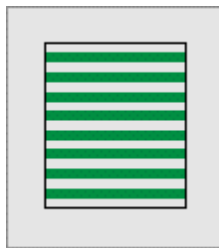


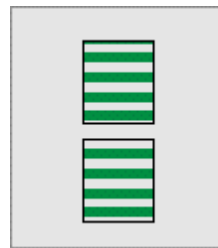
## Choosing a page layout for scrolling ease

Acrobat Reader has three page layout options: Single Page, Continuous, and Continuous-Facing Pages. Continuous and Continuous-Facing Pages facilitate page scrolling so that you can see the bottom of one page and the top of another.

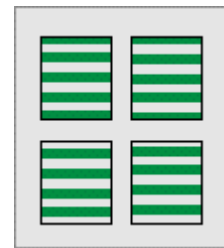
- Single Page layout displays one page in the document window at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous-Facing Pages layout arranges the pages to appear side by side. This configuration accommodates two-page spread display and multiple-page viewing in the viewer window. If the total page count of a document is greater than two pages, the first page is displayed on the right to ensure proper display of two-page spreads. To see two-page spreads most efficiently in this page layout, choose View > Fit Width.



Single Page  
Layout



Continuous  
Layout



Continuous-Facing  
Pages



## **To set a page layout:**

Choose one of the following:



- Click the page size box in the status bar and choose one of the page layouts from the menu.
- Choose Single Page, Continuous or Continuous-Facing Pages from the View menu.



## Magnifying the page view

You can use the zoom tool, the magnification box in the status bar, or the Actual Size, Fit Page and Fit Width toolbar buttons to change the screen magnification. The maximum magnification level is 800%. The minimum magnification level is 12%. If you zoom in on a large document, use the **hand tool** to move the page around onscreen. Moving a document with the hand tool is like moving a piece of paper around on a desk with your hand.

Acrobat Reader also offers magnification level choices that are not related to a specific percentage, but to the look of the page on-screen:



- **Fit Page**  scales the page to fit within the main window.
- **Fit Width**  scales the page to fit the width of the main window.
- **Fit Visible** fills the window with page's imaged area only (text and graphics).

When you select any of the Fit options, the magnification level resulting from the selection is displayed in the status bar. The Fit options (Fit Page, Fit Width and Fit Visible) are in a *sticky* state, which means they don't change as you page through a document unless you change the zoom level.



## To increase magnification:



Choose one of the following:

- Select the zoom tool  and click on the document page to double the current magnification.
- Select the zoom tool  and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.



## To decrease magnification:

Choose one of the following:


- Select the zoom tool  while holding down Ctrl and click at the center of the area you want to reduce.
- Select the zoom tool  while holding down Ctrl and drag to draw a rectangle, called a *marquee*, around the area you want to reduce.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.



## Reading documents in Full Screen view

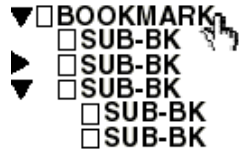
In Full Screen view the PDF documents fill the entire screen. The menu bar, toolbar, status bar and window controls are hidden. This may be useful for those with small displays.

### Using Full Screen view:

- Select View > Full Screen
- Use the keyboard buttons Page Up and Page Down to go back and forward within the document.
- To quit Full Screen view press the **Escape** key. 



# Basic Navigation



Quick access to document or topic.



Page back or page forward.



Go to the first page or last page of a document.



Undo a change of page or view, or redo a change (Go Back/Go Forward).



Go to the collection start (Home).



Go back to the last page viewed in the previous document (Back).



Link to a specified document or page.




# Paging through a document

There are a number of ways to page through a document.


## To go to the next page:

Choose one of the following:

- Click the Next Page button  in the toolbar.
- Press the Right Arrow or Down Arrow.
- Choose View > Next Page.

## To return to the previous page:

Choose one of the following:


- Click the Previous Page button  in the toolbar.
- Press the Left Arrow or Up arrow.
- Choose View > Previous Page.






## To go to the first page:

Choose one of the following:

- Click the First Page button  in the toolbar.
- Press the Home key on your computer keyboard.
- Choose View > First Page.

## To go to the last page:

Choose one of the following:

- Click the Last Page button  in the toolbar.
- Press the End key on your computer keyboard.

Choose View > Last Page.



## **To jump to a specific numbered page:**

Choose one of the following:

- Click the page number box in the status bar at the bottom of the main window, type the page number and click OK.
- Choose View > Go To Page, type the page number and click OK.
- Drag the scroll box in the vertical scroll bar up and down until the rectangle to the left of the scroll bar displays the number of the page to which you want to jump.

## **To move one screenful at a time:**

- Press the PageDown key, Enter or Return on your computer keyboard to move forward in the document.
- Press the PageUp key, Shift+Enter or Shift+Return on your computer keyboard to go back.


Use the horizontal scroll bar in the status bar to scroll the page right or left.

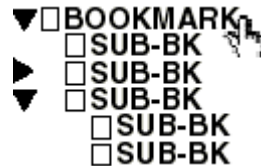


# Browsing with bookmarks

Bookmarks mark documents for quick access.

## To jump to a topic by using its bookmark:

1 Click the Bookmarks and Page button  or choose View > Bookmarks and Page to display bookmarks in the overview area. If a triangle appears to the left of the bookmark, click the triangle to show or hide subordinate bookmarks.



2 To go to the destination specified by a bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name.



# Browsing with thumbnails

A thumbnail is a miniature view of each document page displayed in the overview area. They allow you to jump quickly to a page

## To jump to a page using its thumbnail:

- 1 Click the Thumbnails and Page button  or choose view > Thumbnails and Page to display thumbnail images.



- 2 Click a thumbnail to move to the page it represents.


*Note: If thumbnails appear as gray boxes in the overview area, the miniature views were not created, however, you can still use the thumbnails without the miniature views.*



# Following links

Links connect parts of a document and jump to other documents.

## To follow a link:





- 1 Move the pointer over a linked area. The pointer changes to a pointing finger  when positioned over a link.
- 2 Click to follow the link.



## Retracing your steps

The Go Back, Go Forward, Back and Home buttons trace your viewing path through a document or series of documents.

### To retrace your viewing path:

- Click the Go Back button  or choose View > Go Back to return to the previous page, document or magnification level.
- Click the Go Forward button  or choose View > Go Forward to reverse the direction and return, one view at a time, to the view where you first used Go Back
- Click the Home button  to return to the collection's start or home page.
- Click the Back button  to return to the last page viewed in the previous document.



## **Printing documents**

For product liability reasons, printing from this CD is disabled.



# Using Acrobat Search

The Search command allows you to perform a full-text search of PDF documents within a collection. Full-text searches are very quick in comparison to the Find command, which searches by reading every word on every page within each document.

## To perform a full-text search:

1 Choose Tools > Search > Indexes to list the document-collection index(s) currently selected. If you do not see the Manitowoc Series Index click **Add...** open the **search** folder, select the file named **index.pdx**, then click **Open**. The Manitowoc Series Index should now appear in the Index Selection box. Click **OK**.

**Note: Uncheck any previously added indexes not being used.**

2 Choose Tools > Search > Query or click the Search Query button on the toolbar to open the search window. Type the text you want to find in the **Find Results Containing Text** box. The text can be a single word, a number, a term or a phrase. Click **Search**.

3 Documents that match your search query are listed in rank order in the **Search Results** window. Double-click a document that seems likely to contain the relevant information. The document opens on the first match for the text you typed.

