



Reading the John Muir Graphic Novel with Adobe Reader XI

Download the book

Go to the Scottish Book Trust web site to download the book:

http://www.scottishbooktrust.com/learning/teachers-librarians/teaching-resources-

cpd/john-muir/download

Make sure you download the Accessible version - right-click here and choose a place to save the book on your computer.



Get Adobe Reader XI

To read the graphic novel on your computer you need Adobe Reader. Adobe Reader is a free program and you can get versions for Windows, Mac or Linux computers. If you don't have Adobe Reader on your computer already, download and install it from http://www.adobe.com.

Set up Adobe Reader Preferences

- If you see the **How To** window on the right side of the screen, uncheck the **Show How To Window at Startup** to turn this off.
- Click on Edit > Preferences >
 Documents and then tick
 Restore last view settings
 when reopening documents.
 This means the book will always open at the last page you read.

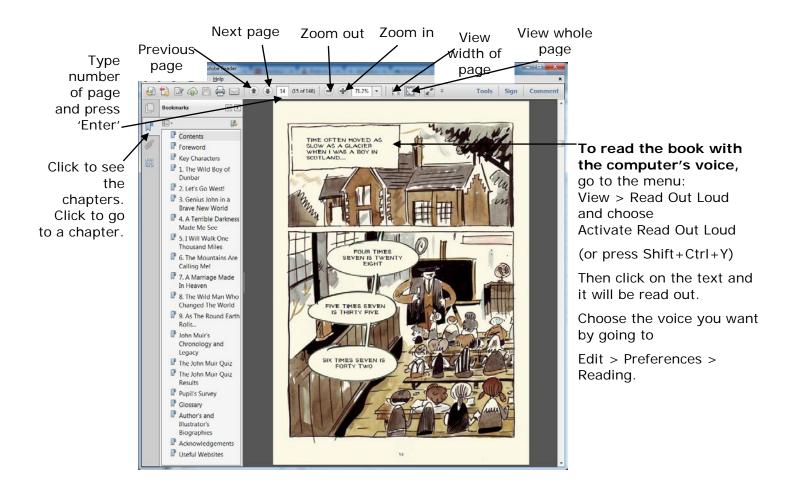


- Click on Edit > Preferences and click on Reading:
 - a. Set the Reading Order to Infer reading order from document (recommended).

- b. In Screen Reader Options, for Pages vs Documents, choose to **Only read** the current visible pages.
- Click Edit > Preferences > Page Display and set Smooth Text to be For Monitor (if you have a CRT monitors) or For laptop/LCD screens (if you have a laptop or a flat panel screen). This will improve the clarity of the text displayed on screen.

Turning pages and moving around the book

- To turn pages, use the arrows on the toolbar, or right and left arrow keys on the keyboard.
- To scroll up or down the page:
 - o use the scroll bar;
 - o press the **Space** bar to move down a screen at a time;
 - o press the Page up/down keys.
- Use the zoom buttons if you need to zoom in on the paper.
- To fill the screen click the View Page Width button or press CTRL+2.
- To see the whole page click the Fit Page button or press CTRL+0.
- To get back to 100% click on the arrow to the right of the magnification level and choose Actual Size

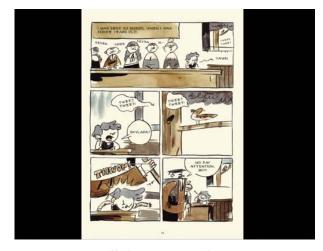


Viewing options

- Choose View > Page Display > Single Page (not 'scrolling') to see a page at a time. This is usually best for reading the graphic novel.
- Or try View > Page Display > Two Page View to see two pages at a time.
- Press CTRL+H to read the book in **Read Mode** this will hide the toolbar at the top of the screen. Press CTRL+H again to show the toolbars.
- Press CTRL+L to read the book in **Full Screen Mode**. This hides everything apart from the actual pages of the book. Click the mouse button to turn pages, or use the keyboard as normal. Press the ESC key to go back to the usual view.







Full Screen Mode

Switch access

Some readers can't use the keyboard or mouse, and so may want to use switches to turn the pages. You will need a switch interface to connect the switches to the computer; then set the switch or switches to control the Left and Right arrow keys to turn pages back and forward.

For example, this Don Johnston Switch Interface lets you turn the pages with switches.



Reading the book with Read Out Loud

You can have the text of the book read out to you by the computer. You need a computer voice on your machine, and most computers will have one or two voices on them already – Windows 7 will have 'Microsoft Anna' for example.

Install the Scottish voices on your computer

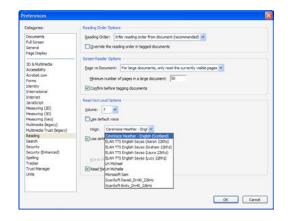
The voices that come with your computer generally have American accents and so we suggest that you install the Scottish voices ('Stuart' and 'Heather') from our web site at http://www.thescottishvoice.org.uk/. The voices are free for schools and pupils.

If you are in a school, you may find that the voices are already installed on the computer. If not, ask your technician or computer administrator to install them.

Parents can get a form from the web site, send it to us, and we'll send you the voices on a CD to install on your home computer.

Set up and choose your voice

- Click on Edit > Preferences > Reading.
- Set the Reading Order to Infer reading order from document (recommended).
- In Screen Reader Options, for Pages vs Documents, choose to Only read the current visible pages.
- Read Out Loud can read using most voices installed on your computer. Choose your voice by unticking Use default voice, and choose a voice from the list.



- If you want your voice to speak at it's standard speed and pitch, tick Use
 default speech attributes. If you want to adjust the voice, untick this, and then
 set the pitch and speed. The standard speed is usually 190 words per minute: if
 you are new to text-to-speech you might reduce the speed slightly to perhaps
 180 wpm.
- Click OK.

Read some text

- Click View > Read Out Loud and then Activate Read Out Loud or press SHIFT+CTRL+Y.
- Click Tools > Select and Zoom > Select Tool
- Now click on some text and it will be read out. You can't select the text you
 want to read just click in a paragraph and it will be read out.
- To read the next paragraph or line, click with the mouse or keep pressing the Down arrow key.
- To read the whole page, click View > Read Out Loud > Read This Page only or press SHIFT+CTRL+V.
- To read the whole book, click View > Read Out Loud > Read to End of Document.
- To pause and restart the speech, press SHIFT+CTRL+C; to stop it press SHIFT+CTRL+E.

Comment Tools

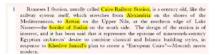
As you go through the book you can use the Comment tools to make notes, highlight text and add drawings. Click **Comment** on the right side of the toolbar and then click **Annotations**.

Notes

You can use Notes to collect ideas and text as you read through the book. Click on the Note Tool sticky Note, or **right-click** where you want the Note, and choose **Add Note**. (This will only work outside the answer boxes.)

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**.
- To change the highlight colour, right-click on the highlight and choose Properties.
 If you want to keep the colour for all your highlights, tick Make Properties
 Default.

Text Comments

- Use the **Text** Comment tool to add notes.
- To change the text comment font and colour, type in your first comment, then select some of the text you have just typed. You should see the Properties appear, and then you can choose the font, size, colour etc.

 Add Text Comment
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Record Audio

The Record Audio tool lets you record an audio comment.

- Click on the Record Audio button the page to place your recording. Click the Red record button to start recording and the black Stop button to stop.
- Once you are happy, click OK, choose an icon, and the recording will be inserted into the document.
- You can add as many recordings as you want.

Sound Recorder Record Cancel Browse...

Drawing tools

• To draw a line on the book, click on the **Drawing Markups** under **Comment**, then click on the tool you want to use.

Viewing your comments and answers

Click **Comments List** in the Comment tools to see all your notes, comments and mark-ups. You can copy these to another application such as Microsoft Word.