

## HANDY HINTS USING ADOBE ACROBAT READER

If you would like to find out more about this free software click on this internet address:

<http://www.adobe.com/products/acrobat/readmain.html>

### 1. SETTING UP YOUR PAGE FOR ADOBE READER

Pull down menu *FILE* and select *PREFERENCES*

Now select *GENERAL*

Change the *page units* to "millimetres"

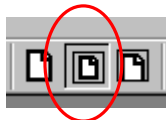
Change the *magnification default zoom* to "Fit in Window"

*You will notice the actual page size for each pdf page is noted in millimetres at the bottom of the view. Each page number is noted as you scroll through a document.*

### 2. SOME HANDY FUNCTIONS TO USE



**BOOKMARKS** help you locate information throughout the document. Click on this tool to view bookmarks (if they have been created)



**FIT IN VIEW** Select this tool to view the entire page.



**ZOOM IN** Drag and click a rectangle to enlarge a selected area.



**PANNING** This tool allows you to move around the viewing screen. Select the tool and drag the hand icon to scroll around the screen.



**SEARCH** The left binoculars can search and locate a specific word or phrase in the current page. The right binoculars will search the entire document. Eg. key in "sinkhole" and search; then control g to move to the next location in the document that contains "sinkhole"

### 3. HOW TO PRINT THIS PDF DOCUMENT

This file has been created using an A4 portrait page size.



1. Select Print icon
2. Select a printer (with postscript printing capability)
3. "FIT TO PAGE" must **NOT** be ticked  
*if it is ticked, the graphics on the page will stretch to fit the page rather than remain in the position created*
4. Select PROPERTIES tab
5. Select the orientation to suit; in this case it is portrait
6. Application page size is A4
7. Nominate which page numbers you would like to print if the document has more than one page.
8. Print

The MAPS supplied with this CD should be printed at the published scale and can be printed to a large format plotter. Follow the steps above and select an application page size of A0 and orientation landscape.