

This help file contains the basic information you will need to open, navigate, print and search PDF files using Adobe Reader 6.0. If you require additional assistance, you can review the complete Adobe Reader 6.0 Help Guide by selecting *Help*, and then *Adobe Reader Help* from the command bar.

This tutorial includes the following sections:

1. Making a Menu Selection
2. Returning to the Opening Screen
3. Adjusting the View of PDF Document
4. Paging through the Document
5. Browsing with Bookmarks and Pages
6. Searching the Document
7. Printing PDF Documents
8. Document Security
9. Obtaining Technical Support
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1. Making a Menu Selection

In Reader, the cursor normally resembles a “flat hand” with fingers extended. When the cursor is placed over a menu selection, it will change to a hand with a pointing index finger. To make a menu selection, place the cursor over the text for that selection and note that the cursor changes to a hand with a pointing index finger. Then click the left mouse button.

2. Returning to the Opening Screen

To return to the opening screen, close the current screen. To close the current screen, find the "x" located in the upper right hand corner of the screen. (Note: there are two "x's" near this location, you want to use the one on the lower level.) Place your cursor over this "x". Then click the left mouse button. The current screen will close and the previous screen will appear.

You can also close the current screen by selecting *File* and then *Close* from the Reader menu.

3. Adjusting the view of PDF Documents

You can select from two different viewing options - Fit Page or Fit Width. To make a selection for viewing options locate the two icons on the command bar that resemble pages. If you place your cursor over these icons, the name of the selection will appear in a "roll-over" box.

To select the Fit Page option - place your cursor over the *Fit Page* icon and press the left mouse button. To select the Fit Width option - place your cursor over the *Fit Width* icon and press the left mouse button.

4. Paging through the Documents

To advance to the next page in a document, press the *Page Down* button on the keyboard or press the right arrow key on the keyboard. You can also press the *Next Page* button located at the bottom of the Reader window. (This button is located to the immediate right of the box showing the current page number.)

To advance to the previous page in a document press the *Page Up* button on the keyboard or press the left arrow key on the keyboard. You can also press the *Previous Page* button located at the bottom of the Reader window. (This button is located to the immediate left of the box showing the current page number.)

5. Browsing with Bookmarks and Pages

Some documents include bookmarks. To open the bookmarks pane, find the tab located on the left side of the Reader window labeled *Bookmarks*. Place the cursor over this tab and press the left mouse button. The Bookmarks pane will then open.

Each bookmark is linked to a specific page in the document. To advance to the page referenced by the bookmark, place the cursor over the bookmark and press the left mouse button. The document will advance to that page.

To close the Bookmark pane, place the cursor over the *Bookmarks* tab and press the left mouse button. The Bookmarks pane will then close.

All documents include *Pages*. To open the Pages pane, find the tab located on the left side of the Reader window labeled *Pages*. Place the cursor over this tab and press the left mouse button. The Pages pane will then open.

Pages are small images of the pages in the document. Each Page is linked to a specific page in the document. To advance to the page referenced by the Pages, place the cursor over the pages and press the left mouse button. The document will advance to that page.

To close the Pages pane, place the cursor over the *Pages* tab and press the left mouse button. The Pages pane will then close.

6. Searching the Document

The search capability in Reader 6.0 is described below.

Looking at the current document and searching for a text string - To conduct this type of search, please complete the following steps:

- 1) Find the search icon on the command bar (hint: look for the "binoculars"). Place your cursor over the search icon and press the left mouse button. The search pane will open on the right side of the Reader window.
- 2) Find the selection labeled "Use Advanced Search Options" located near the bottom of the Search pane, in the lower right hand corner of your computer screen. Select "Use Advanced Search Options" by placing your cursor over the text and pressing the left mouse button. A new window will appear in the Search pane.
- 3) In the box labeled "What word or phrase would you like to search for?" - enter the desired text string
- 4) In the box labeled "Return results containing:" - make an appropriate selection
- 5) In the box labeled "Look In:" - select "The Current PDF Document"
- 6) Then select "Search"

A new window will appear in the Search pane with a list of the results. To advance to the location of any search result, click on the listing in the *Results:* box.

To close the Search pane, press the *Hide* button located in the upper right hand corner of the search pane.

Reader 6.0 allows you to search the current document or multiple documents. The *PMBOK® Guide* is presented as one document, so use the Search capability to peruse the current document only.

In Reader 5.1, a comparable search capability is provided by the Find function. To access the Find function, click on the icon that includes a pair of binoculars or select *Edit* and then *Find* from the command bar.

7. Printing PDF Documents

To print a document, place the cursor over the printer icon on the Reader command bar, and press the left mouse button. The printer dialog box will appear. Enter all fields in the print dialog box and then select "OK" to begin printing.

8. Document Security

The security settings on this publication have been set to deny the user the ability to:

- Change the Document
- Assemble / Disassemble the Document
- Copy or Extract Content
- Add Comments

The user is enabled to:

- Print
- Extract Content for Accessibility

9. Obtaining Technical Support

EIS Digital Publishing (EIS) provides technical support for this electronic publication. Live tech support is available Monday through Friday from 8:30 a.m. to 5:00 p.m. Central time.

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10. Frequently Asked Questions (FAQs)

EIS also maintains an FAQ web page for this electronic publication -
<http://www.eiservices.com/FAQ/PMBOK3.html>

11. Copyright Notices

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