

P.A. Safety Guide

For

Technology Education and Elementary Science & Technology Education

Using this document;

Keyboard shortcuts:

TAB Moves the cursor from item to next.

Shift – Tab Returns to the previous selection.

Spacebar Involves an action. For example if the Focus is on a hyperlink, pressing the Spacebar will open that link.

Shift + f10 Opens a contextual menu related to the selected item.

Application Also opens the contextual menu.

Alt then Ctrl + Tab Will access the toolbar.

TOOLBAR KEYSTROKES (windows only):

CTRL + Tab Moves from one selection of the toolbar to the next. For example, this will cycle from the File toolbar to the Navigation toolbar, then to the View History toolbar, and so on.

Tab Moves from on toolbar item to the next. If the File toolbar is active, Tab will cycle through Open, Open Web Page, Save, Print, and E-mail.

Arrow Keys Once a toolbar item is selected, you can also press the arrow keys to move between items. The down arrow key will open hidden menu items.

Enter Selects the tool or command.

Esc(Escape) Exits the menu.

NAVIGATION PANE KEYSTROKES (windows):

Ctrl + Tab Moves between the palette tabs. Cycles through the Bookmarks, Thumbnails, Comments, and Signature palettes.

Tab Moves between items within the palette. Pressing Tab will move down the list of bookmarks, comments, and so on.

Shift + Tab Moves back to the previous item in the palette.

Arrow keys Move the selection forward and backward within the palette.

Enter Opens the selected palette item.

Spacebar Opens the selected item.

ADJUSTING THE VIEW OF THE DOCUMENT:

To increase magnification do one of the following:

- Select the zoom-in tool (magnifying glass with a + sign in the middle), and click on the page.
- Select the zoom-in tool, and drag to draw a rectangle, called a marquee, around the

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

area to magnify.

- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom In button (Circle with + in the middle) in the viewing toolbar.


To decrease magnification do one of the following:

- Select the zoom-out tool (magnifying glass with a - sign in the middle), and click the page.
- Select the zoom-out tool, and drag to draw a marquee the size you want the reduced page to be.
- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom Out button (Circle with - in the middle) in the viewing toolbar.

To resize a page to fit the window do one of the following:

- To resize the page to fit entirely in the window, click the Fit In Window button , choose View > Fit in Window.
- To resize the page to fit the width of the window, click the Fit Width button , choose View > Fit Width. Part of the page may be out of view.
- To resize the page so that its text and graphics fit the width of the window, choose View > Fit Visible. Part of the page may be out of view.

To return a page to its actual size:

Click the Actual Size button , or choose View > Actual Size. The actual size for a PDF page is typically 100%, but the document may have been set to another magnification level when it was created.

NAVIGATING IN PDF DOCUMENTS:

You can navigate in PDF documents by paging through them or by using navigational structures. You can also retrace your steps through documents to return to where you started.

Paging through documents

Acrobat Reader provides buttons, keyboard shortcuts, and menu commands for paging through a PDF document.

To go to another page do one of the following:

- To go to the next page, click the Next Page button (right facing triangle) in the navigation toolbar or status bar, press the Right Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Down Arrow key, or choose Document > Next Page.
- To go to the previous page, click the Previous Page button (left facing triangle) in the navigation toolbar or status bar, press the Left Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Up Arrow key, or choose Document > Previous Page.
- To move down one line, press the Down Arrow key.
- To move up one line, press the Up Arrow key.

BROWSING WITH NAVIGATIONAL STRUCTURES:

To browse using a bookmark: Do one of the following

1. Show the Bookmarks palette. You may need to choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group.
2. To jump to a topic using its bookmark, click the bookmark's icon or text in the palette.

To browse using a thumbnail:

1. Show the Thumbnails palette. You may need to choose Window > Show Thumbnails to open the palette or click the Thumbnails tab to bring the palette to the front of its group.
2. Do one of the following:
 - To jump to another page, click the page's thumbnail.
 - To display another part of the current page, position the pointer over the edge of the page-view box in the page's thumbnail until the pointer changes to the hand tool . Then drag the box to move the view area.

To follow a link:

1. Select the hand tool , a zoom tool, or a selection tool.
2. Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger. (The hand has a plus sign in it if the links point to the Web.) Then click the link.

To read an article:

1. Do one of the following:
 - Show the Articles palette. Then double-click the article's icon in the palette to start reading at the beginning of the article.
 - Select the hand tool. Then click in the article to start reading it at that point, or press Ctrl (Windows) or Option (Mac OS) and click anywhere in the article to start reading at the beginning.
2. The pointer changes to the follow article pointer. Do one of the following to navigate through the article:
 - To go to the next page in the article, press Return or click the right arrow.
 - To go to the previous page, press Shift-Return, or press Shift and click the left arrow.
 - To go to the beginning of the article, press Ctrl (Windows) or Option (Mac OS) and click the up arrow.
 - To exit the article before reaching the end, press Shift-Ctrl (Windows) or Shift-Option (Mac OS) and click the exit button.
3. When you reach the end of the article, the pointer changes to the end article pointer. Press Return or click to return to the view displayed before you started reading the article.

PRINTING PDF DOCUMENTS

You can print the entire document, specify a range of pages, noncontiguous pages, or a particular page area to print before opening the dialog box.

To print a PDF document:

- 1 If you don't need to print the entire document, do one of the following:
 - To select pages to print, click thumbnails in the Thumbnails palette. You can Ctrl-click

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thumbnails (Windows) or Command-click (Mac OS) thumbnails to select non-contiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.

- To select an area on a page to print, select the graphic select tool , and drag on the page to draw the area you want.
2. Choose File > Page Setup to set general printing options. The available options will vary with different printers and drivers. See your printer driver documentation for details.
 3. Click the Print button , or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications, but note the following:
 - Selected Pages Or Selected Graphic (Windows) or Selected Thumbnails/Graphic (MacOS) prints only the pages or page area you selected before opening the Print dialog box.
 - Page From/To prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in General preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered “iii”, you can enter (1) to print that page.
 - Comments prints Acrobat comment graphics on the pages.
 - Shrink oversized pages to paper size reduces the PDF file to fit the paper size specified in the printer properties.
 - Expand small pages to paper size enlarges the PDF file to fit the paper size specified in the printer properties.
 - Auto-rotate and center pages adjusts the PDF file’s orientation to match that specified in the printer properties.
 - Print As Image (Windows) prints the pages as bitmap images. (In Mac OS, this is set in the Print Method pop-up menu.) You may want to print pages as images if normal printing does not produce the desired results.
 - Print Method, in Windows, specifies which level of PostScript to generate for the pages. Choose the level of PostScript appropriate for your printer. In Mac OS, this specifies whether to print using PostScript (without selecting a level) or to print pages as bitmap images.
 - Optimize for Speed downloads fonts to the printer as they are needed. With this option checked, the pages must be printed in the order in which Acrobat Reader emits them.
 - Download Asian Fonts downloads Asian fonts to a PostScript printer. Select this option if you want to print a PDF document with Asian fonts but do not have the fonts installed on the printer and do not have the fonts embedded in the document. (Embedded fonts are downloaded whether or not this option is selected.) You can use this option with a PostScript Level 2 or higher printer, or a Level 1 printer that supports Type 0 font extensions.
 - Save Printer Memory downloads all the fonts for a given page to the printer before the page is printed. When unchecked, print jobs may be smaller but require more printer memory.

COPYING AND PASTING TEXT AND GRAPHICS TO ANOTHER APPLICATION:

You can select text or a graphic in a PDF document, copy it to the Clipboard, and paste it into a document in another application such as a word processor. Once the selected text or graphic is on the Clipboard, you can switch to another application and paste it into another document.

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To select text and copy it to the clipboard:

1. Select the text select tool , and do one of the following:
 - To select a line of text, select the first letter of the sentence or phrase and drag to the last letter.
 - To select multiple columns of text (horizontally), hold down Ctrl (Windows) or Option (Mac OS) as you drag across the width of the document.
 - To select a column of text (vertically), hold down Ctrl+Alt (Windows) or Option+Command (Mac OS) as you drag the length of the document.
 - To select all the text on the page, choose Edit > Select All. In Single Page mode, all the text on the current page is selected. In Continuous or Continuous - Facing mode, most of the text in the document is selected. When you release the mouse button, the selected text is highlighted. To deselect the text and start over, click anywhere outside the selected text. The Select All command will not select all the text in the document.
2. Choose Edit > Copy to copy the selected text to the Clipboard.
3. To view the text, choose Window > Show Clipboard.

In Windows 95, the Clipboard Viewer is not installed by default, and you cannot use the Show Clipboard command until it is installed. To install the Clipboard Viewer, choose Start > Settings > Control Panel > Add/Remove Programs, and then click the Windows Setup tab. Double-click Accessories, check Clipboard Viewer, and click OK.

To copy graphics to the Clipboard:

1. Select the graphics select tool . The cursor changes to the cross-hair icon.
2. Drag a rectangle around the graphic you want to copy. To deselect the graphic and start over, click anywhere outside the selected graphic.
3. Choose Edit > Copy to copy the graphic to the Clipboard.
4. To view the graphic, choose Window > Show Clipboard. The graphic is copied using the WMF (Windows), PICT (Mac OS), or XPIXMAP (UNIX) format. In UNIX, the graphic is pasted in the primary selection.

Using this document in Unix:

In general, Acrobat Reader functions on UNIX systems in the same way it does on other systems. However, there are a few areas where you will need to know specific UNIX commands for Reader. To display a list of all Acrobat Reader command-line options (UNIX), start the Acrobat Reader product with the -help option. For example:

```
acroread -help
```

Also anything not mentioned below please refer to the Windows help, except for keyboard shortcuts.

Printing PDF documents from the command line (UNIX)

Besides printing directly from within Acrobat Reader by choosing File > Print, you can print PDF files from the command line. To print the file *sample.pdf* to the default printer, type the following:

```
cat sample.pdf | acroread -toPostScript | lp
```

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Note: *If a PDF file has been secured with an Open password or does not allow printing, you will not be able to print from the command line.*

You can use options to control your print job from the command line. Options available to Acrobat Reader are the following.

To create a LanguageLevel 2 PostScript file:

-level2

To print a PDF file to a differently named PostScript file:

-pairs <pdf filename> <PostScript filename>

For example, to print *sample.pdf* to *test.ps*, you would use the following syntax:

```
acroread -toPostScript -pairs sample.pdf test.ps
```