

ADOBE™ ACROBAT™ READER PROGRAM ONLINE GUIDE

This online guide contains all the information you need to use the Acrobat Reader program. For installation instructions, system requirements, and registration information, see the Getting Started Card accompanying your software.

Click one of the following topics to jump to an explanation of that topic:

[How to use this online guide](#)

[About Adobe Acrobat software](#)

[Mouse, menu, and window basics](#)

[The Acrobat Reader window](#)

[Tools and buttons](#)

[Procedures](#)

[Menu commands](#)

[Technical notes](#)



HOW TO USE THIS ONLINE GUIDE



Click underlined text to jump to a related topic. Underlined text indicates text that is “linked” to another part of the guide.



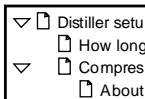
Click the Go Back button to retrace your steps and return to a previous location (for example, after reading a linked topic).



Click the Next Page button to go to the next page of the guide.



Click the First Page button to return to the opening screen (and main menu) of this guide.



Double-click the page icon to the left of a bookmark name to jump to the topic marked by that bookmark. Click the triangle to the left of a bookmark to show and hide subtopic bookmarks.



Click the arrow button to jump to the next screen of a continued topic.

See [Browsing through documents](#) for more information on how to page through Acrobat documents.

See [Mouse, menu, and window basics](#) for instructions on how to choose commands and perform other basic tasks.

ABOUT ADOBE ACROBAT SOFTWARE

The Acrobat Reader program is part of the Adobe Acrobat family of software. Acrobat software lets you create, view, and print documents in the Portable Document Format (PDF)—regardless of the computer, operating system, fonts, or application used to create the original documents. PDF files retain all the formatting, fonts, and graphics of the original documents, and virtually any document can be converted into a PDF file.

You can use the Acrobat Reader program to view, search, and print documents that have been converted to the Portable Document Format. You can also use the Reader program to view and print notes attached to PDF files.

PDF documents can contain: [link buttons](#), which you use to jump to related information; [bookmarks](#), which can be used as an electronic table of contents; and [electronic notes](#). The [Acrobat Exchange program](#) can be used to add link buttons, bookmarks, and electronic notes to a PDF document.

See the following topics for more information about Acrobat software:

[About the Portable Document Format \(PDF\)](#)

[The Acrobat Exchange program \(and PDF Writer\)](#)

[How the Exchange and Reader programs display and print fonts](#)

[Acrobat Distiller[™]](#)

ABOUT THE PORTABLE DOCUMENT FORMAT (PDF)

The Portable Document Format is a document description language that forms the basis of the Acrobat family of electronic document products. Although PDF files retain all of the fonts, formatting, graphics, and color of the documents they represent, they usually require much less storage than the original document files. And no matter which application or combination of applications is used to create a document, the PDF file created for the document can be viewed and printed by anybody with either the [Acrobat Exchange](#) or Reader program.

The [Acrobat Distiller](#) program converts PostScript language descriptions of documents into PDF files. The Acrobat [PDF Writer](#) drivers, included with the Acrobat Exchange programs, create PDF files directly from within Windows and Macintosh applications.

Because all of the characters used in a PDF file are 7-bit, printable ASCII characters, PDF files can easily be transferred between different kinds of computers with virtually any kind of file transfer, modem, or network software.



In addition to preserving the original look and feel of a document, a PDF file can also contain: [link buttons](#), which link related information; [bookmarks](#), which provide a scrollable list of marked document locations; [thumbnail](#) images of document pages, which can be used to quickly locate and move to pages of interest; and [electronic notes](#).

PDF files can combine pages from two or more source documents and can contain pages of virtually any size and orientation. Portrait and oversized landscape pages, for example, can be combined in the same PDF file. The pages of a PDF document can also be cropped to remove white space for onscreen viewing.

Based on the PostScript™ page description language, PDF is an open standard that is fully described in the *Portable Document Format Reference Manual*, published by Addison-Wesley.

THE ADOBE EXCHANGE PROGRAM

Like the Acrobat Reader program, the Acrobat Exchange program lets you view, search, and print PDF documents. In addition, you can use the Exchange program to add [links](#), [thumbnails](#), [bookmarks](#), and [notes](#) to PDF files. You can also use the Exchange program to remove pages from PDF files, to combine pages from two or more PDF files, and to crop white space from pages to improve on-screen viewing.

PDF Writer

The Acrobat Exchange program package includes the PDF Writer driver, which lets you create PDF files from any application by “printing” to a file. PDF Writer can be used successfully to create PDF files for most documents; however, to create PDF files for documents that contain Encapsulated PostScript (EPS) artwork or 24-bit color images, or for documents that use features available only with PostScript printers (such as blends), the [Acrobat Distiller](#) produces the best results.

HOW THE EXCHANGE AND READER PROGRAMS DISPLAY AND PRINT FONTS

When the fonts used to create a document are installed on your system, the Exchange and Reader programs use those fonts to display and print the PDF file for that document. When you do not have the fonts used to create a document, the Exchange and Reader programs use Adobe multiple master fonts installed with the programs to create look-alike substitute fonts. These substitute fonts are not exact duplicates of the original fonts, but they are very close. See [About fonts](#) and [Choosing preferences](#) for more information about substitute fonts.

***Note:** If you open a PDF document and the fonts are incorrectly displayed in Courier, the document may have been created using the [Acrobat Distiller program](#) without access to the original fonts. In the U.S., call the Acrobat Fax Request Line at 408-986-6560 to request a technical note that describes in detail how the Distiller program handles different kinds of fonts.*

THE ADOBE DISTILLER™ PROGRAM

The Acrobat Distiller program creates PDF files from any document that has first been saved as a PostScript language file. While PDF files can also be created using the PDF Writer included with the [Exchange program](#), Acrobat Distiller is recommended for high-quality reproduction of Encapsulated PostScript (EPS) artwork, 24-bit images, and documents that take advantage of features available only on PostScript printers (such as blends). By down-sampling color and grayscale images, the Distiller program can also create smaller PDF files than those created using PDF Writer.

Two versions of the Distiller program are available: the Personal Distiller and the Network Distiller.

To use the Personal Distiller program, you start the program and open the PostScript file created for a document; the Personal Distiller then reads the PostScript file and creates a PDF file in the location you specify.

The Network Distiller program provides distilling services for network users. Users create PostScript files for their documents and copy the PostScript files to the Network Distiller's In directory. The Network Distiller automatically finds the PostScript files in the In directory, reads the files, and creates PDF files in its Out directory.

THE ADOBE READER WINDOW

When you open a PDF file with the Adobe Reader program, the document appears in the window. Depending on how the PDF file has been set up, you can display bookmarks or thumbnails in an overview area to the left of the document. (See [Using bookmarks](#) and [Using thumbnails](#) for more information.)

Beneath the menu bar at the top of the window is the tool bar; at the bottom left of the window is the status bar. Use the vertical scroll bar at the right of the window to [scroll](#) up and down through a document. The overview area of the window, which is opened with the [Bookmarks and Page](#) and [Thumbnails and Page](#) buttons, includes an independent scroll bar that you can use to scroll through bookmarks or thumbnails.

See these topics for more information about the Adobe Reader window:

[Mouse, menu, and window basics](#)

[Status bar fields and controls](#)

[Window areas, menus, and tool bar](#)

[Tools and buttons](#)

[Browsing through documents](#)

[Menu commands](#)

[Magnifying the page view](#)

MOUSE, MENU, AND WINDOW BASICS

The DOS version of the Acrobat Reader program closely resembles the Microsoft® Windows™ version of the Reader program. If you are familiar with standard Windows operations, you do not need to read the topics listed below. If you are unfamiliar with standard Windows operations, however, read the following topics to learn how to choose commands, make selections in dialog boxes, and scroll through the contents of the document and overview areas within the Reader window.

See the following topics for instructions on basic operations:

[Using the mouse: clicking, double-clicking, and dragging](#)

[Window areas, menus, and the tool bar](#)

[Choosing commands from menus](#)

[Using dialog boxes](#)

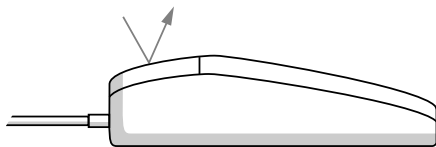
[Using scroll bars](#)

USING THE MOUSE: CLICKING, DOUBLE-CLICKING, AND DRAGGING

You use the mouse to choose commands from menus, to press buttons on the tool bar, to select options in a dialog box, and to control many other aspects of the Reader program. Basic mouse operations include clicking, double-clicking, and dragging.

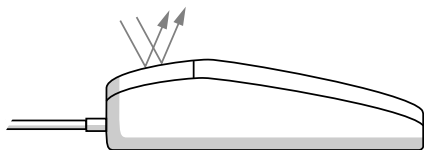
Clicking

To select a command, option, or other object, move the mouse pointer over the object and press the left button. Pressing and releasing the left mouse button once is called *clicking*. (You do not use the right mouse button with the Reader program.)



Double-clicking

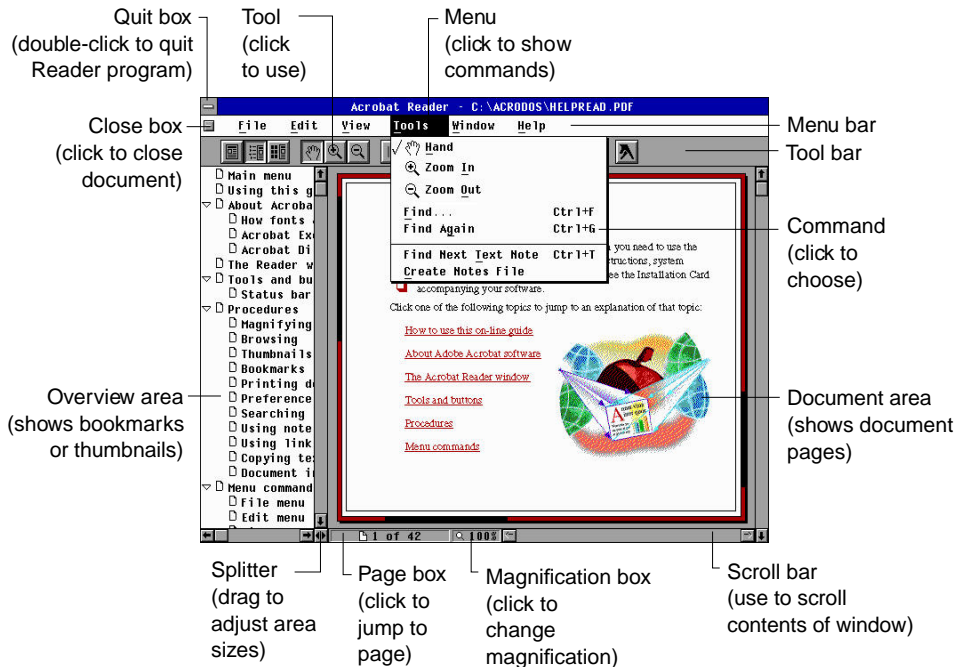
Quickly pressing and releasing the left mouse button twice is called *double-clicking*. You can open a PDF document in the Open dialog box by double-clicking the document name. Similarly, you can open a directory in the Open dialog box by double-clicking the directory's name.



Dragging

Holding down the left mouse button while you move the mouse pointer is called *dragging*. You drag the mouse to select and move an object (such as a note) from one place to another. You also drag the mouse to magnify or reduce your view of a specific part of a page. To magnify part of a page, for example, first click the zoom-in tool and then drag to draw a box around the part of the page you want to magnify. When you release the mouse button, the page view expands to fill the box you drew.

WINDOW AREAS, MENUS, AND THE TOOL BAR



CHOOSING COMMANDS FROM MENUS

To choose a menu command, click the name of the menu that contains the command; the menu's list of commands is displayed. Then click the name of the command.

Keyboard shortcuts

Some commands can be chosen using a keyboard shortcut, which is a combination of two or more keys that you press together to choose a command without opening its menu. Keyboard shortcuts are shown to the right of command names in menus.

Choosing commands without using the mouse

You can open menus and select commands without using the mouse. To open a menu, press the Alt key and the underlined letter in the menu name. Press Alt+F, for example, to open the File menu. After a menu is open, you can select a command by pressing the underlined letter in the command name. With the File menu open, for example, press O to choose the Open command.



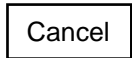
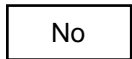
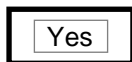
Dialog boxes

When you choose a command that is followed by ellipses (...), a dialog box appears. Dialog boxes let you select related options or view related information. The Print dialog box, for example, lets you select a range of pages to print. See [Using dialog boxes](#) for information about selecting options in a dialog box.

USING DIALOG BOXES

Choosing a command that is followed by ellipses (. . .) displays a dialog box. The dialog box remains displayed until you click a command button.

Command buttons



Command buttons perform actions. Click a command button to perform the action it represents. Two common command buttons are OK and Cancel. OK tells the Reader program to accept the settings currently shown in the dialog box (and to close the dialog box). Cancel tells the Reader program to close the dialog box without making changes. A command button with a thick black outline can be selected by pressing the Enter key.

Option buttons



Option buttons indicate a group of options from which only one option can be selected at a time. Click an option button to select the option it represents. A black dot in the center of a button indicates the selected option.



Check boxes

<input checked="" type="checkbox"/> Print to File
<input type="checkbox"/> Shrink to Fit

Check boxes represent options that can be selected independently of other options. Click a check box to select the option it represents. An X in the box indicates that an option is selected. Click a selected check box to clear the box and deselect the option.

Text boxes

Filename

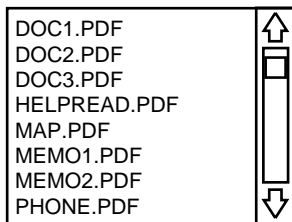
Text boxes let you enter numbers or names. When you click in a text box, the mouse pointer changes to an I-beam and a text insertion cursor [|] appears in the box. Characters you type are inserted in front of the cursor. You can replace one or more characters in a text box by dragging the I-beam through the characters to highlight them and typing the replacement characters. When one or more characters are highlighted, typing a character replaces the highlighted characters with the new character.

Filename

DOC1.PDF	X
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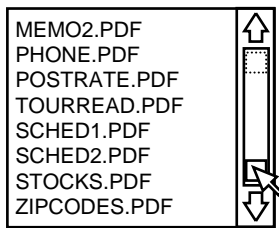
List boxes



List boxes display lists of options. When a list contains more options than can be displayed in the list box, scroll bars appear to the right of the list box. Use the scroll bar to see all the options in the list. Click an option in a list box to select it. Selected list options are highlighted.

See Opening documents for a description of controls unique to the Open dialog box.

USING SCROLL BARS



To use a scroll bar, either place the mouse pointer over the arrow that points in the direction you want to scroll and hold down the left mouse button, or drag the scroll box in the direction you want to scroll.

The document and overview areas in the Reader window contain vertical and horizontal scroll bars.

When a document page is wider than the document area, use the horizontal scroll bar to scroll the document view left and right.

Use the vertical scroll bar to the right of the document area to scroll up and down a page, and to scroll from one page to the next. Drag the scroll box in the vertical scroll bar to jump directly to another page.

Use the vertical scroll bar to the right of the overview area to scroll through the list of bookmark names when bookmarks are shown, or to scroll through the thumbnail images of document pages when thumbnails are shown. Use the horizontal scroll bar beneath the overview area to scroll left or right to see long bookmark names.

TOOLS AND BUTTONS

The tool bar contains tools for navigating, searching, and viewing documents. Click a tool icon to select the tool it represents.

To hide or show the tool bar, choose Hide Tool Bar or Show Tool Bar from the Window menu. The command alternates between the two options.

The tool bar contains the following tools and buttons:



Click the **Page Only button** to close the [overview area](#) of the window.



Click the **Bookmarks and Page button** to open the overview area and display bookmarks created for the document. Double-click the page icon to the left of a bookmark name to jump to the location marked by that bookmark. See [Using bookmarks](#) for details.



Click the **Thumbnails and Page button** to open the overview area and display thumbnail images of each document page. Click a thumbnail to jump to the page marked by that thumbnail. See [Using thumbnails](#) for details.





Use the **hand tool** to scroll over a page when the whole page does not fit within the document area of the window. Hold down the mouse button and drag the hand tool in the direction you want to move the page.



Use the **zoom tools** to magnify and reduce your view of document pages. See [Magnifying the page view](#) for details.



Use the **browse buttons** to move to the first or last page of a document, or to move forward or back one page at a time. See [Browsing through documents](#) for details.



Use the **navigation buttons** to retrace your steps through a document, moving backward or forward to each view in the order visited. See [Browsing through documents](#) for details.





Click the **Actual Size button** to display the page at 100 percent.



Click the **Fit Page to Window button** to scale the page so that the whole page is visible within the document area of the Reader window.



Click the **Fit Width to Window button** to scale the page so that the width of the page fills the document area within the Reader window.



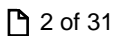
Use the **find tool** to search for a word or part of a word in a document. See [Searching for words](#) for details.

STATUS BAR FIELDS AND CONTROLS

The status bar contains the following fields and controls:



Use the **window splitter** to adjust the width of the overview and document areas. Hold down the mouse button and drag the control to where you want to divide the two areas. Increasing the size of the overview area for bookmarks shows longer bookmark names. Increasing the size of the overview area for thumbnails shows more columns of thumbnails.



The **page number box** displays the current page number and lets you jump to a specified page in a multi-page document. Click the page number box to display the Go to Page dialog box, then enter the page number you want, and click OK.

***Note:** The page numbers used by the Reader program begin with page 1 for the first page of a document and continue sequentially through the last page of the document. For this reason, the Reader page numbers may not match the page numbers you see on document pages.*





The **magnification box** displays the current page magnification and lets you change the magnification. Click the magnification box to display the Zoom To dialog box. See [Magnifying the page view](#) for details.

PROCEDURES

Click a topic name to jump to that topic:

[Mouse, menu, and window basics](#)

[Opening documents](#)

[Magnifying the page view](#)

[Browsing through documents](#)

[Using thumbnails](#)

[Using bookmarks](#)

[Setting up a printer](#)

[Printing documents](#)

[Choosing preferences](#)

[Searching for words](#)

[Using notes](#)

[Using links](#)

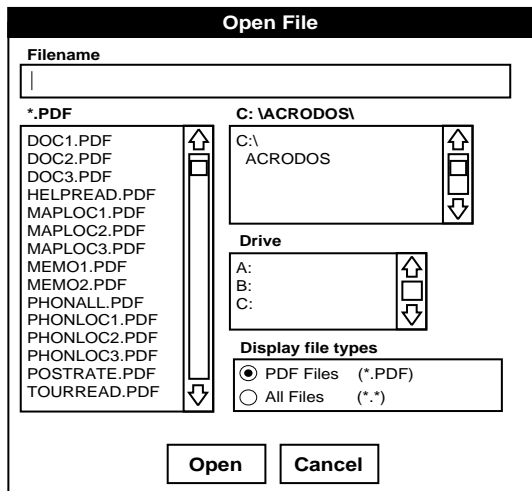
[Displaying information about a document](#)

[Installing fonts](#)

[Keyboard shortcuts](#)

OPENING DOCUMENTS

You open documents by using the Open File dialog box. Choose Open from the File menu (or press Ctrl+O) to display the Open File dialog box.



Note: The DOS version of the Acrobat Reader program can open only one document at a time. Opening a new document closes the current document.



To open a document:

1 In the Drive list, double-click the letter of the drive containing the document you want to open. The directories at the root level of the drive you select are shown in the Directory list. You can also select a drive by clicking a drive letter and pressing Enter.

2 Use the Directory list to open the directory containing the document. To open a directory, double-click the name of the directory in the Directory list. The name of the current directory is shown above the Directory list, and the file list shows the files in the current directory. You might have to scroll through the Directory list to see the directory you want. You can also open a directory by clicking a directory name and pressing Enter. To quickly navigate a long directory list, select any directory and type a letter. The directory list scrolls to the first directory name beginning with that letter. To move back up the directory tree, double-click the name of a higher-level directory or drive letter.



3 In the file list, double-click the name of the document you want to open. The Open dialog box closes and the first page of the document appears. You can also open a document by clicking first its name, then Open. To quickly navigate a long file list, select any file and type a letter; the file list scrolls to the first filename beginning with that letter.

By default, only files with filenames that end with .PDF are shown in the file list. To see all the files in the current directory, click the All Files option button.

Opening a document by entering its full pathname

If you know the full pathname of the document you want to open, you can open the file by entering the full pathname in the Filename text box and clicking Open.

Opening one of the last four documents opened

The File menu lists filenames of the last four PDF documents that you have opened. To open one of these documents, choose the filename you want from the File menu.

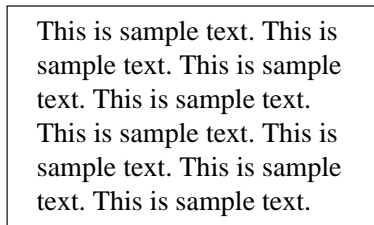
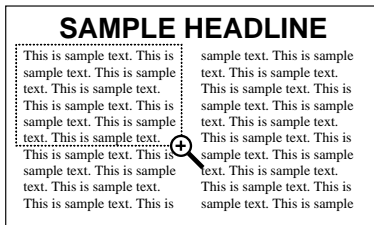
MAGNIFYING THE PAGE VIEW

You can use the zoom tools, the magnification box in the status bar, or the page view buttons in the tool bar to change the magnification of your page view.

To use the zoom tools:



- Click using the zoom-in tool (+) to magnify the document by a factor of 2. Click using the zoom-out tool (–) to reduce the magnification by a factor of 2.
- To magnify or reduce a selected area, select a zoom tool and drag the mouse to draw a rectangle around the area you want to view.



- With the zoom-in tool, the page view expands to show just the contents of the rectangle. With the zoom-out tool, the current page view reduces to fit within the rectangle.



- To toggle between the zoom-in and zoom-out tools, hold down the Control key.

To use the magnification box:



Click the magnification box to display the Zoom To dialog box; then enter the percent of magnification or reduction you want and click OK.

To use the page view buttons



Click the Actual Size button to display the page at 100 percent.



Click the Fit Page to Window button to scale the page so that the whole page is visible within the document area of the Reader window.



Click the Fit Width to Window button to scale the page so that the width of the page fills the document area of the Reader window.

BROWSING THROUGH DOCUMENTS

The Acrobat Reader program provides a number of ways to browse through a document:

To page through a document:







Click the Previous Page or Next Page button to move back or forward one page. You can also use the Previous Page and Next Page commands in the View menu or the Left Arrow (or Up Arrow) and Right Arrow (or Down Arrow) keys on your keyboard.

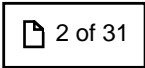
Use the PageUp or PageDown key on the keyboard to move forward or back one *screenfull* at a time. You can also press Return and Shift+Return to move forward and backward one screenfull at a time.



To jump to a specified page:

  Use the vertical scroll bar to scroll forward and back through a document. As you drag the scroll box, a box to the left of the scroll bar displays the current page number. Click above or beneath the scroll box to move back or forward one screenfull.

  Click the First Page or Last Page button to move to the first or last page of a document. You can also use the First Page and Last Page commands in the View menu or the Home and End keys on the keyboard.

 Click the page number box in the status bar at the bottom of the main window or choose Go to Page from the View menu to display the Go to Page dialog box; then enter the page number you want and click OK.

Note: You can also use thumbnails and bookmarks in the overview area to jump to specified pages. See [Using thumbnails](#) and [Using bookmarks](#) for more information.



To retrace your steps in a document:



Click the Go Back and Go Forward buttons to retrace your steps through a document, one view at a time. You can also use the Go Back and Go Forward commands in the View menu.

Go Back returns you to your previous page view. Your previous page view might be the previous page or screen, or it might be a reduced or magnified view of the current page. Your previous page view might also be the page view before scrolling around the current page.

Go Back is very useful for recovering from navigational mistakes. If you zoom in or out by mistake, or if you jump to the wrong page, click Go Back to return to your previous view.

Go Forward reverses direction and returns you, one view at a time, to the view where you first used Go Back.

You can use the Go Back feature to retrace your steps through 100 views.

See [Using thumbnails](#) and [Using bookmarks](#) for other ways of browsing through a document.

USING THUMBNAILS

You can use thumbnails to jump quickly to a page, and to adjust the view of the current page. Thumbnails may be created when the PDF file is created using the [Acrobat Distiller program](#), or they may be added to a document using the [Acrobat Exchange program](#).

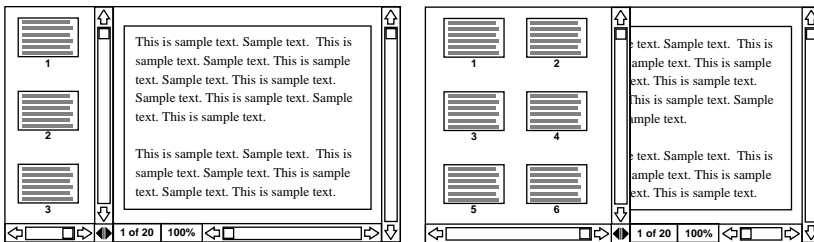
To browse using thumbnails:



Click the Thumbnails and Page button or choose Thumbnails and Page from the View menu to display thumbnail images in the overview area. If you don't see thumbnails in the overview area, the document was created without them. Click a thumbnail to move to that page. The spot you click determines the center of the page display.



To see two or more columns of thumbnails in the overview area, drag the window splitter to the right.



Using thumbnails to scroll and change magnification

The light gray box on the thumbnail, called the page-view box, indicates the part of the page visible in the document area of the Reader window. You can use the page-view box to scroll around a page and to change the magnification.

To scroll and change magnification:

- Drag the page-view box on the thumbnail to scroll around the current page.
- Drag the lower right corner of the page-view box in or out to reduce or expand the view of the current page.
- To redraw the page-view box, position the pointer anywhere outside the current page-view box and drag to draw a box around the area of the page you want to view.

USING BOOKMARKS

You can use bookmarks to jump quickly to a marked view of a page. Bookmarks may be added to a PDF document using the [Acrobat Exchange program](#).



Click the Bookmarks and Page button or choose Bookmarks and Page from the View menu to display bookmarks in the overview area. If you don't see bookmarks in the overview area, the document was created without them. Double-click the page icon to the left of a bookmark name to move to the view specified by that bookmark.

Click the triangle to the left of a bookmark name to show and hide any subordinate bookmarks.

To see long bookmark names, drag the [window splitter](#) to the right.

SETTING UP A PRINTER

Before you can print, you must use the Printer Setup dialog box to tell the Reader program the kind of printer you have and the port to which the printer is attached. If your computer is connected to more than one printer, you can also use the Printer Setup dialog box to change printers.

To set up the Reader program to work with a printer:

- 1 Choose Print Setup from the File menu. The Printer Setup dialog box appears.
- 2 If you are using a PostScript printer, click the PostScript [option button](#). Otherwise, click the Bitmap option button. (Click the Bitmap option for LaserJet® printers running in the PCL® mode and other PCL printers.)
- 3 If you selected Bitmap, click the model name of the printer you are using in the printer list. You might have to [scroll](#) through the printer list to see the model name you want. See [Using an unlisted printer](#) for instructions if you don't see the model name of your non-PostScript printer.



4 In the Port list, click the name of the port to which the printer is connected. If you are using a network printer, click the name of the port being used for the network printer. Ask your network administrator if you do not know which port is being used for a network printer. Also, either you or your network administrator should read the [Timeout requirements for network printers](#) topic if you are using a network printer.

5 Click OK.

PRINTING DOCUMENTS

Before you can print, you must set up the Reader program to work with your printer. See [Setting up a printer](#) for instructions.

To print a document:

- 1 Choose Print from the File menu. The Print dialog box appears.
- 2 By default, all the pages in a document are selected. If you do not want to print the whole document, enter the page numbers of the first and last pages you want in the page range [text boxes](#). Entering a page number automatically selects the Range option button.

***Note:** The page numbers used by the Reader program begin with page 1 for the first page of a document and continue sequentially through the last page of the document. For this reason, the Reader page numbers may not match the page numbers you see on document pages.*

- 3 Choose the print options you want. The print options are described below.
- 4 Click OK. The Print dialog box closes and the document prints.



Quality (non-PostScript printers only)

Select the print quality you want by clicking the Best, Medium, or Draft option button. The print quality option determines the resolution, in dots per inch, of the printed pages. The resolutions specified by the quality options vary with printer type, but Best always produces the highest quality pages and takes the longest to print. Draft produces the poorest quality pages, but prints the fastest.

PostScript Level 2 (PostScript printers only)

If you are using a printer that supports PostScript Level 2, selecting the Level 2 option speeds printing.

Print to File

Select the Print to File option to tell the Reader program to create a disk file with printer instructions for the document instead of sending those instructions to the printer. See [Printing to a file](#) for instructions on how to save a print job as a disk file.

Shrink to Fit

Select the Shrink to Fit option to shrink (and if necessary rotate) oversized pages to fit on the paper size currently installed in your printer.

PRINTING TO A FILE

You can print a document to a disk file and later print the document by copying the disk file to a printer port. When you print to a file, however, remember that the disk file can be used only with the kind of printer selected when the file is created.

To print to a file:

- 1 Choose Print from the File menu. The Print dialog box appears.
- 2 Click the Print to File check box.
- 3 Select any print options you want. See [Printing documents](#) for descriptions of the print options.
- 4 Click OK. The Print to File dialog box appears.
- 5 In the Drive list, [double-click](#) the drive letter of the drive where you want to save the new file. The directories at the root level of the drive you select are shown in the Directory list.



6 Use the Directory list to open the directory in which you want to save the print file. To open a directory, double-click the name of the directory in the Directory list. The name of the current directory is shown above the Directory list and the file list shows the files in the current directory. You might have to scroll through the Directory list to see the directory you want. You can also open a directory by clicking a directory name and pressing Enter. To quickly navigate a long Directory list, select any directory and type a letter. The Directory list scrolls to the first directory name beginning with that letter. To move back up the directory tree, double-click the name of a higher-level directory or the drive letter.

7 Enter a filename for the print file in the Filename text box. By convention, PostScript files end with the .PS extension and PCL files end with .PCL.

Note: *As an alternative to selecting the destination drive in the Drives list and the destination directory in the Directory list, you can enter a full pathname for the print file in the Filename text box. When you enter a full pathname in the Filename box, the Reader program ignores the current selections in the Drive and Directory lists.*

8 Click Print To. The print file is created, and the Print to File dialog box closes.

CHOOSING PREFERENCES

The Preferences command in the Edit menu displays a dialog box that you can use to change the way the Reader program displays and prints documents. The preferences you select affect all the Acrobat documents you view.

Changes in some preferences take effect immediately when you click OK. But for most preferences, you must restart the Reader program before changes in preference settings take effect.

Default Magnification: Enter the initial magnification or reduction percentage that you want the Reader program to use when documents are opened.

Display Large Images: Select this option to display large images. Clear the option to display large images as gray boxes. Displaying large images as gray boxes speeds page display.

***Note:** A “large” image is an image that requires many bytes of storage and that requires a long time to display. For example, a small but detailed photograph with many colors may require a great deal of storage and thus be considered a large image.*



Greek Text below __ pixels: Select this option to adjust the size of characters below which the Reader program “greeks” text. Greeked text is displayed as a gray line. You specify this setting in pixels to account for different levels of magnification. A pixel is a dot on your screen. Increasing the default value of this setting can speed page display.

Show splash screen: This option lets you control whether the Reader program displays the product information screen when it starts. Deselecting this option reduces the time it takes the program to start.

Substitute Fonts: This setting controls which multiple master fonts the Reader program substitutes for Type 1 and TrueType fonts that are not available on your system. The setting affects the way PDF documents are displayed and printed.



By default, the Reader program uses the AdobeSerifMM multiple master font for missing serif fonts, and the AdobeSansXMM multiple master font for missing sans serif fonts. If PDF documents fail to print because of insufficient printer memory, you can reduce the amount of printer memory required to print by selecting either Sans Only or Serif Only. Sans Only tells the Reader program to use AdobeSansXMM for missing sans serif and serif fonts. Serif Only tells the Reader program to use AdobeSerifMM for missing sans serif and serif fonts.

AdobeSansXMM uses less printer memory than AdobeSerifMM; AdobeSerifMM is a better substitute for very thin, bold, narrow, or extended fonts.

When you change the Substitute Fonts setting, the change does not take effect until you restart the Reader program.

See [How the Exchange and Reader programs display and print fonts](#) for more information about font substitution.



Virtual Memory Size: This option controls the size of the virtual memory swap file that the Reader program creates. If you cannot open a PDF file because the Reader program does not have enough memory, choose a setting that increases the amount of virtual memory available to the Reader program.

Increasing the amount of virtual memory requires more free disk space. The amount of free disk space required depends on how much RAM you have and the number and kinds of Terminate and Stay Resident (TSR) programs you are using. The maximum amount of free disk space required when you have two megabytes (MB) of RAM and choose the large setting is seven MB. Increasing the virtual memory size increases the time it takes the Reader program to start.

By default, the virtual memory swap file is created on the disk drive where the Reader program is installed. See [Changing the virtual memory swap file location to optimize performance](#) for instructions on how to use another drive for the swap file.

A change in this setting does not take effect until you restart the Reader program.



Mouse double-click speed: This option lets you adjust the speed with which you must click the left mouse button for the Reader program to sense a [double-click](#) instead of two single clicks. If you find that the Reader program often interprets your double-click as two single clicks, choose a slower setting. If you find that the Reader program often interprets two single clicks as a double-click, choose a faster setting.

Mouse cursor color: This option controls whether the mouse cursor is white or black. A black cursor is easier to see on some portable computer screens.

Video resolution: This option lets you select the video resolution and number of colors that the Reader program uses to display PDF documents. Options not supported by your display adapter are dimmed and cannot be selected. Changes to this setting do not take effect until you restart the Reader program. See [How the Reader program supports SVGA display adapters](#) for more information about video resolution.

SEARCHING FOR WORDS

You can search for a word or part of a word in a document by using the Find feature.

To search for a word:



- 1 Click the find tool or choose Find from the Tools menu to open the Find dialog box.
- 2 Select the Match Whole Word Only option if you want the Reader program to ignore words that contain the word you enter. Select the Match Case option if you want the program to find only those words that contain exactly the same capital and lowercase letters you enter in the Find dialog box.
- 3 Enter a single word or part of a word in the Find What text box, and click Find Next. When the program finds the word, the Find dialog box closes, the page containing the word is displayed, and the found word highlighted.
- 4 To find the next occurrence of the word, press Control+G or reopen the Find dialog box and click Find Next.

USING NOTES

People who create or view Acrobat documents using the [Acrobat Exchange program](#) can attach electronic notes to document pages. Acrobat notes rest on top of document pages and can be moved around the page. Notes can also be opened and closed: an open note appears as a text window; a closed note appears as a note icon. You can use the Create Notes File command in the Tools menu to display and print a PDF file with the text of all the notes in a document.

To open and close notes:

[Double-click](#) a note icon to open a note. Click the close box in the upper left corner of the note window to close a note.

To move a note:

If the note is closed, simply [drag](#) the note icon to the new position. If the note is open, drag the bar at the top of the note window. You cannot move a note to a different page.



To resize a note window:

Drag the lower right corner of an open note window down and to the right to make the note window larger. Drag the lower right corner of the note window up and to the left to make the window smaller. As you drag the lower right corner of the note window, an outline of a box shows the shape the note window will take when you release the mouse button.

To find notes:

Choose Next Note from the Tools menu to jump to the next page in the document that contains a note.

To view and print a PDF file with the text of all the notes in a document:

Choose Create Notes File from the Tools menu to create a PDF file with the text of all the notes in a document. The current document closes and the notes document appears in the window. The notes are listed in page-number order, starting with page one. When a page contains more than one note, the notes are numbered in the order they were created. You cannot save the notes file, but you can use the Print command in the File menu to print the notes.

USING LINKS

People who create Acrobat documents using the [Acrobat Exchange program](#) can add link buttons to connect two parts of the document. You can then click the link buttons to jump to the related information. For example, the underlined text in this online guide represents link buttons that are linked to topics in the guide.

Link buttons may or may not be enclosed in a box. When link buttons are not enclosed in a box, the text in the link button is usually formatted so that you can tell that it is a link button.

The Go Back button in the tool bar gives you a convenient way of returning from linked information. After reading the linked text, click the Go Back button as many times as necessary to return to the page containing the link button.

DISPLAYING INFORMATION ABOUT A DOCUMENT

The Document Info command in the File menu displays a dialog box that contains information about a document. The information includes

- The name and location of the PDF file
- The program that created the original document (if known)
- The application or driver that produced the PDF file
- The version of the Portable Document Format (PDF) used to represent the document
- The author of the document (if known)
- The date and time the PDF file was created

PDF document publishers can add information about a document to the Document Info dialog box. Typical additions include a document title and keywords that describe the contents of the document.

ABOUT FONTS

The DOS version of the Acrobat Reader program includes [16 Type 1 fonts](#) that are automatically installed with the program. Unless you change the default font directory when you install the Reader program, these fonts are placed in a \psfonts directory on your hard drive.

The Acrobat Reader Installer program copies the PFB files for the fonts to the \psfonts directory, and it copies the PFM files for the fonts to a \pfm directory within the \psfonts directory. PFB files contain the outlines for all the characters in a font. PFM files contain the font metrics for all the characters in a font. Font metrics describe relative character sizes.

When you view a PDF file that uses fonts that are not installed in the \psfonts directory, the Reader program must create [substitute fonts](#) to display on the screen. Similarly, when you print a document that uses unavailable fonts, the Reader program must create substitute fonts to print. When the Reader creates substitute fonts, documents take longer to display and to print.

You can speed printing and document display by installing the Type 1 fonts used in the PDF files you view. See [Installing Type 1 fonts](#) for instructions.

INSTALLING TYPE 1 FONTS

Most programs that install Type 1 fonts place the fonts in a \psfonts directory. By default, \psfonts is also the directory that the Reader program uses for Type 1 fonts. Every time the Reader program starts, it checks the \psfonts directory to see if new Type 1 fonts have been installed. If Type 1 fonts have been installed in the \psfonts directory by other programs, the Reader program automatically uses them.

If you have already installed Type 1 fonts in the \psfonts directory before installing the Reader program, the Reader will automatically use those fonts. If you purchase Type 1 fonts after you install the Reader program and the installation software for those fonts installs the fonts in the \psfonts directory, the Reader program will automatically detect the new fonts and use them the next time you start the program.

If you are using the ATM™ program for Windows, any fonts you install with ATM are automatically available to the Reader program (as long as ATM and the Reader are using the same font directory). If you purchase an Adobe Type package specifically for use with the Reader program, choose Other as the application when you install the fonts.



If you have installed Type 1 fonts into a directory other than \psfonts or other than the font directory you specified when you installed the Reader program, you must copy the PFB files for those fonts to the Reader font directory to use the fonts with the Reader. (The PFB files for a Type 1 font contain the outlines for all the characters in the font.) The Reader program does not require the PFM or AFM files for a Type 1 font to use the font. (PFM and AFM files for Type 1 fonts contain the metrics, or relative character sizes, for the characters in the fonts.)

If the Reader fails to notice a new font, or if it fails to notice that you deleted a font from the Reader's font directory, choose Rebuild Font List from the Edit menu to instruct the Reader to rebuild its font list.

TYPE 1 FONTS INSTALLED WITH THE READER

The following Type 1 fonts are installed with the DOS version of the Acrobat Reader:

- Courier
- Courier bold
- Courier italic
- Courier bold italic
- Helvetica regular
- Helvetica bold
- Helvetica italic
- Helvetica italic bold
- Times regular
- Times bold
- Times italic
- Times italic bold
- Symbol
- Zapf Dingbats
- AdobeSerifMM
- AdobeSansXMM



AdobeSerifMM and AdobeSansXMM are multiple master fonts that the Reader program uses to create substitute fonts for fonts used in PDF documents that are not installed on your system. See [How the Exchange and Reader programs display and print fonts](#) and [Choosing preferences](#) for more information about these multiple master fonts.

See [Installing Type 1 fonts](#) for instructions on how to install additional Type 1 fonts for use with the Reader program. See [About fonts](#) for general information about how the Reader program uses fonts.

MENU COMMANDS

The Acrobat Reader program commands are organized in six menus.

Click a menu name to see descriptions of the commands in that menu.

[File menu](#)

[Edit menu](#)

[View menu](#)

[Tools menu](#)

[Window menu](#)

[Help menu](#)

FILE MENU COMMANDS

Open (Ctrl+O) displays the Open File dialog box.

The Display File Types options include a PDF Files (*.pdf) option that limits files shown in the File list to files with the .PDF extension.

PDF files created on a Macintosh might not have a .PDF extension.

Choose the All Files (*.*) option to see all files in the current directory.

See [Opening documents](#) for instructions on how to use the Open File dialog box.

Close (Ctrl+W) closes the document window of the current document.

You can also close a document by clicking the [close box](#) in the upper left corner of the document window.

Document Info (Ctrl+I) displays information about the current document.

See [Displaying information about a document](#) for details.

Print (Ctrl+P) displays the Print dialog box with options for printing to a PostScript Level 2 printer and for shrinking (and possibly rotating) page images so that they fit the paper currently installed in the printer.

See [Printing documents](#) for instructions on how to print documents.



Print Setup displays the Print Setup dialog box, which you use to set up the Reader program to work with your printer. See [Setting up a printer](#) for instructions.

1 FILENAME_1.PDF through **4 FILENAME_4.PDF** are the names of the last four files you opened. Click a filename to open the file.

Exit (Ctrl+Q) closes the document window, stops the Reader program, and returns you to the DOS prompt.

EDIT MENU COMMANDS

Rebuild Font List tells the Reader program to discard its current font list and create a new font list with all the Type 1 fonts in the Reader's font directory. See [About fonts](#) for more information.

Preferences displays a dialog box in which you can select settings that affect all documents. See [Choosing preferences](#) for details.

VIEW MENU COMMANDS

For additional information about using View menu commands, see [Magnifying the page view](#) and [Browsing through documents](#).

Actual Size (Ctrl+H) displays the page at 100 percent.

Fit Page to Window (Ctrl+J) scales the page so that the whole page is visible in the document area within the Reader window.

Fit Width to Window (Ctrl+K) scales the page so that the width of the page fills the document area within the Reader window.

Zoom To (Ctrl+L) displays a dialog box in which you specify the percentage of magnification or reduction. You can reduce a page to 12 percent of its normal size and you can expand a page to 800 percent of its normal size.

First Page (Home) displays the first page of the document.

Previous Page (Up Arrow) displays the previous page of the document.

Next Page (Down Arrow) displays the next page of the document.



Last Page (End) displays the last page of the document.

Go to Page (Ctrl+A) displays a dialog box in which you specify the page you want to see.

***Note:** The page numbers used by the Reader program begin with page 1 for the first page of a document and continue sequentially through the last page of the document. For this reason, the Reader page numbers may not match the page numbers you see on document pages.*

Go Back (Alt+-) retraces your path through a document, one screen (or view) at a time. You can retrace your steps through 100 views.

Go Forward (Alt+=) returns you to where you were before choosing Go Back.

Page Only closes the overview area of the Reader window.



Bookmarks and Page displays bookmarks in the overview area if bookmarks have been created for the document. Double-click the page icon to the left of a bookmark name to jump to the page view marked by that bookmark. See [Using bookmarks](#) for more information.

Thumbnails and Page displays thumbnail images of document pages in the overview area. If thumbnails have not been created for the document, pages in the overview area are represented as gray boxes. Click a thumbnail to jump to that page of the document. See [Using thumbnails](#) for more information.

TOOLS MENU COMMANDS

Hand turns the mouse pointer into the hand tool. To use the hand tool, hold down the mouse button and drag the page view in the direction you want it to scroll.

Zoom In turns the mouse pointer into the zoom-in tool. With the zoom-in tool selected, click the left mouse button to magnify the current view by a factor of two. See [Magnifying the page view](#) for more information.

Zoom Out turns the mouse pointer into the zoom-out tool. With the zoom-out tool selected, click the left mouse button to reduce the current view by one half. See [Magnifying the page view](#) for more information.

Find (Ctrl+F) displays the Find dialog box, which you can use to find a word or part of a word in a document. See [Searching for words](#) for instructions.



Find Again (Ctrl+G) performs the same operation as the Find Next button in the Find dialog box: the next occurrence of the word is displayed.

Find Next Note (Ctrl+T) moves to the next page containing a note. The command does not display or open the note.

Create Notes File displays a PDF file that contains the text of all the notes in a document. You can view and print the notes, but you cannot save the note file for later use. See [Using notes](#) for more information.

WINDOW MENU COMMAND

Hide/Show Tool Bar hides or displays the tool bar.

HELP MENU COMMANDS

Acrobat Reader Help opens this document.

About Acrobat Reader displays the startup screen for the Acrobat Reader program. Click anywhere to make the screen disappear.

TECHNICAL NOTES

This section contains topics that might be of interest to people providing technical support for the Acrobat Reader program. Click a topic name to see information about that topic.

- [Using an unlisted printer](#)
- [CONFIG.SYS and AUTOEXEC.BAT changes made by the Installer](#)
- [Timeout requirements for network printers](#)
- [How the Reader program supports SVGA display adapters](#)
- [Changing the virtual memory swap file location to optimize performance](#)
- [Displaying the version numbers of the Reader program components](#)
- [Troubleshooting](#)

USING AN UNLISTED PRINTER

If you do not see the model name of your printer in the list of printers in the Printer Setup dialog box, you may still be able to use your printer with the Reader program.

***Note:** The Reader program does not work with 9-pin dot-matrix printers.*

To use an unlisted printer with the Reader program:

In the Printer Model list, select the model name of a printer that your printer emulates. Many laser printers, for example, emulate printers from one of the HP® LaserJet® printer families. And many dot-matrix printers emulate the Epson® EPL series of printers. You might also try selecting another model made by the manufacturer of your printer.

If you cannot find a printer model on the Printer Model list that works with your printer, contact your printer's manufacturer to find which, if any, printers your printer emulates.

***Note:** The Reader program works with color non-PostScript printers; however, with these printers, it prints only in black and white.*

CONFIG.SYS AND AUTOEXEC.BAT CHANGES MADE BY THE READER PROGRAM INSTALLER

The Acrobat Reader program installer makes the following changes to the CONFIG.SYS and AUTOEXEC.BAT files.

CONFIG.SYS command required to support the Reader

The CONFIG.SYS file must contain a FILES command that specifies 20 or more files. Here is an example FILES command:

```
FILES=20
```

AUTOEXEC.BAT command changed to support the Reader

If the AUTOEXEC.BAT file contains a PATH command that includes the Reader application directory, you can start the Acrobat Reader from any directory. By default, the Reader application directory is c:\acrodos. Here is an example PATH command with the default Reader application directory:

```
PATH c:\;c:\dos;c:\nu;c:\wp51;c:\acrodos
```

TIMEOUT REQUIREMENTS FOR NETWORK PRINTERS

If you are using a network printer, Adobe recommends that you (or your network administrator) set the timeout value for the printer to 30 seconds or more. With the Novell® Netware® Capture command, for example, you would set the timeout with TI=30, as shown below:

```
capture /l=1 /q=PrinterQueue /ti=30
```


HOW THE READER PROGRAM SUPPORTS SVGA DISPLAY ADAPTERS

The Acrobat Reader program supports the high-resolution and 256-color modes only for SVGA display adapters with video drivers that conform to the industry standard VESA specification.

***Note:** The Reader program also supports the high-resolution and color modes of the 8514 display adapter.*

Most display adapter manufacturers provide VESA-conforming drivers, even for their older adapters. Contact the dealer from whom you purchased your computer or the manufacturer of your display adapter for instructions on how you can obtain a VESA-conforming driver for your computer.

Display Adapter Terminology

VESA stands for Video Electronics Standards Association. VESA is an organization that defines standards for DOS video adapters with resolutions greater than the VGA standard.



VGA stands for Video Graphics Array. The VGA standard defines a display as an array of 640 by 480 pixels (dots) where each dot can be any of 16 colors.

SVGA stands for Super Video Graphics Array. The SVGA standard defines a display as an array of 800 by 600 pixels (dots) where each dot can be any of 256 colors.

8514 is the standard for recent IBM graphics adapters. The 8514 standard defines a maximum display resolution of 1,024 by 768 pixels (dots) where each dot can be any of 256 colors.

CHANGING THE VIRTUAL MEMORY SWAP FILE LOCATION TO OPTIMIZE PERFORMANCE

The DOS version of the Acrobat Reader program uses a virtual memory manager. By default, the swap file used by the memory manager is created as a temporary file on the drive where the Reader program is installed.

***Note:** The virtual memory swap file is not related to the temporary files for which you specify a directory when the Reader program is installed.*

The performance of the Reader program can suffer if the drive where the memory manager creates the swap file has limited free space. As a general rule, the more free space available for the swap file and the faster the drive used for the swap file, the better the Reader program performs.

You can change the default disk drive used for the swap file by changing a setting in the ACROBAT.VMC file. ACROBAT.VMC is an ASCII text file that is stored in the Reader program directory.



To change the location of the virtual memory swap file:

1 Using a text editor such as the DOS Edit program, or any word processor that can open and save ASCII text files, open the ACROBAT.VMC file in the Reader application directory. By default, the Reader application directory is c:\acrodos.

2 Find the line that looks like this:

```
swapname=c:\acrodos\acrobat.swp
```

3 Change the drive letter to the letter of the drive you want to use for the virtual memory swap file.

4 Save the ACROBAT.VMC file and quit the text editor or word processor. If you use a word processor, remember to save ACROBAT.VMC as an ASCII text file.

DISPLAYING THE VERSION NUMBERS OF THE READER PROGRAM COMPONENTS

The DOS version of the Acrobat Reader program is built with a number of software components. If you require the assistance of the Adobe Technical Support group, knowing the version numbers of these components might help the support person solve your problem.

To display the version numbers of the Reader components:

- 1** Choose About Acrobat Reader from the Help menu.
- 2** Click the Reader program version number in the lower left corner of the About box. The version number of the Reader program is displayed above the black bar.
- 3** Continue clicking the version number in the black bar. Each time you click, the name and version number of a Reader program component is displayed. After the version numbers of all the program components have been displayed, the names and sizes of memory regions used by the Reader program are displayed.

TROUBLESHOOTING

You can call Adobe Technical Support for help solving Acrobat-related problems. See SUPPORT.PDF in the Reader application directory for information about your technical support options. This topic describes the following problems:

- PDF files fail to open (see below)
- [Cannot print to network printer](#)
- [Graphics appear as gray boxes](#)
- [Text appears as gray lines](#)
- [Reader program quits unexpectedly](#)

PDF files fail to open

The Reader program requires a large amount of virtual memory to open documents that contain complicated illustrations or that use many fonts. If you cannot open a document because the Reader program does not have enough virtual memory, use the Preferences dialog box to increase the size of the virtual memory swap file created by the Reader program. See [Choosing Preferences](#) for instructions.



Cannot print to network printer

If you cannot print to a network printer, you might not have specified the correct printer port in the Printer Setup dialog box. Make sure that the printer port you select in the Printer Setup dialog box is the printer port that is captured by your network software. Also, make sure that your network software is set up to correctly capture the port before you start the Reader program. See your network administrator if you suspect your network software is not set up correctly.

Graphics appear as gray boxes

To speed page display, the Reader program can be set up to display “large” images as gray boxes. See [Choosing preferences](#) for a description of how to enable and disable this feature.

Text appears as gray lines

To speed page display, the Reader program can be set up to “greek” small characters. Greeked characters appear as gray lines. To read greeked characters, zoom in on the part of the page containing the greeked characters. See [Choosing preferences](#) for a description of how to control this feature.



Reader program quits unexpectedly

If the Reader program quits unexpectedly, Adobe strongly recommends that you run the DOS CHKDSK program for the drive where the Reader program is installed. If you have changed the default drive for the virtual memory swap file, you should run the CHKDSK program for that drive too. See your DOS documentation for a description of the CHKDSK program.

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CREDITS

The following people joined efforts to create the DOS version of the Acrobat Reader program.

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OEM ATM Group
Nabeel Al-Shamma
Richard Cohn
Steve Hawley
Paul Holland
Mike Schuster
Allan Wootton

Quality Assurance

John Brooks

KEYBOARD SHORTCUTS

Tool or key	Plus	Result
Esc key		Interrupts display of page; also cancels a dialog box
Zoom-in	Ctrl	Zoom-out
Zoom-out	Ctrl	Zoom-in
F1		Opens online guide
Home		Displays first page of document
End		Displays last page of document
Page Down/Enter		Moves forward one screenful
Page Up/Shift+Enter		Moves backward one screenful
Right/Down Arrow		Displays next page
Left/Up Arrow		Displays previous page