

# Adobe Reader Advice

The interactive PDF (iPDF) files on the *Cambridge Essentials Mathematics* CD-ROM open using Adobe Reader, which can be freely downloaded from [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html) if it is not already installed on your computer.

This product will work on Adobe Reader 7 and may also display on previous versions (although some features will not be available). However, we recommend that you download the latest release of Adobe Reader 8 to ensure that all features of this product work as intended. This guide is based on Adobe Reader 8, but similar instructions apply to Adobe Reader 7.

## iPDFs on Macs

Apple's OSX computers come complete with an application called Preview that will display PDF files, among many other file types. However, Preview does not understand the advanced features used in the *Cambridge Essentials Mathematics* iPDF files, such as popup windows and web links.

If you want to take advantage of these features, you will need to install and use Adobe Reader on your Mac, following the instructions above. Once the application is installed, you will need to ensure that your Mac will always use Adobe Reader to open the *Cambridge Essentials Mathematics* iPDF files. To do this temporarily, right-click (or Ctrl-click) on the file you want to open, select 'Open with' from the menu, and then choose Adobe Reader from the submenu. Alternatively, you can drag the file from the Finder and drop it onto the Adobe Reader icon on your Dock if it is there.

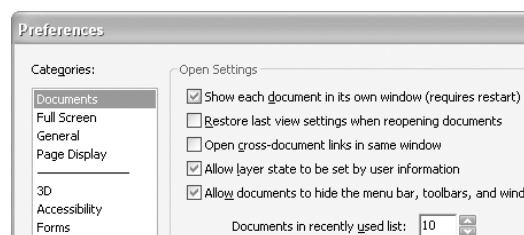
To change permanently the application that opens the *Cambridge Essentials Mathematics* iPDF files (but not affect how other PDF files are read), you need to choose 'Other...' from the bottom of the submenu instead of choosing Adobe Reader directly. A Finder window will open showing the applications from your Applications folder that will read PDF files. Select Adobe Reader, and then tick the box at the bottom 'Always Open With' and then click the Open button.

## Setting up your software

When reading the iPDF files of this book, you may find that moving from one Unit to another causes the previous window to close, potentially closing the contents page or index when you didn't want that to happen.

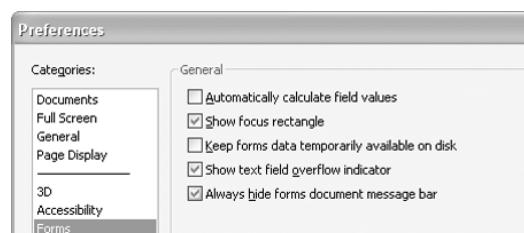
To prevent this behaviour:

- run Adobe Reader;
- from the menu bar at the top of the window, select Edit→Preferences (or Adobe Reader→Preferences on a Mac);
- in the dialog box, select the 'Document' option on the left;
- ensure that the box labelled 'Show each document in its own window' is ticked, and untick the box labelled 'Open cross-document links in same window';
- quit and restart Adobe Reader.



You may also find that Adobe Reader displays a purple bar at the top of the window saying 'Please fill out the following form'. To make this bar disappear, open the Preferences window as above, and then:

- select the 'Forms' option on the left
- ensure that the box labelled 'Always hide forms document message bar' is ticked.



## Making the most of your iPDFs

Various tools that come with Adobe Reader software can be used to reduce or enlarge the iPDF as well as make navigation easier. The size at which the iPDF opens up will depend on your existing settings.

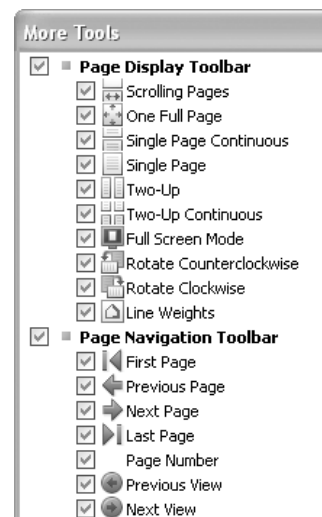
Adobe Reader has many useful tools, some of which are shown in the toolbar by default. If you hover your cursor over the buttons on the toolbar, a pop-up box will tell you what the button does. To get other tools appearing on your Adobe Reader toolbar, go to the Tools menu at the top of the window, and select 'Customize toolbars...' Simply tick those that you want to have available on your toolbar.

(Please note that some of the tools in Adobe Reader 8 will not work on *Cambridge Essentials Mathematics* iPDF files, including the drawing and commenting tools.)

We recommend having the following tools available on your toolbar:

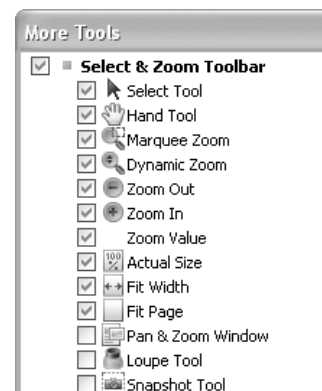
**Page Display** – allows you to display one or two pages at a time, to scroll through the pages continuously or page by page, and to change easily to full-screen mode.

**Page Navigation** – allows you to navigate between pages on the iPDF you have open. The Previous View and Next View buttons are particularly useful. They work like the Previous and Next buttons in a web browser, changing between the pages (or zoom levels) you have recently looked at. The Previous Page and Next Page buttons in Adobe Reader change between pages in the current file (that is, they move from page 3 to page 4, and vice versa), which may not be the same thing as the view history.



**Select & Zoom** – the following buttons could be of use.

- Select tool – takes you to the normal cursor mode. You may need to click on this button after using other tools in order to continue normal iPDF browsing.
- Hand tool – allows the iPDF to be dragged around the screen. Holding down the space bar switches the cursor into this mode temporarily; releasing the space bar returns the cursor to its previous setting.
- Marquee zoom tool – allows an area to be selected and magnified to fill the screen. Holding down Control while this tool is selected switches the action to zooming out. (Use the 'Select' tool to deactivate this tool once you have chosen your magnification.)
- Zoom out and Zoom in tools – increase and decrease the magnification in stages. You can also zoom in and out like this: (1) press the Control key on the keyboard and tap the + and – buttons; (2) hold down the Control key on the keyboard and roll the mouse wheel if you have one.
- Actual size tool – takes the iPDF to 100% magnification.
- Fit width tool – enlarges the iPDF to fit the full width of the screen.
- Full screen tool – enlarges the Adobe Reader window so that it fill the whole screen, with no toolbars or scroll bars. It even hides the Windows task bar at the bottom of the screen. To move around the iPDF file in full-screen mode, remember that pressing the space bar temporarily selects the Hand tool, and that you can change zoom using the keyboard and mouse. To enter full-screen mode, you can also use the keyboard, by pressing Control and L together. To leave full-screen mode, you can use the Escape key or Control-L.



If you are displaying the iPDFs on an interactive whiteboard then the drawing and highlighting tools that come supplied with whichever interactive whiteboard you have can also be used.