

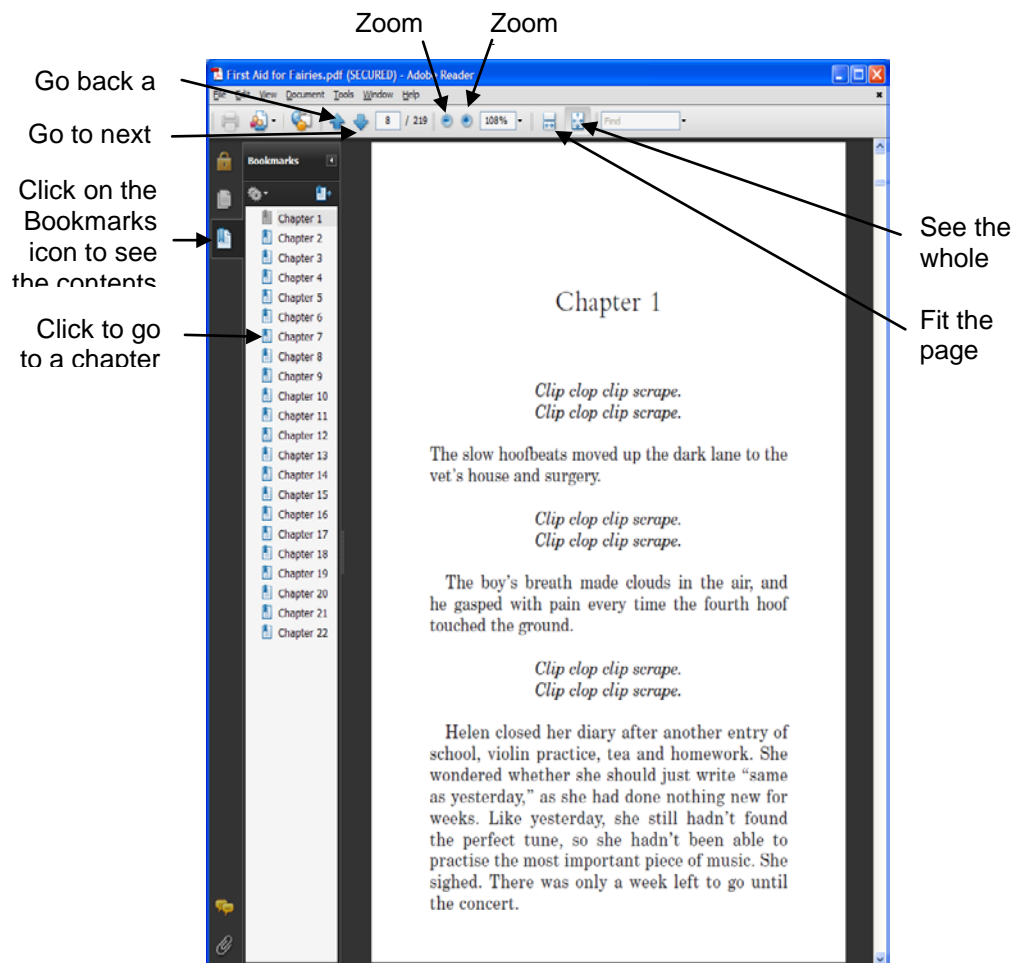
Adobe Reader 9

To read a PDF on your computer you usually use 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>.

Reading a book

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







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	First set the Page Display to be a single page View > Page Display > Single Page . Now click Page > Zoom > Reflow and the text will be 'reflowed' to fit across the screen. This means you don't have to scroll left and right if you have zoomed in to make the text very large.
Use Reading Mode (this hides the toolbars at the top of the screen)	View > Reading Mode press CTRL+H . Press CTRL+H again to come out of Reading Mode.
To use Full Screen Mode (this hides everything apart from the page)	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)
To see two pages at once	View > Page Display > Two Up
To change the colours	Edit > Preferences > Accessibility , tick Replace Document Colours and then choose the colour for the Page Background and the Document Text. 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.
To have the book read out by the computer with Read OutLoud	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>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>
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Switch access to Adobe Reader books

To use switches to turn the pages in Adobe Reader, you need:

- Switches and a switch interface to connect them to the computer;
- Set the switches to control the Left and Right arrow keys to turn pages back and forward

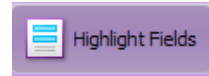
Switch Interfaces			
Joy Cable 2		2 programmable switch sockets.	£49 www.inclusive.co.uk
Inclusive Multiswitch		6 programmable switch sockets.	£95 www.inclusive.co.uk
Crick USB Switch Box		4 programmable switch sockets	£99 www.cricksoft.co.uk or www.inclusive.co.uk
Don Johnston Switch Interface Pro 5		4 sockets, selectable to control arrow keys, number keys, Spacebar, Enter, Tab, mouse clicks.	£75 www.donjohnston.co.uk

Interactive PDF resources

Some PDFs (e.g. SQA digital papers) have answer boxes and other facilities for interacting as well as reading the document.

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').



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.

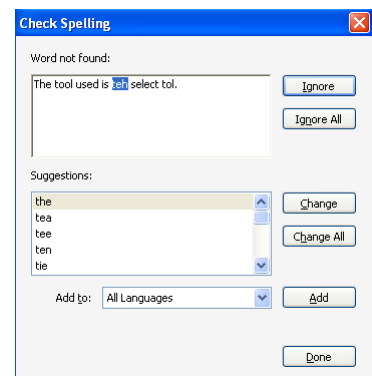
Type into the answer boxes

- 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.



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 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.



Comment and Markup Tools

The Comment and Markup toolbar gives you tools for drawing or adding text to the resource.

- 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. Not all PDFs let you use the Comment and Markup toolbar – it depends whether the original author have enabled it, or not.
- 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.

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

Match.

1 less than 40 2 more than 29 2 less than 91


31 39 89 98 100

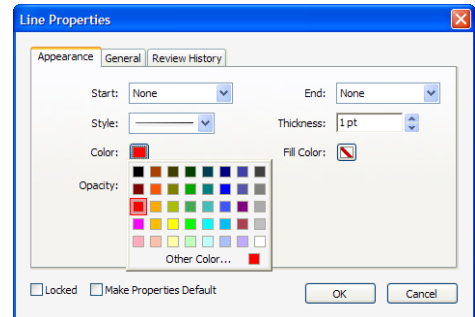
1 more than 88 2 less than 100 2 more than 98

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


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.
- To stop drawing lines press the **ESC** key or click on the **Select Tool** in the toolbar. 
- You can delete an object by clicking on it and then pressing the **Delete** key on the keyboard, or **right-click** on it and choose **Delete**.
- 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 **Aswan** on the Upper Nile, at the northern edge of Lake Nasser—the **border 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 the resource.

- 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

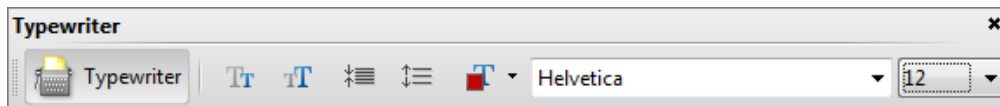
- You might use the **Callout** and **TextBox** tools to add comments, numbers or text to diagrams, and the **drawing tools** can be used to complete graphs or diagrams.

Viewing your comments

Click **Show Comments List** at the right hand side of the Comment and Markup toolbar to see all the comments and mark-ups you have added to the PDF. This can be useful for reviewing your notes.

Typewriter tool

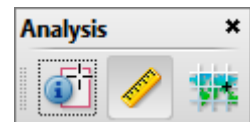
The typewriter tool provides a slightly quicker method of clicking and typing into a PDF than the comment and markup text box.



- Click on **Tools > Typewriter > Show Typewriter Toolbar**. Choose the font, size and colour you want.
- Then click anywhere on the PDF and type. Use the enter key on the keyboard to put in separate lines of text.
- You can go back and edit, delete and move your typewriter comments at any point.

Analysis toolbar

- Click on **Tools > Analysis > Show Analysis Toolbar**.
- Click on the ruler icon to see the measuring options.
- You can use the measurement tools to measure the length, perimeter and area of objects on the PDF.



Saving and printing

- Save as you work through.
- Go to **File>Print** (Ctrl-P) and 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 AND COMMENTS!**

