



## **Help**

If at any time you want to return to this page, select the Help Topics button on the right side of your screen. Left Arrow and Right Arrow buttons on the bottom right provide an easy method to page backward and forward in this section.

Text highlighted in orange in this Help section indicates something important to understand. It does not provide a link but is intended to bring something to your attention. Use the navigation buttons on the right to continue.

## **Acrobat® Support**

If you have questions about Acrobat® software other than that listed under General Usage Support, please contact:

Customer Service: 800-833-6687

Customer Support: 800-642-3623

(Note: telephone and web case technical support is only available to customers with a support plan contract.)

Monday - Friday 6:00 a.m. to 5:00 p.m. (PST) or visit their website at [www.adobe.com](http://www.adobe.com)

## **General Usage Support**

If you are experiencing difficulty navigating, searching, or using the built-in functionality of this CD/DVD/USB, please call:

(352) 872-5544

Monday - Friday 8:00 a.m. to 5:00 p.m. (EST)

You can also send an email to:

[info@conferencecatalysts.com](mailto:info@conferencecatalysts.com)

Visit our website at [www.conferencecatalysts.com](http://www.conferencecatalysts.com)



## **Acrobat Toolbars**

### **Basic Toolbar: Hand Tool, Select Tool**

The Hand tool provides a means of grabbing the page and moving it within the window. This is helpful when higher zoom magnification levels are used. The Select tool allows you to highlight text for copy and pasting information into other documents and applications.

### **Zoom:**

The Zoom tool consists of In, Out, Dynamic, Loupe, Pan & Zoom for adjusting the document. With this tool you can also drag and hold to zoom over a selected area. Additional options: Actual Size, Fit Height, and Fit Width.

### **Navigation:**

Using First Page will take you to the beginning of your document, Previous and Next will move you one page at a time, and Last Page will move to the end of the document. Previous View, and Next View will adjust the zoom settings.

### **Find:**

Within the current document you can use Find to move to text matching the string you entered. You have the option to look for Previous or Next examples within the document.

### **Help:**

Please refer to the Help section for any additional information you may require using Acrobat Toolbars and navigating your document.

### **Search (Shift+Ctrl+F):**

Search for words and phrases across multiple, indexed documents.

## **Bookmarks (F4)**

Navigation through the contents of this CD/DVD/USB can be performed by using Bookmarks. If Bookmarks are not visible choose from your menu View, Navigation Tabs, Bookmarks. A panel opens on the left side of the screen displaying Bookmarks in a hierarchy. Each Bookmark corresponds to a location on this CD/DVD/USB. Click on the text in a Bookmark to go to that location.

Entries with lower level Bookmarks show a plus sign (+) when subordinate Bookmarks are hidden and a negative sign (-) when subordinate Bookmarks are visible. Dragging the right margin of the bookmark panel resizes it.

## **Preferences**

To get the most out of this CD/DVD/USB, set the following Acrobat general preferences.

### **General Preferences:**

Edit > Preferences > General

Dialog box similar to the one depicted from Windows.

### **Open Cross-Documents Links In Same Window:**

If you want to keep all viewed documents open, verify that Open Cross-Doc Links in Same Window is NOT checked. Leaving this preference checked closes each document after viewing and is suggested for systems that just meet the minimum memory requirements.

### **Use Page Cache:**

Located under the Startup Category, checking this preference places the next page in a buffer before you view the page in Acrobat. This reduces the amount of time it takes to page through a document.

### **Page Display:**

If display images have ghosting, or outlines, please check to see if Smooth Text, Smooth Line Art, and Smooth Images are checked. These options will affect how images are displayed on this CD/DVD/USB.