How To Use Acrobat Reader

Illinois Public Library Statistics: Fiscal Year 1998-99 (IPLS) is presented using Adobe Acrobat Reader version 3.01*. To follow are the instructions for navigating the IPLS CD-ROM using the Acrobat Reader software.

DEFINITION OF TERMS

Home Screen: The Home Screen appears automatically when the IPLS CD-ROM is started. It contains links to the major documents of the publication. Every page in the IPLS publication contains a command on the button bar (at the top of the page) which will return you directly to the Home Screen.

Navigation Screens: Screens which only contain links to other documents or navigation screens.

Active Document: The document which is displayed, in whole or in part, on the screen.

TO GO TO ANOTHER DOCUMENT

When selected, underlined text on the Home Screen and text followed by “…►” on Navigation Screens will open the document described by the text. To select, move the mouse pointer over the text (the pointer will change to a pointing finger) and click your mouse button.

BUTTON BAR

The button bar, at the top of every page displayed on the screen, contains the commands which are available from that page. Please note: The button bar is displayed only on the screen; it will not appear on the printed document. To select a command on the button bar, move the mouse pointer over the text (the pointer will change to a pointing finger) and click your mouse button.

The following commands may appear on the button bar.

Find: Use the Find Command to find part of a word, a complete word, or multiple words in the active document. In the Find dialog box, type the text to be found in the “Find What” text box and click Find. (Hint: Find searches forward from the screen you are currently on. To search backward, select the “Find Backwards” option.) To find the next occurrence, press either Ctrl+g or F3.

Home: Use the Home Command to return directly to the Home Screen.

Libraries: (on the Management Profiles only) Use the Libraries Command to return to the Navigation Screen with links to the Management Profile for individual public libraries.

Next Page: Use the Next Page Command to go to the next page of the active document. This command will not be displayed on the Button Bar if you are on the last page of the active document.

Prev Page: Use the Prev Page Command to go to the previous page of the active document. This command will not be displayed on the Button Bar if you are on the first page of the active document.

Previous: (on Navigation Screens only) Use the Previous Command to return to the Navigation Screen before the Navigation Screen currently displayed.

Print: Use the Print Command to print all pages, the current page, or a range of pages from the active document. Make any changes to the Windows Print Dialog Box, or use your Window's defaults, and select “OK” to print.

Systems: (on the Management Profiles only) Use the Systems Command to return to the Navigation Screen with links each library system.

Tables: Use the Table Command to return to the Navigation Screen with links to the tables/reports in that section.

Zoom: Use the Zoom Command to change the size of the contents on the screen. In the Zoom dialog box, enter the magnification you prefer for viewing the active document and select “OK”.

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SCROLL BARS

You can use the scroll bars at the right and bottom edges of the window to scroll through the active document. If the entire document is displayed on screen, the scroll bars are light grey and not active.

At the left hand side of the bottom scroll bar are three buttons. To select a button, move the mouse pointer over the button (the pointer will change to a pointing finger) and click your mouse button.

To follow is an explanation of each of the buttons:

**Page # of #:** Displays the page number you are viewing in the current document. If selected, will request a page number and go to that page in the active document.

### %: Displays the magnification (by percent) of the active document. If selected, does the same action as the **Zoom Command** from the button bar.

**8.5 X 11 in:** Displays the size of paper the active document will print to. If selected, will change the layout of the active document.  **Note:** All documents on the IPLS are set to open in Single Page.