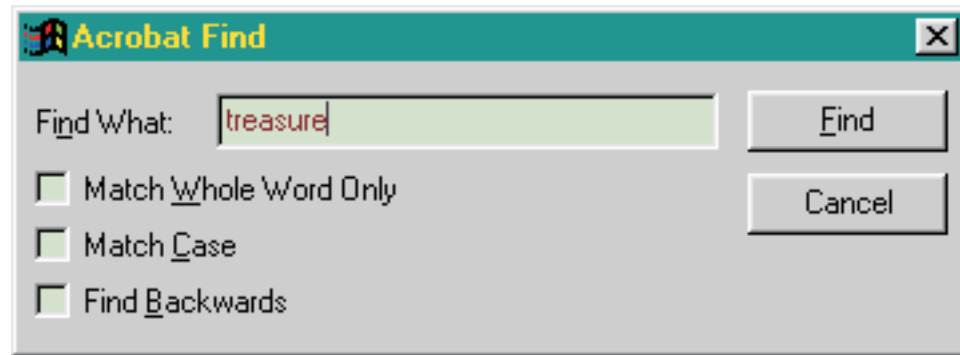




Press this **Find** button to display the menu below:



(Press **F3** to display the next occurrence of the word search.)

Finding words

Use the Find command to find part of a word, a complete word, or multiple words in the active document.

If the Acrobat Search plug-in is installed, you can search across documents that have been indexed with the Acrobat Catalog program by using the Search command instead of the Find command. If the Acrobat Search plug-in is installed, see the Acrobat Search Online Guide for more information. (The Acrobat Search Online Guide is available only if you have the Acrobat Search plug-in installed.)

To find a word:

1 Click the find tool , or choose Tools > Find. ➤

2 Choose any combination of the following options, or none of them:

- **Match Whole Word Only** specifies ignoring words that are contained within the text you enter. For example, the word *stick* would not be highlighted if you chose the word *sticky* to find.

- **Match Case** specifies finding only those words that contain exactly the same capitalization as you enter in the Find dialog box.

- **Find Backwards** specifies starting from the current page and searching backwards through the file. Find Backwards is helpful if you want to find a term you passed earlier in the document.


















3 In the Find What text box, enter the text to be found and click Find. When the program finds the text, the Find dialog box closes and the page containing the text is displayed with the text highlighted. ➤

4 To find the next occurrence of the word, press Ctrl (Windows and UNIX) or Command (Macintosh) +G, or reopen the Find dialog box and click Find Again. With Windows, pressing F3 also finds the next occurrence of the word. You will be prompted to loop around to the beginning of the document if you start the process on any page other than the first page. ■

Further help can be found at www.adobe.com.

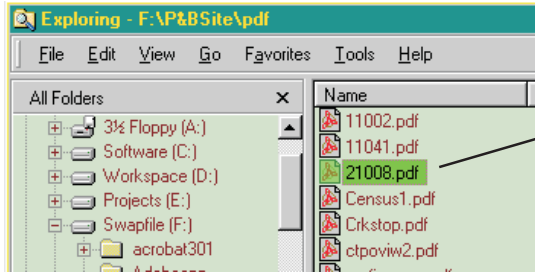
Adobe™ Acrobat™ Reader

Q U I C K R E F E R E N C E C A R D

Page only		Closes thumbnail/bookmark area
Bookmarks and Page		Displays bookmarks
Thumbnails and Page		Displays thumbnails
Hand		Scrolls through window
Zoom In		Magnifies page view
Zoom Out		Reduces page view
Select		Selects text
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
Actual Size		Sets page view to 100%
Fit Page to Window		Displays whole page
Fit Width to Window		Displays width of page
Find		Finds words



The Acrobat Reader program is part of the Adobe Acrobat family of software products that lets you view and print any document in the Portable Document Format (PDF). Virtually any document created on a DOS®, Windows®, Macintosh®, UNIX®, or other computer can be converted into the Portable Document Format—regardless of the application and fonts used to create the document. PDF documents retain all the graphics, formatting, and fonts of the original document.



Opening documents

Double click any filename with the .pdf extension and Reader will start up and load this document for you.

Full page view (good for paging thru document)

Half page view (good for reading text)

Find button (search for text anywhere in the document!)

Document area

Shows destination page when you scroll

Page: 1

Window splitter

Page number box

Magnification box

Press down for full menu.

Note: Document sheet count. Page count may be different! Use Find to locate your page number.

Status bar

- Window splitter** Changes width of overview area.
- Page number box** Displays page number. Click to display Go To Page dialog box.
- Magnification box** Shows current magnification. Select to display Zoom menu.

Keyboard shortcuts

TOOL OR KEY	PLUS	RESULT
F1		Opens on-line guide
Esc key		Interrupts display of page
	Ctrl	
	Ctrl	

Browsing shortcuts

TOOL OR KEY	RESULT
Home	Displays first page of document
End	Displays last page of document
Page Down	Moves forward one screenful
Page Up	Moves back one screenful
	Displays next page
	Displays previous page
Drag scroll box	Goes to page displayed in pop-up window

Menus

File	
Open...	Ctrl+O
Close	Ctrl+W
Document Info...	Ctrl+I
Print...	Ctrl+P
Print Setup...	
1 doc1.pdf	
2 doc2.pdf	
3	
4	
Exit	Alt+F4

Edit	
Undo	Ctrl+Z
Copy	Ctrl+C
Select All	Del
Preferences...	

View	
Actual Size	Ctrl+H
Fit Page To Window	Ctrl+J
Fit Width To Window	Ctrl+K
Zoom To...	Ctrl+L
First Page	Ctrl+1
Previous Page	Ctrl+2
Next Page	Ctrl+3
Last Page	Ctrl+4
Go To Page	Ctrl+5
Go Back	Alt -
Go Forward	Alt =
✓ Page Only	
Bookmarks and Page	
Thumbnails and Page	

Tools	
Hand	
Zoom In	
Zoom Out	
Select	
Find...	Ctrl+F
Find Again	Ctrl+G
Find Next Note	Ctrl+T
Create Notes File	

Window	
Hide/Show Tool Bar	
Show Clipboard	
Cascade	Shift+F5
Tile	Shift+F4
Close All	
✓ 1 doc1.pdf	
2 doc2.pdf	

Help	
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