

How to Install & Use Acrobat Reader (PDF Files)

Learning how to open & read acrobat (PDF) files is essential in modern day computer operations.

PDF files are made from almost all types of other computer programs which allows them to then be read on any other computer such as Windows, Apple, Linux and other computer systems!

1. Place Toby CD into the CD Drive

- ▶ Use Windows Explorer or My Computer to then go to the CD Drive and find the folder "Click to setup Acrobat Reader" and double click on it to open the folder
- ▶ Find the "Setup Acrobat Reader 5.0" Icon and double click on it. This will install Acrobat Reader onto your computer and put an icon for the program on your desktop. Just follow the instructions as they come up.



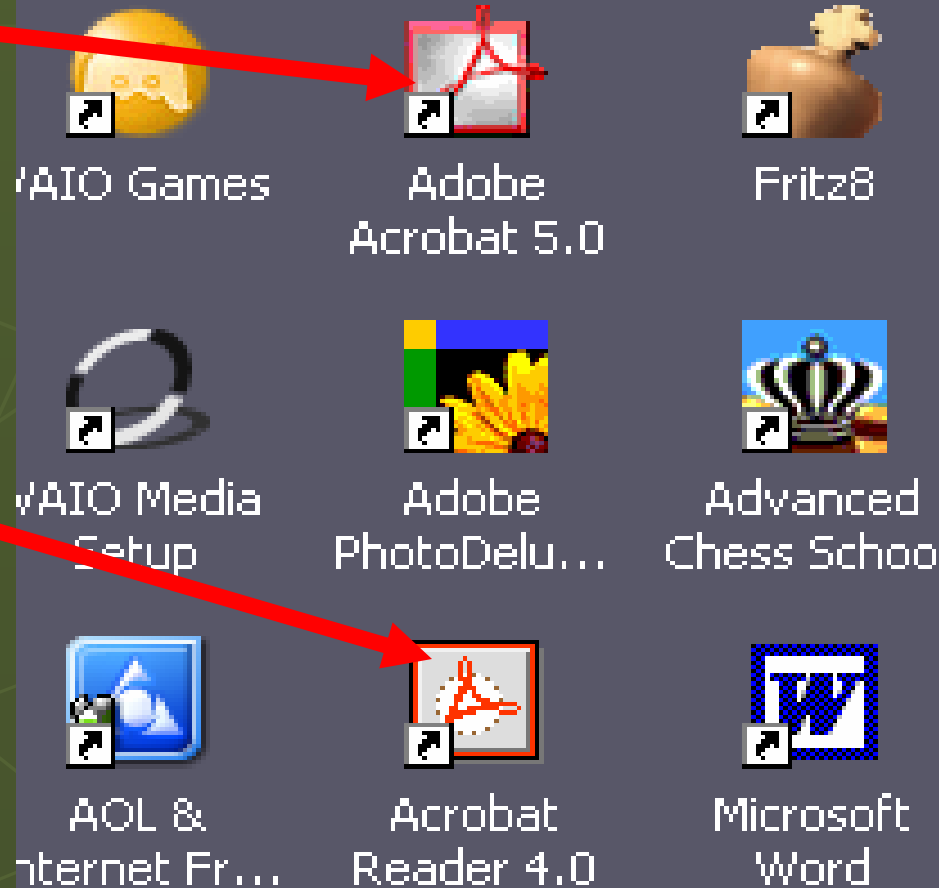
Click to setup Acrobat Reader



Setup Acrobat Reader 5.0
32-bit Setup Launcher
InstallShield Software Corpora...

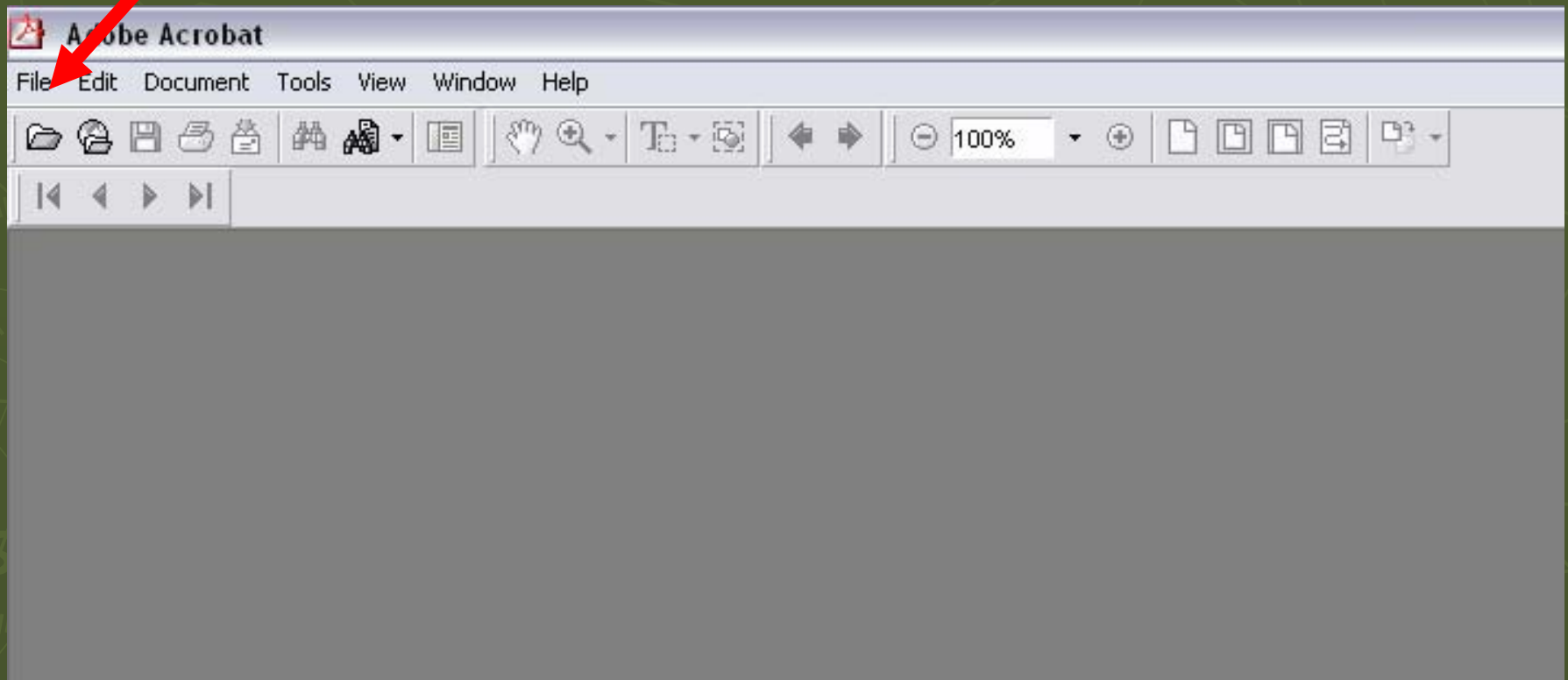
Finding and Starting Acrobat Reader

- ▶ An Acrobat Reader Icon will appear on your desktop and look like one of these shown at right
- ▶ Just double click on the icon and Acrobat will start



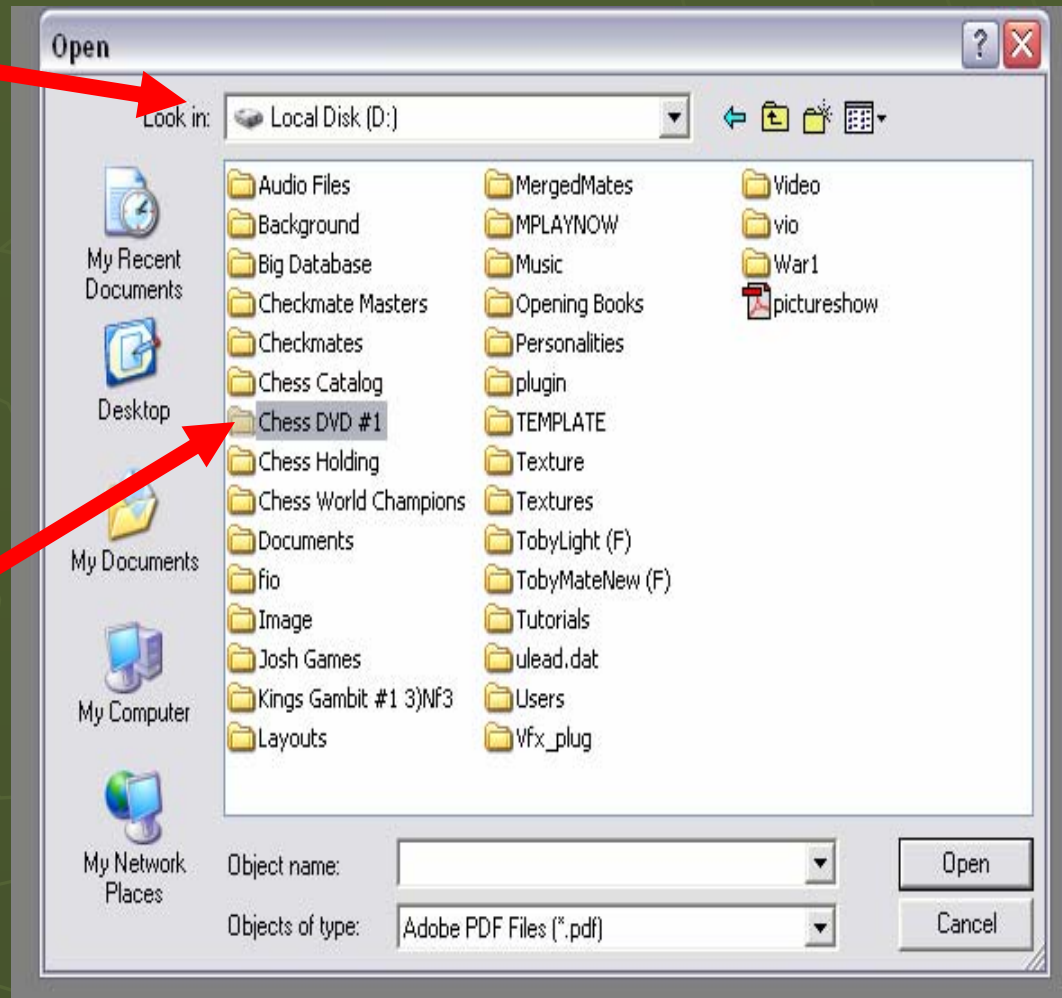
The Acrobat Main Screen

- ▶ Once acrobat has started you will see the main screen (below). You can open any acrobat file by clicking on File-Open



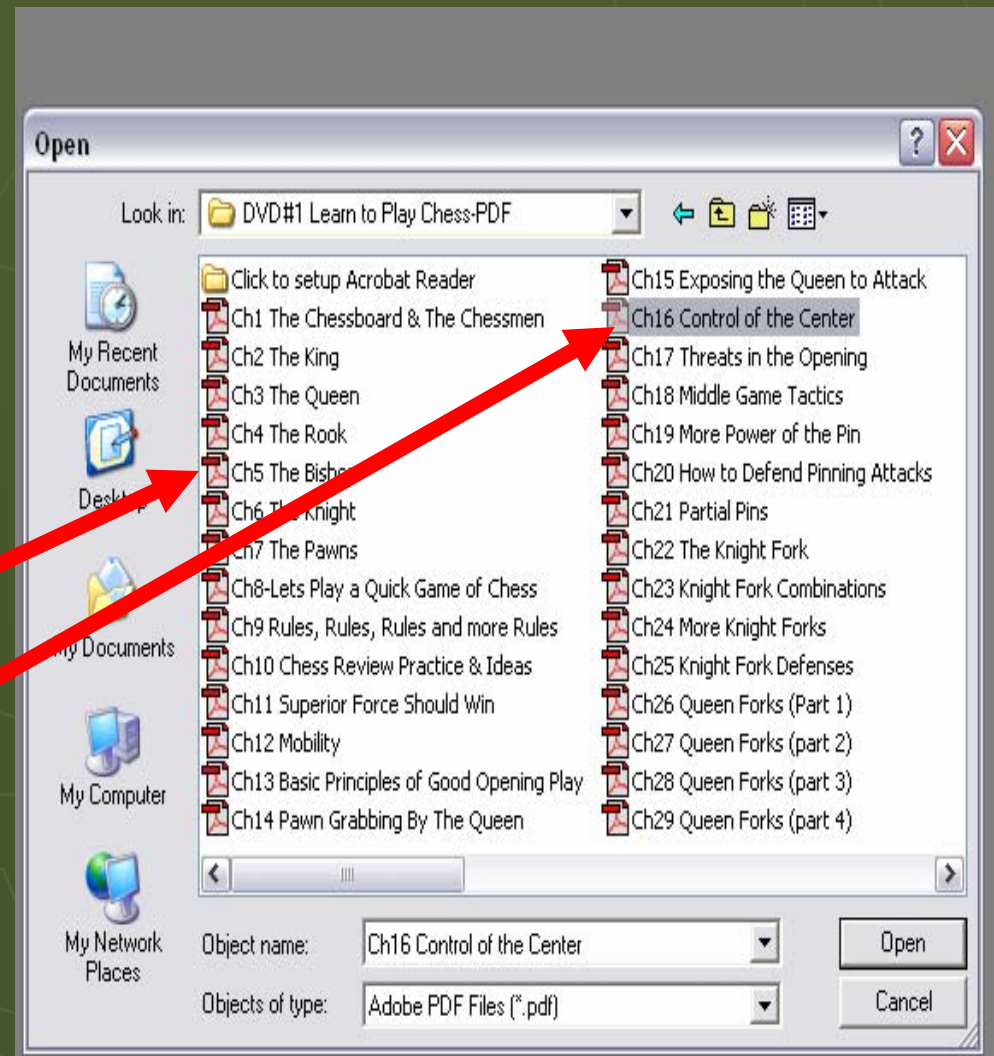
Select File You Wish to Open

- ▶ A Window comes up which allows you to look at everything on your computer or on a DVD or CD you have access to
- ▶ You can find the folder you wish to browse and click on it so you can see the individual acrobat files



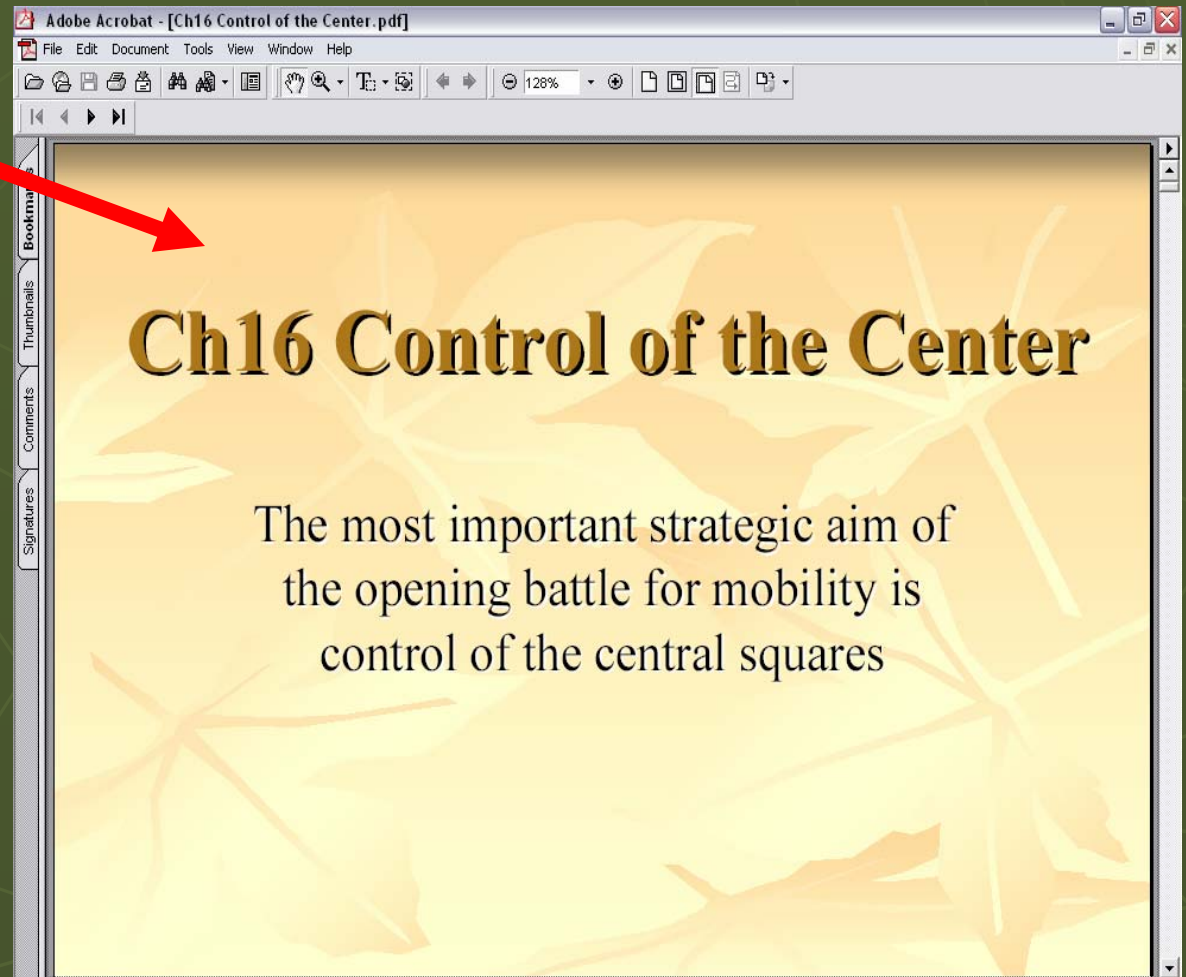
Selecting Acrobat Files

- ▶ Almost all the files seen here have the acrobat icon which indicates it is an acrobat file. The icon is red with a bright red bar across the top
- ▶ Click on the file you want to open and then you will see the content on the screen



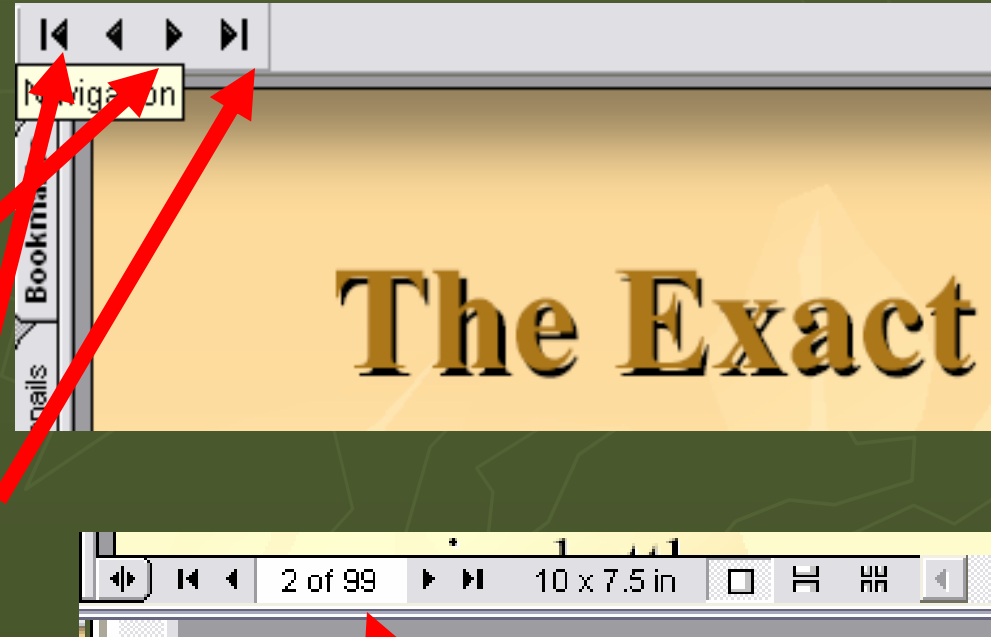
Page 1 Appears on Opening the file

- ▶ The first page of the file appears on the screen
- ▶ The buttons on the screen let you turn pages, size the image and much more
- ▶ Most acrobat files are arranged like a book



Turning the Pages

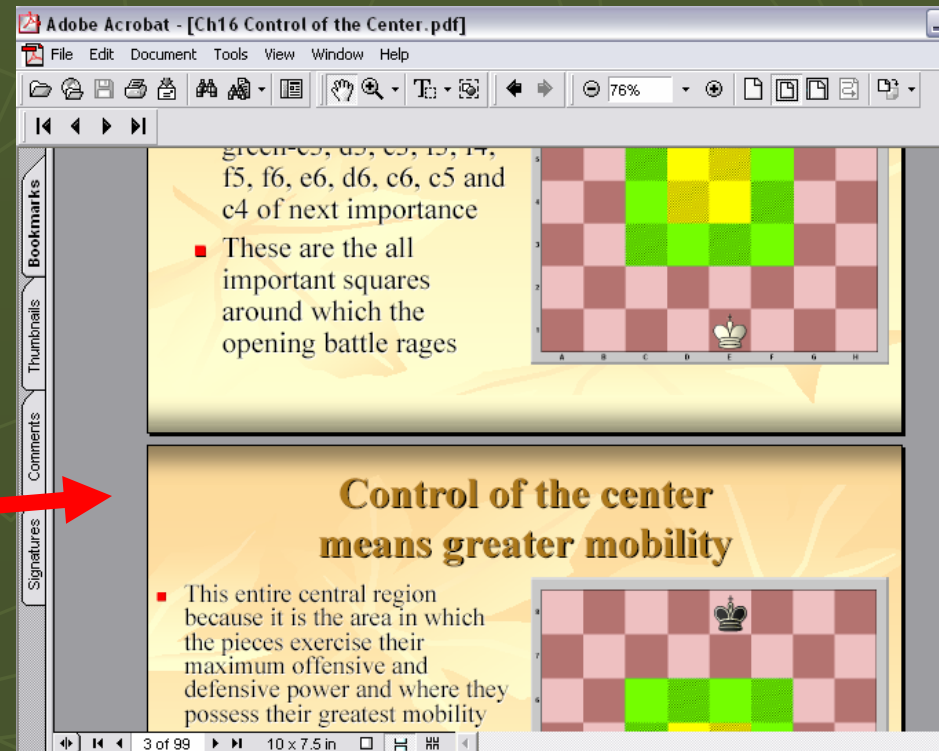
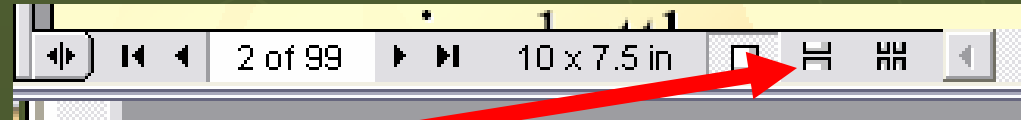
- ▶ The arrows at the top let you turn the pages
- ▶ The right arrow turns one page at a time ahead while the left arrow turns one page back
- ▶ The left arrow with the stop take you back to the start if the file or book while the right arrow with the stop takes you to the last page



At the bottom of the window is the page counter. Here we have turned to page two by clicking on the right arrow. The counter reads page 2 of 99 total pages

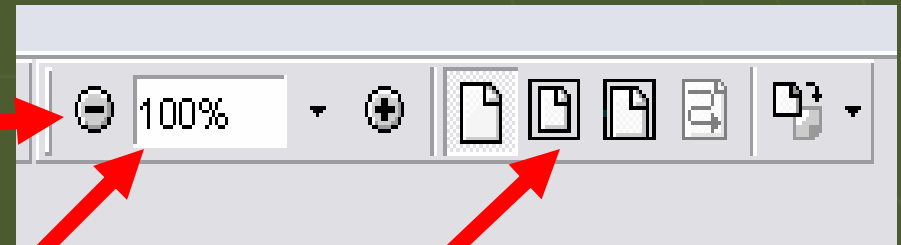
Changing the pages view

- ▶ The buttons at the bottom let you view the pages continuously or side by side
- ▶ We pressed the button in the center with the icon showing $\frac{1}{2}$ a page on the upper and lower parts of the screen and we can scroll the pages as you see in the main screen here



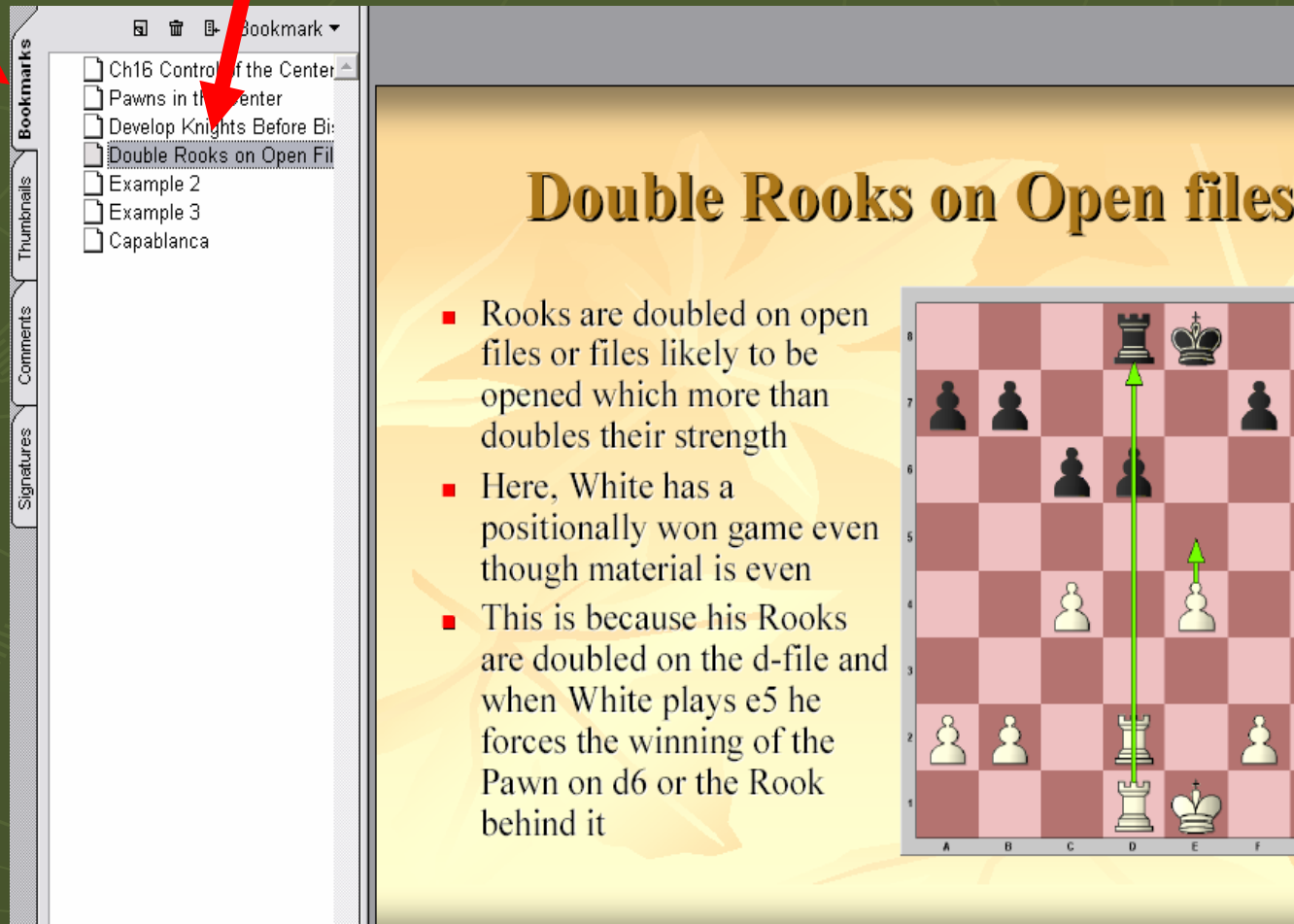
Sizing the Page

- ▶ You can change the size of the page by using the + and – buttons or click where the 100% box is and type in the size you want
- ▶ You can also quick size the page using the page symbols which fill the screen to full width, size at 100% or fill in the window



Using the Tabs

- ▶ You can jump to various chapters and “bookmarked” pages using the tab at left and clicking on the location desired. You can also use the Thumbnails tab to see mini views of the pages and click to them



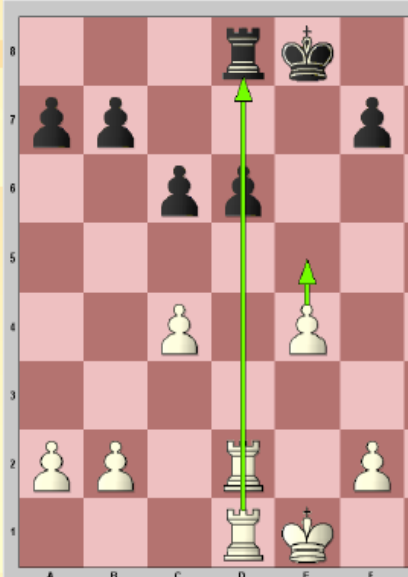
The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar has four tabs: 'Bookmarks', 'Thumbnails', 'Comments', and 'Signatures'. The 'Bookmarks' tab is active, showing a list of bookmarked pages. A red arrow points to the 'Bookmarks' tab, and another red arrow points to the 'Double Rooks on Open Files' bookmark. The main content area has a yellow background with the title 'Double Rooks on Open files' in a large, bold, serif font. Below the title is a list of three bullet points. To the right of the text is a chessboard diagram with a green arrow pointing upwards from the d2 square to the d8 square, indicating the doubling of the rook on the d-file.

Bookmarks

- Ch16 Control of the Center
- Pawns in the center
- Develop Knights Before Bishops
- Double Rooks on Open Files**
- Example 2
- Example 3
- Capablanca

Double Rooks on Open files

- Rooks are doubled on open files or files likely to be opened which more than doubles their strength
- Here, White has a positionally won game even though material is even
- This is because his Rooks are doubled on the d-file and when White plays e5 he forces the winning of the Pawn on d6 or the Rook behind it



	A	B	C	D	E	F
8				R	K	
7	P	P				P
6			P	P		
5						
4						
3						
2	P	P		R		P
1						

Play with the Buttons

- ▶ The Quickest way to learn what each button does in acrobat is too play with all the buttons and get used to them
- ▶ You can also print any pages, or all of the pages
- ▶ The printer for acrobat allows you to print odd pages first, and then the even pages on the back when you place the first set of prints back into the printer. This allows printing in book form
- ▶ Play with different selections in the drop down menus to see which features you like to use