



Designed and documented for the:
U.S. Department of Labor
Employment & Training Administration
Office of Workforce Security
Division of Foreign Labor Certification

Quick Reference Guide to Adobe Acrobat Reader

for Versions 4.0 and 5.0

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For system support, email: PLC.Help@dol.gov

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INTRODUCTION



This *Quick Reference Guide* was prepared for Division of Foreign Labor Certification (DFLC) employees who are responsible for providing customer support to Permanent Online System (PLC) end-users. It was prepared to serve both as an instructional guide for training purposes, and as a handy desk reference.

This *Quick Reference Guide* provides helpful information on how to install Adobe Acrobat Reader versions 4.0 and 5.0, and how to use some of its basic features: opening and closing Acrobat-readable Portable Document Format (PDF) documents; viewing, navigating, and searching PDF documents; and saving and printing PDF documents.

This guide does not describe all of the features of Acrobat Reader, nor is it intended to replace Acrobat Reader's product documentation. For additional information about Acrobat Reader's features, refer to the online help [accessible from the **Help | Acrobat Guide** (4.0) or **Help | Reader Help** (5.0) menus] in the Acrobat Reader product.

Document Conventions

The following conventions are used in this *Quick Reference Guide*:

ITEM	CONVENTION	EXAMPLE
Buttons, tabs, icons	Graphic representation	 
Hyperlink	Color text and <u>underlined</u>	PLC.Help@dol.gov
Page, menu, dialog box, key and field names	Bold type	File Open, Open dialog box, Ctrl+O
Data that you enter by typing on your keyboard	Courier New font	Password
System messages	"In quotation marks" and bold type	"You are now a registered user."

Acronyms

The following acronyms are used in this *Quick Reference Guide*:

ACRONYM	DEFINITION
DFLC	Division of Foreign Labor Certification
DOL	Department of Labor
Permanent Online System	Labor Condition Application Online System Web site

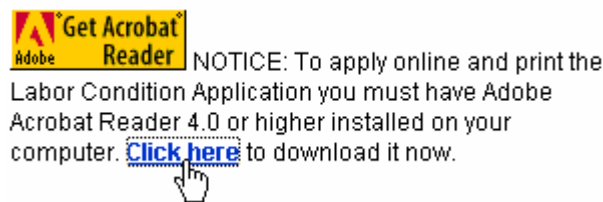
GETTING STARTED WITH ADOBE READER

Adobe Acrobat Reader is free software that you can obtain via the Web. Once installed on your PC, it allows you to view documents saved in Adobe Acrobat-readable Portable Document Format (PDF). Generally, documents that you can view using Acrobat Reader have a *.pdf* extension to their filenames.

In this section, you will learn how to download Adobe Acrobat Reader from the Web to your PC.

Downloading Acrobat Reader

1. From your desktop, start Internet Explorer or Netscape.
2. To download Acrobat Reader from the Permanent Online System's web site, type in the following **Address** for Internet Explorer or **Location** for Netscape: <http://www.plc.doleta.gov>. The **Permanent Online System Welcome** page is displayed.
3. Click the **Get Acrobat Reader** icon or the [Click here](#) hyperlink.



The **File Download** dialog box is displayed.


4. Make sure that the **Save this program to disk** option is selected, and click on the **File Download** message box. The **Save As** dialog box displays.
5. Browse to the location on your PC's hard drive where you want the Acrobat Reader's installation files to reside, and click . Depending on the speed of your network, these files may take several minutes to download.
6. When the download is complete, click . The downloaded files are unpacked, and the Acrobat Reader's setup program launches.
7. Follow the prompts and instructions on the setup program's screens to install Acrobat Reader.

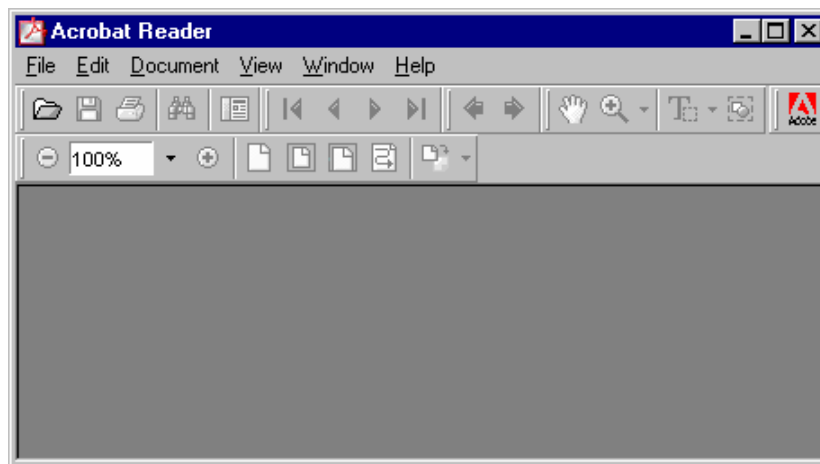
Note: If you want to install the latest version of Acrobat Reader, go to Adobe's website at www.adobe.com and follow the appropriate hyperlinks, or click <http://www.adobe.com/products/acrobat/readstep2.html> and follow the online instructions there to download the software.

VIEWING A PDF

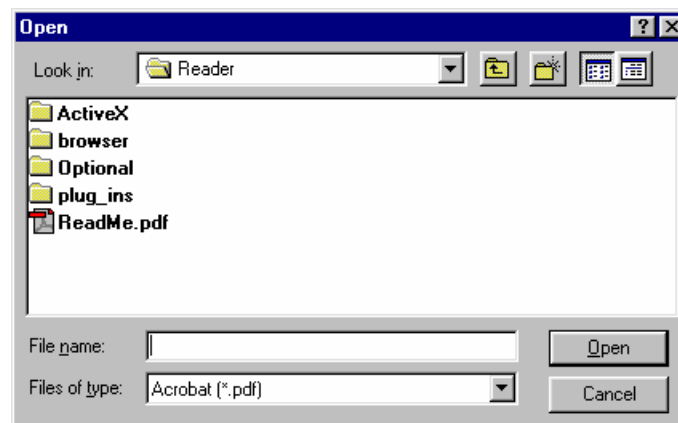
To view a PDF document that resides on your computer, launch Adobe Acrobat on your computer and open the PDF to view it (see “*Opening and Closing a PDF*” below.) If the PDF that you want to view resides on the Web, then your Web browser will launch Adobe Acrobat automatically for you when you attempt to open the PDF. You must have at least Netscape 4.0 or Internet Explorer 4.5 to do this. There is no difference between viewing a PDF on the Web or opening it directly using Acrobat Reader. The tools described in this guide for viewing PDF documents are available in either configuration.


Opening and Closing a PDF

1. Launch Acrobat Reader by double-clicking the Acrobat Reader 4.0 or 5.0 icon  on your desktop, or from Windows' Start menu, select **Start | Programs | Acrobat Reader 4.0 (or 5.0)**. Acrobat Reader launches, displaying the menu bar, the toolbar, and a blank screen.



2. Select **File | Open** from the menu bar, or click  on the toolbar, or press **Ctrl+O** on your keyboard. The **Open** dialog box displays.



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3. Browse to and select the filename of the PDF you want to open, and click . The file is displayed in Acrobat Reader.

Note: If the author of the PDF you are opening set the document view to **Full Screen**, you will be unable to see Acrobat Reader's menu bar or toolbar. If that is the case, press the **Escape** key or press **Ctrl+L** on your keyboard.

4. When you are done viewing the file, select **File | Close** from the menu bar or press **Ctrl+W** on your keyboard to close the displayed PDF.

Displaying a PDF in Full Screen View

With a PDF document open in Acrobat Reader:

1. Select **View | Full Screen** from the Acrobat Reader menu. The document fills the entire viewable area of your screen.

Note: Since you don't have a menu bar in Full Screen view, you need to use the **Return** key or the **Page Down – Page Up** buttons on your keyboard to browse through the document.

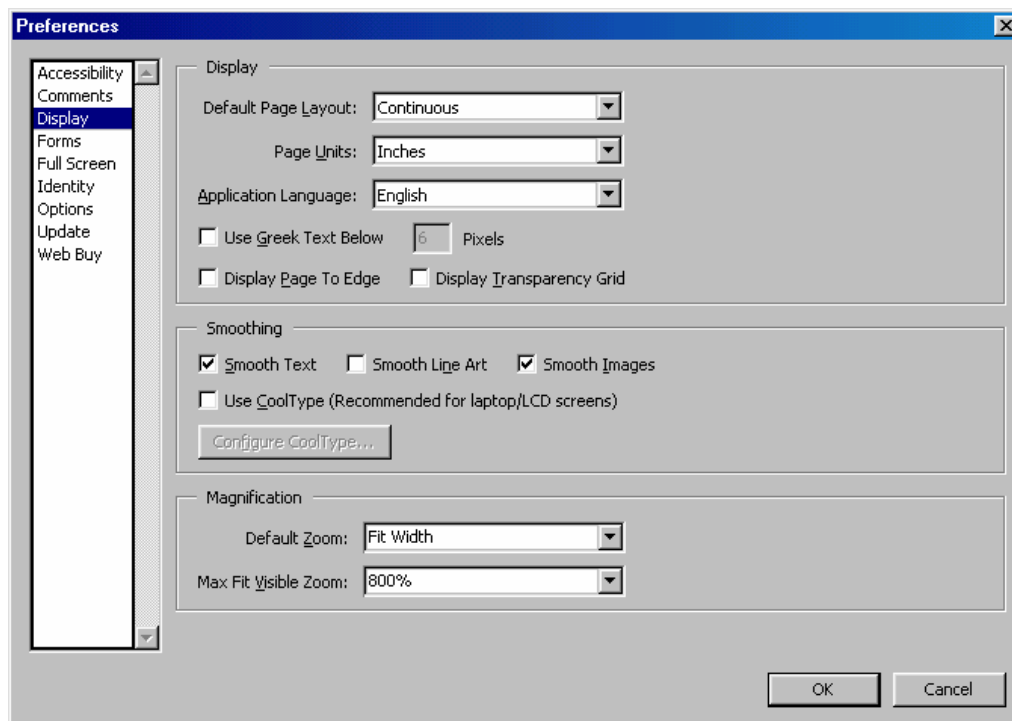
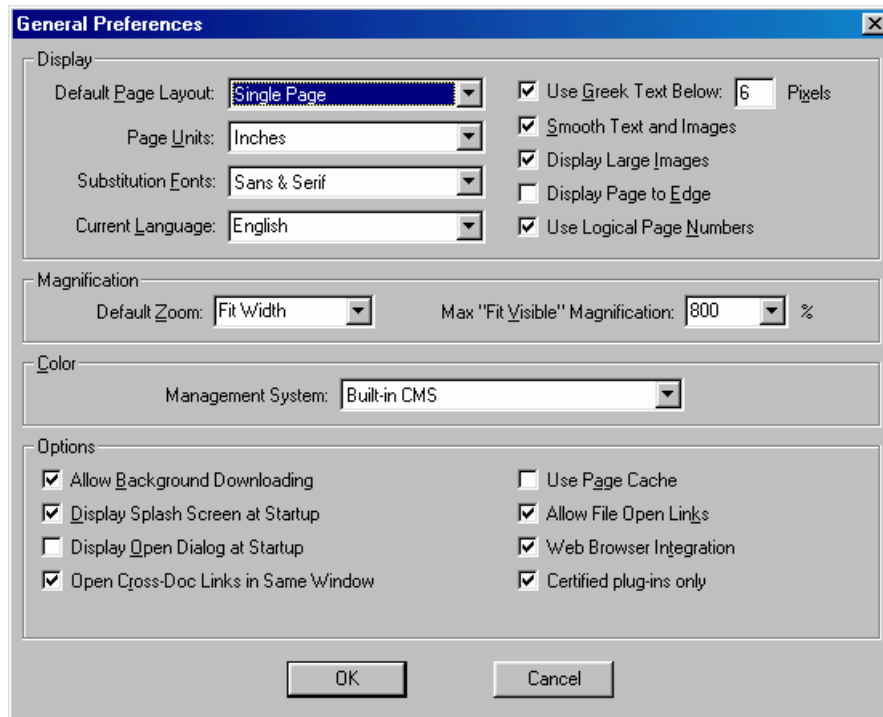
2. To exit Full Screen view, press the **ESC** key.
3. Press **CTRL+L** to toggle back and forth between normal view and Full Screen view.

Setting a Default Page View

You can set a default magnification level for the page you wish to view. This means that every time you open a document it will display at the same viewing size.

1. If you are using Acrobat Reader 4.0, choose **File | Preferences | General**. The **General Preferences** dialog box is displayed.




If you are using Acrobat Reader 5.0, choose **Edit | Preferences**. The **Preferences** dialog box is displayed.



2. From the **Default Zoom** drop-down menu, select the appropriate magnification value.
3. Choose **OK** to accept the page view settings.



NAVIGATING A PDF

With a PDF document open in Acrobat Reader:

- Scroll through the document using the **Page Up** and **Page Down** keys on your keyboard, or the scroll bar on the right.
- Scroll through the document page-by-page using the  buttons.
- To go to the end of the document, click the  button.
- To go to the beginning of the document, click the  button.
- If the document has bookmarks, click on a particular topic's title to jump to that section in the document.

Zooming In and Out

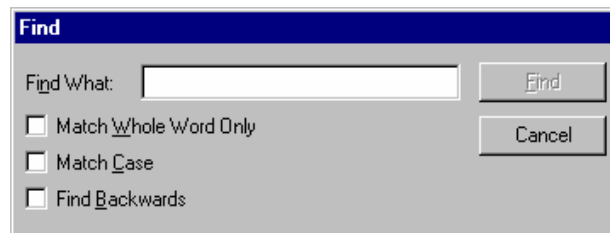
With a PDF document open in Acrobat Reader:


1. Press **Ctrl + +** (plus) to zoom in (or magnify) the view, and press **Ctrl + -** (minus) to zoom out (or reduce) the view.
2. You can also click the  icon, and while holding the left mouse button down, drag the magnifying tool over the text you want to magnify then release the mouse button.
3. Click the hand tool icon  to return to normal view when you are done magnifying the page.

Finding Text in a PDF

The Find feature in Adobe Acrobat Reader makes it easy for you to locate a specific section of a PDF without having to scroll through numerous pages to get to that particular section. Simply search the PDF for a specific word or phrase that you know appears in the section that you want to view, and Acrobat Reader will take you there.

1. Select **Edit | Find** from the menu bar, or press **CTRL+F**, or click the **Find** button . The **Find** dialog box is displayed.

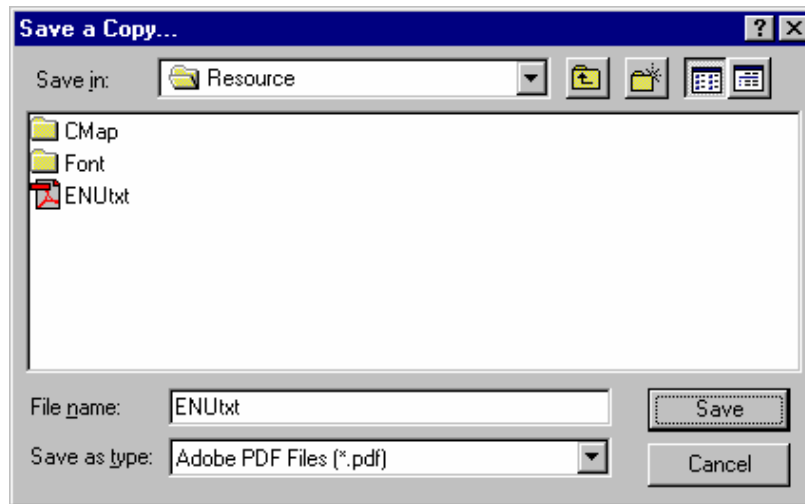


2. Enter the word or phrase in the **Find What** field, and click . You may also elect to select options to match the whole word, match the case (upper/lowercase characters in the search string), or to go backward in the document to find a particular word or short phrase.

Acrobat Reader moves through the document, stopping at each instance of the search text that it finds.

SAVING A PDF

1. To save a copy of the PDF currently displayed in Acrobat Reader, choose **File | Save A Copy**. The **Save a Copy** dialog box displays.

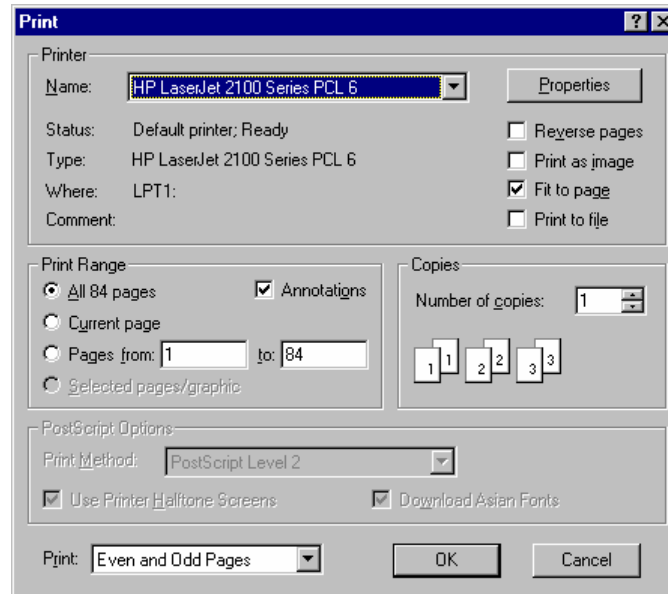


2. From the **Save in** drop-down list, choose the directory where you would like to save a copy of this PDF file.
3. Enter a filename, and click **Save**. The PDF is now saved in the directory you specified.

You can retrieve this file later by following the steps outlined in the *“Opening and Closing a PDF”* section in this guide.

PRINTING A PDF

1. To print a copy of the PDF currently displayed in Acrobat Reader, choose **File | Print**, or click the  button on the toolbar. The **Print** dialog box is displayed.



2. Select a print range (print the whole document, only the current page, or define page numbers to be printed). You can also elect to print the document with annotations or without.
3. If you wish to change the printer, click on the drop-down arrow from the **Name** box, and select a printer from the list.
4. Enter the number of copies you would like to print in the **Number of Copies** box.
5. Click **OK** to print the displayed PDF document on the selected printer.

TROUBLESHOOTING TIPS

This section of the guide describes some common problems that Acrobat Reader users may experience when working with PDF documents. It also provides possible solutions that may resolve the problems. If a problem is not listed in this guide, please email the Help Desk at PLC.Help@dol.gov to obtain further technical assistance.

Problem 1: PDF Does Not Display

When using Acrobat Reader, the PDF that I wanted to view did not display. For example, I clicked the hyperlink to load the Online Help instructions, and the document did not display on my screen.

Solution: There are several reasons why this could happen. You should first check to make sure Acrobat Reader is installed on your PC. Sometimes the document you are trying to view is hiding behind another window. Try pressing Alt+Tab to scroll through your windows, or maximize the window to display the document.

Problem 2: Printer Out of Memory

My printer runs out of memory when I attempt to print a PDF.

Solution: This may be due to insufficient or low Random Access Memory (RAM) on the printer. Upgrade the memory in the printer. Or try selecting **Properties** from the Acrobat Reader's **Print** dialog box, and changing the print resolution to a lower setting such as 300 x 600 dpi. Or use the **Print as Image** setting in Acrobat Reader's **Print** dialog box.

Problem 3: PDF Does Not Print

When using Acrobat Reader, the PDF that I wanted to print did not print correctly.

Solution: Select the **Print as Image** option in Acrobat Reader's **Print** dialog box. The **Print as Image** feature tells Acrobat Reader to send a 300 dpi raster image to the printer rather than vector art.

Caution! By selecting the **Print as Image** option, it may take longer for the PDF to print. Therefore, you should use this option only when needed.