OPERATING INSTRUCTION
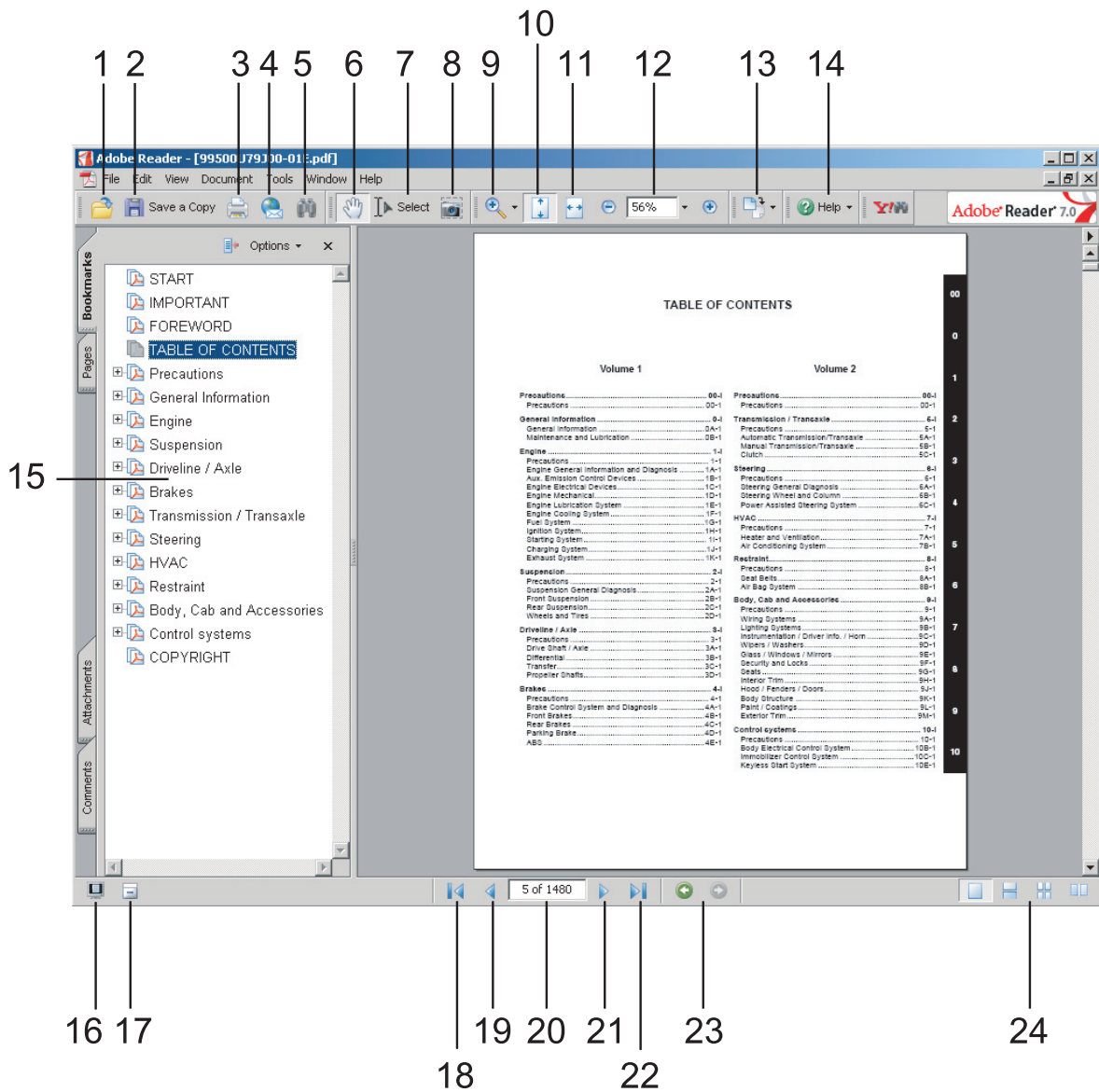
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ACROBAT READER SCREEN DISPLAY

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Adobe Reader - [99500 J79J00-01E.pdf]

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Options

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Adobe Reader Screen Display

1	**Open**	To open a PDF document from within Adobe Reader: Do one of the following: • Choose File => Open, or click the Open button in the toolbar. In the Open dialog box, select one or more filenames, and click Open. PDF documents usually have the extension .pdf. • From the File menu, choose the document's filename.
2	**Save a copy**	

3	**Print**	To print an Adobe PDF document:
		1) If necessary, do one of the following:
		  1) To select pages to print, select thumbnails in the Pages panel. You can Ctrl-click thumbnails to select noncontiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.
		  2) To select an area on a page to print, use the Select Text tool and drag around the area you want to print.
		2) Use File => Print Setup to set general printing options. The available options vary with different printers and drivers. See your printer driver documentation for details.
		3) Click the Print button, or choose File => Print.
		4) Choose a printer from the list at the top of the Print dialog box.
		5) Click Properties to set printer driver options.
		6) Select any of the following options, and then click OK.

4	**e-mail**	To email a PDF document: 1) Open the PDF document that you want to attach to an email message. 2) Choose File => Email, or click the Email button on the toolbar. 3) Address and write your email message, and then send it. Your PDF document is attached automatically to the email message that you send. 4) If necessary, switch to your email application to finish sending the message.

5	**Search**	To search for words in a document:
		1) Select or open the document you want to search.
		2) On the toolbar, click the Search tool, or choose Edit => Search.
		3) Type the word, words, or part of a word that you want to search for.
		4) Select any of the following to apply to your search:
		  3) Whole Words Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word stick, the words tick and sticky will not be highlighted.
		  4) Case-Sensitive finds only occurrences of the words that are in the case that you typed.
		  5) Search in Bookmarks searches the text in the Bookmarks pane as well as the text in the document. Occurrences in the Bookmarks pane appear at the top of the list and are identified with a different symbol than occurrences in the document .
		  6) Search in Comments searches the text in the Comments and in the document text. Instances in the Comments text are listed in the search results with a comment icon , the search word, and either a word or two of context, and so on. The order in which the occurrences appear is related to their location on the document pages.

6	**Hand**	As a general rule, you should use the Hand tool when browsing through PDF documents. However, you can select a number of other helpful tools from the toolbars.

| 7	**Select Tool**	The Select Text tool enables you to select text or columns of text in an Adobe PDF document. You can use the Copy and Paste commands to copy the selected text into another application.
8	**Snapshot Tool**	To copy a graphic or text in image format using the Snapshot tool: Select the Snapshot tool, and do one of the following: • Click anywhere in the page to capture the entire content displayed on the screen. • Drag a marquee around the text, or images, or a combination of both. • Drag a marquee within an image to copy just a portion of the image. To copy a table as an image using the Snapshot tool: 1) Select the Snapshot tool. 2) Drag a box around the rows and columns to be copied. Click OK. Your selection is copied automatically to the clipboard. 3) To copy the selection into an open document in another application, choose Edit => Copy in Adobe Reader, and then choose Edit => Paste in an open document in the other application. *NOTE:* *The table is copied as a bitmap; it is no longer editable.* To copy a graphic or text in image format using the Snapshot tool: Select the Snapshot tool, and do one of the following: • Click anywhere in the page to capture the entire content displayed on the screen. • Drag a marquee around the text, or images, or a combination of both. • Drag a marquee within an image to copy just a portion of the image.
9	**Zoom In / Zoom Out Tool**	To increase magnification, do one of the following: • Select the zoom-in tool, and click the page. • Select the zoom-in tool, and drag to draw a rectangle, called a marquee, around the area to magnify. To decrease magnification, do one of the following: • Select the zoom-out tool, and click the page. • Select the zoom-out tool, and drag to draw a marquee the size you want the reduced page to be.
10	**Fit Page**	To resize the page to fit entirely in the window, click the Fit In Window button, or choose View => Fit in Window.
11	**Fit Width**	To resize the page to fit the width of the window, click the Fit Width button, or choose View => Fit Width. Part of the page may be out of view.
12	**Viewing Toolbar**	To increase magnification: • Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level. • Click the Zoom In button in the viewing toolbar. To decrease magnification: • Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level. • Click the Zoom Out button in the viewing toolbar.
13	**Rotate Clockwisse / Rotate Counterclockwise**	To rotate the page.

| 14	**Help**	Adobe Reader help menu.
15	**Bookmarks / Pages**	**Bookmarks** Bookmarks provide a table of contents and usually represent the chapters and sections in a document. Bookmarks appear in the navigation pane. The creator of the Adobe PDF document determines which bookmarks appear. **Pages** You can navigate in Adobe PDF documents by paging through them or by using navigational tools such as bookmarks, thumbnail pages, and links. You can also retrace your steps through documents to return to where you started.
16	**Full Screen View**	Change the view to full screen view.
17	**Hide Toolbars**	Hide the toolbars.
18	**First Page**	Go to the first page.
19	**Previous Page**	Go to the previous page.
20	**Page Specify**	Go to a specified page.
21	**Next Page**	Go to the next page.
22	**Last Page**	Go to the last page.
23	**Previous View / Next View**	Go to the previous/next page.
24	**Page Layout**	Changing the page layout is especially useful when you want to zoom out to get an overview of the document layout. You can use the following page layouts when viewing Adobe PDF documents: • **Single Page** displays one page in the document pane at a time. • **Continuous** arranges the pages in a continuous vertical column. • **Facing** arranges the pages side by side, displaying only one or two pages at a time. • **Continuous - Facing** arranges the pages side by side in a continuous vertical column. If a document has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads.

HOW TO READ MANUAL DATA

1) By opening (i.e. double-click the icon) the "Start.html" file on the CD-ROM the manual list screen shown below.

   Example:
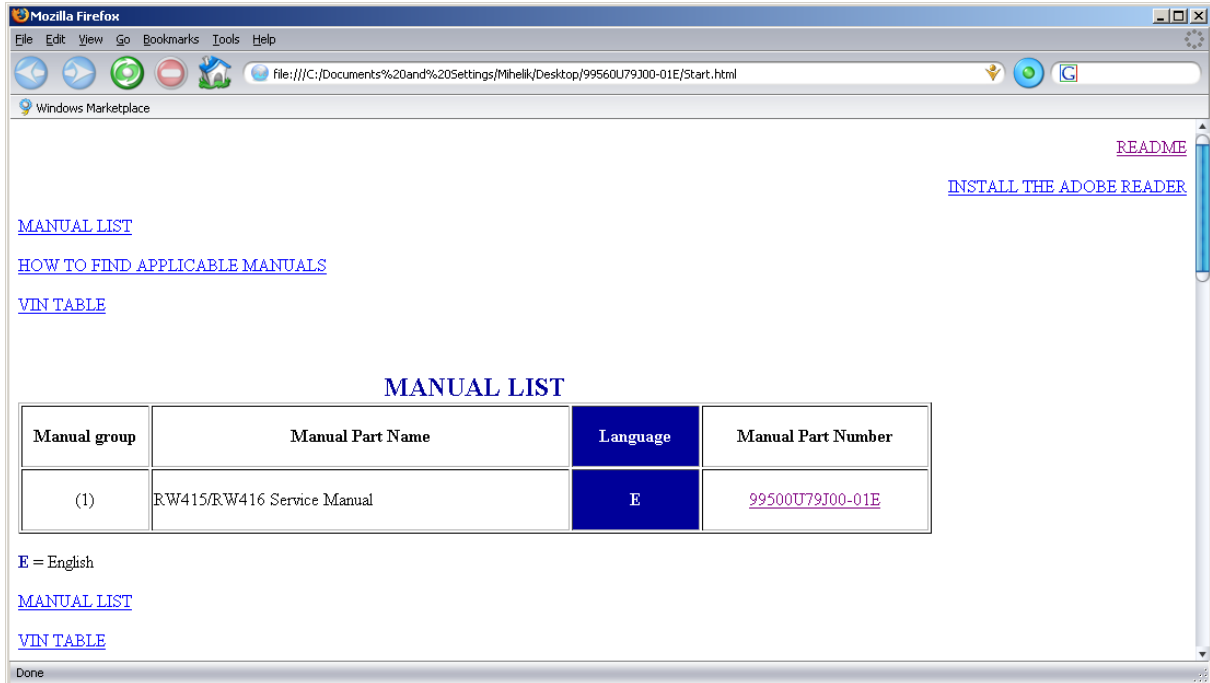
2) From the list, select the number assigned to the manual to be displayed and click the part number.
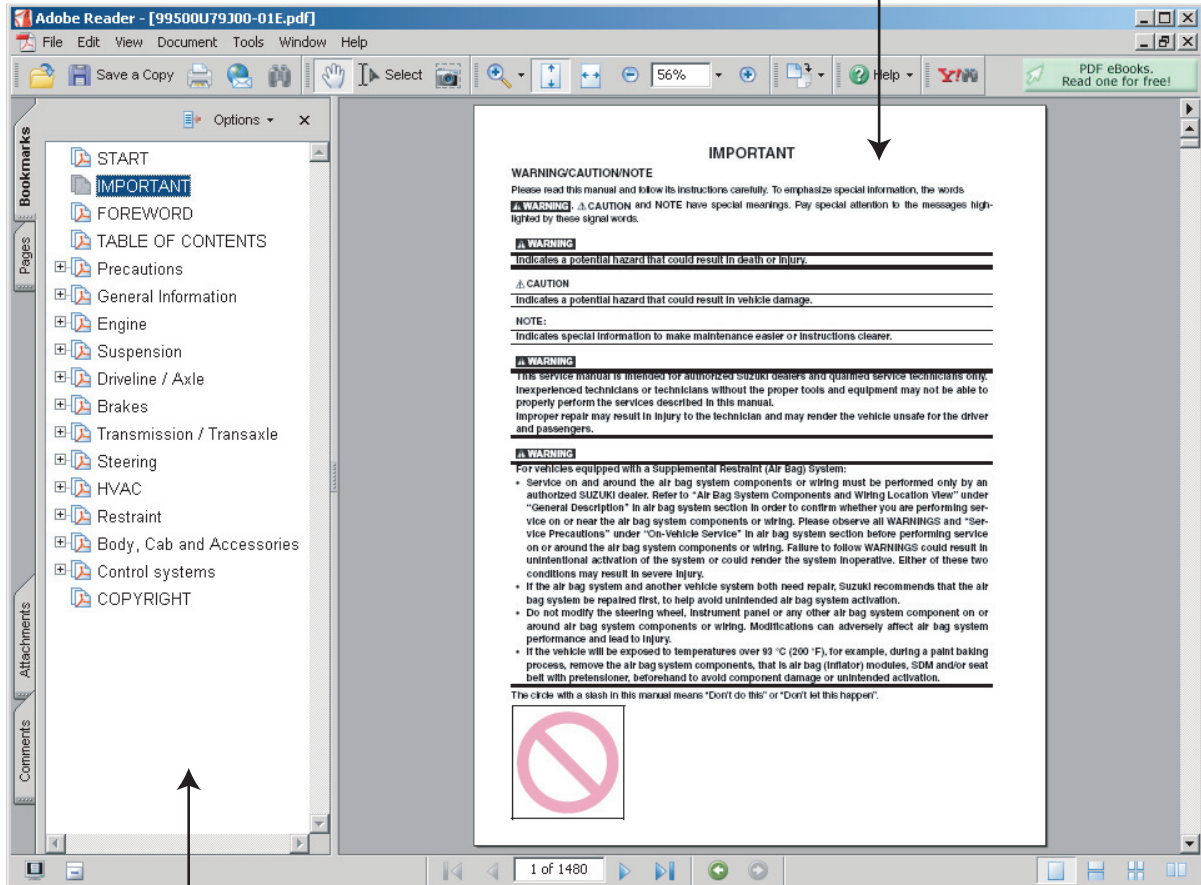
   Example:
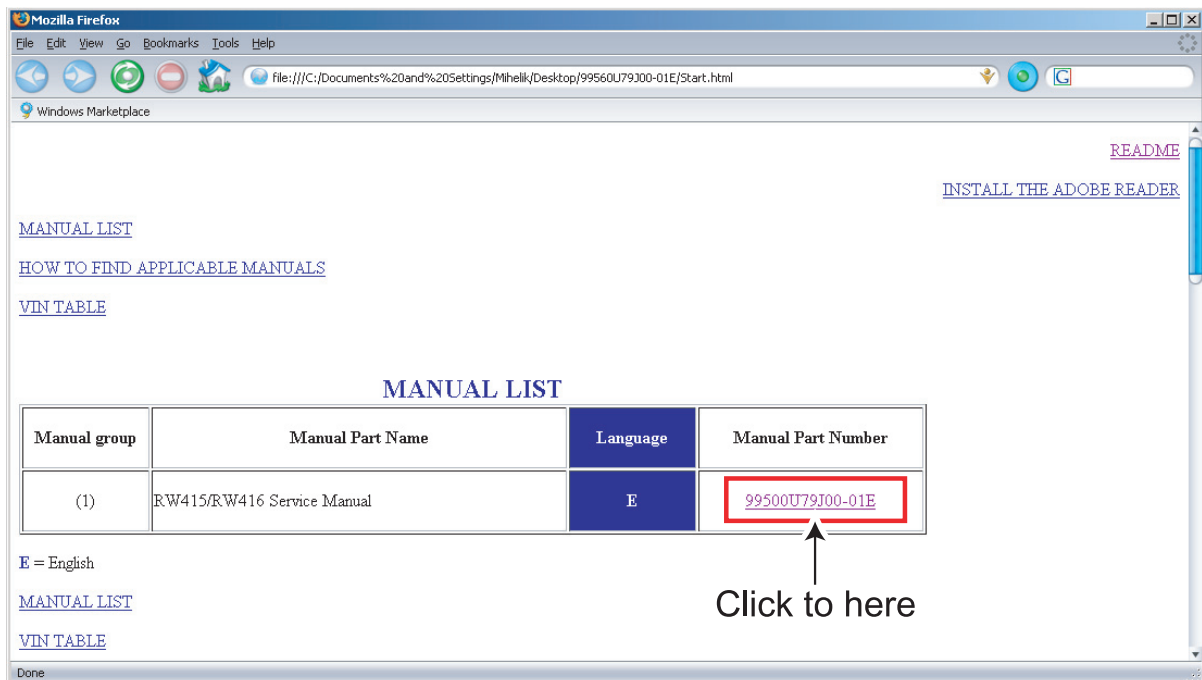
3) Then, the "Important" page of each manual displays. At the same time, a "Bookmark" frame also displays on the left side of the screen.
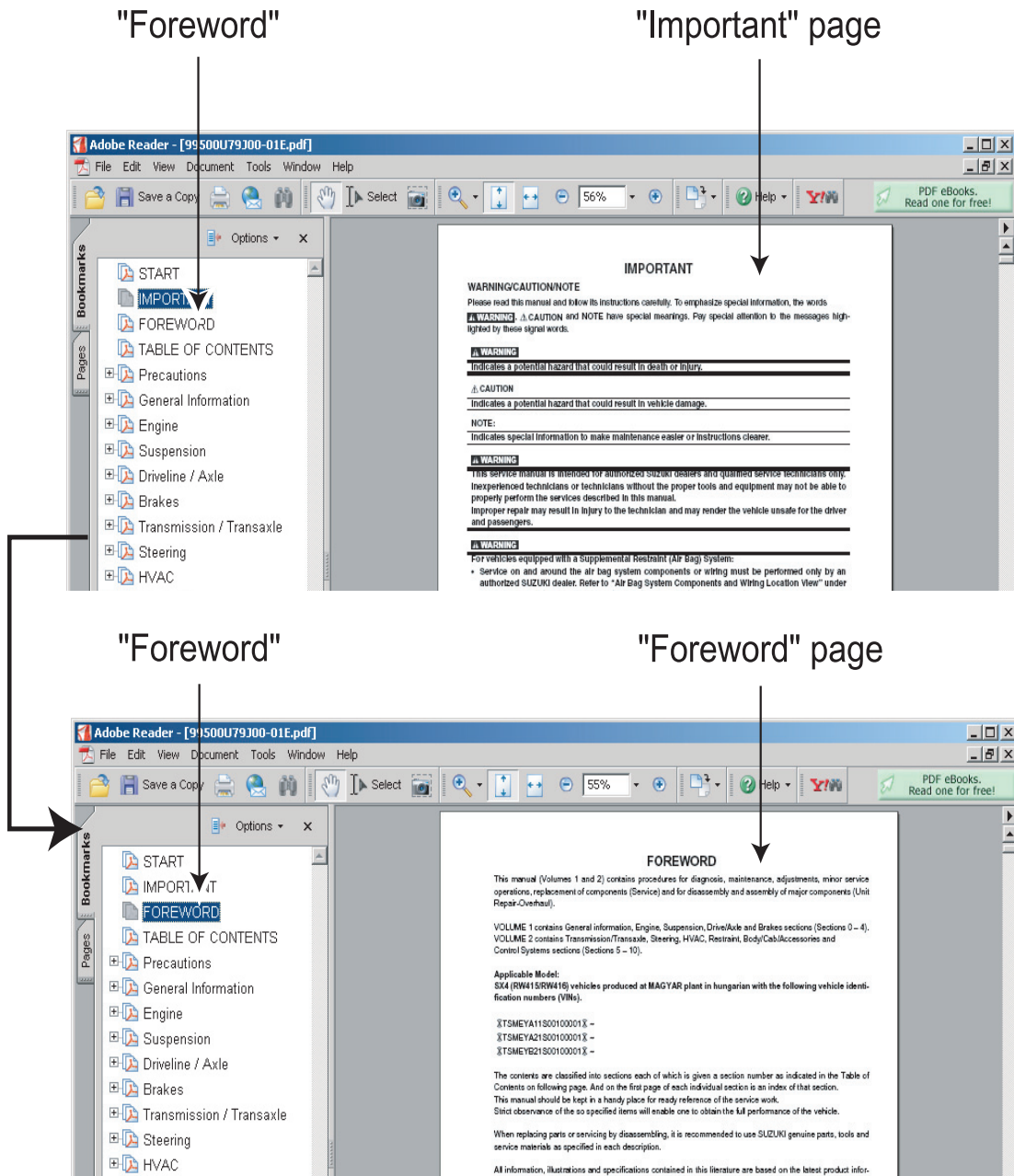
Example:

"Important" page

"Bookmark" frame

4) Click (left-button) "Foreword" in the Bookmark and "Foreword" page displays.
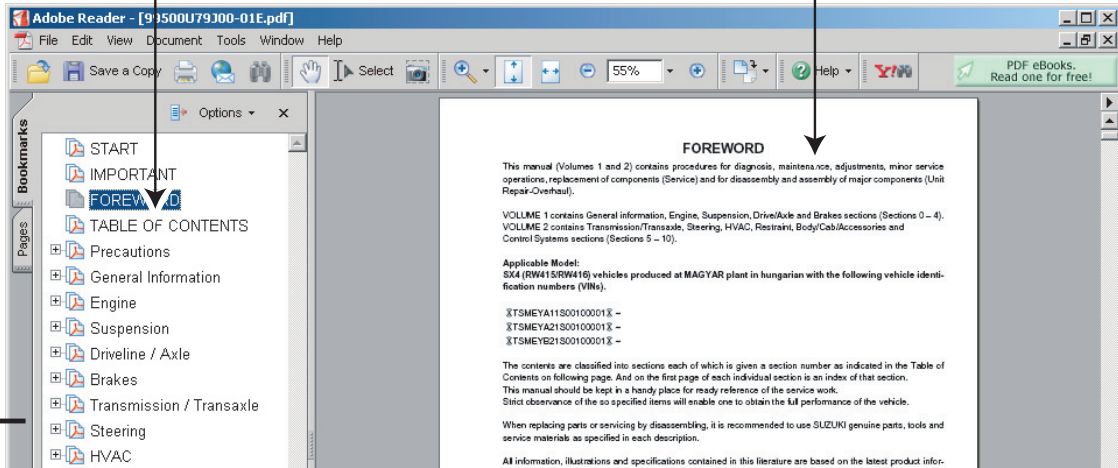
Example:

"Foreword"   "Important" page

"Foreword"   "Foreword" page

5) Click (left-button) "Table of Contents" in the Bookmark, "Table of Contents" page displays.
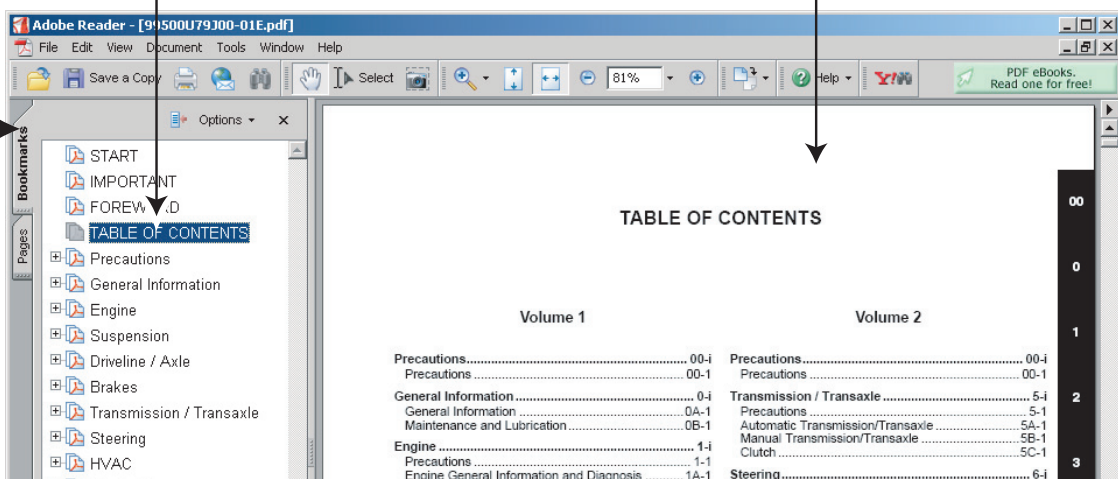
Example:

"Table of Contents"   **"Foreword" page**

"Table of Contents"   **"Table of Contents" page**

- To jump to a reference manual:
  On the "Foreword" page, the link is pasted from manual name and manual part number of the "Related Manuals". Click (left-button) in the appropriate link jump to that related Service Manual.

  (Linked at the location, at which the pointer " ⬉ ", "⊕" or "〈♨〉" changes to "👆".)
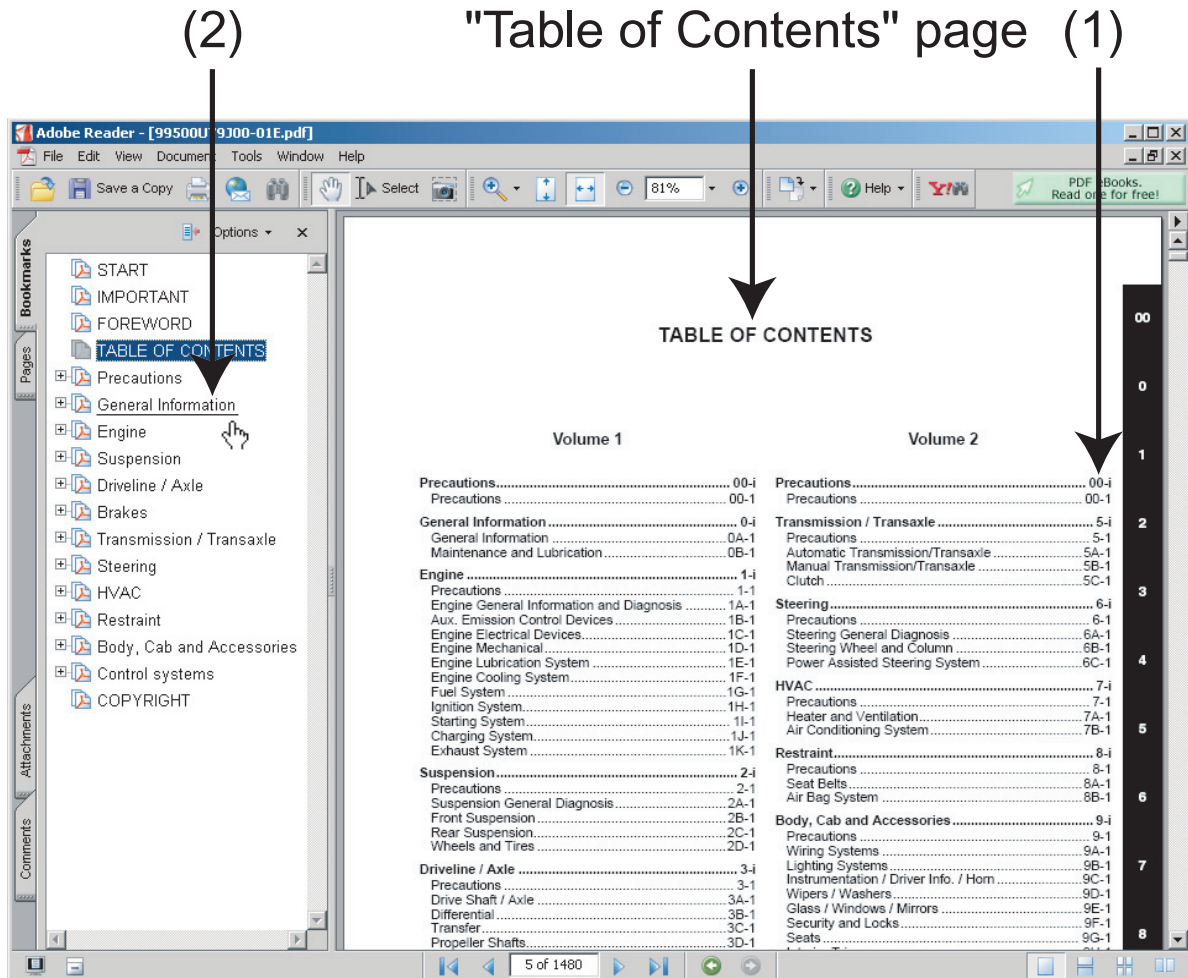
6) Perform the following procedure ((1) or (2)) to jump from "Table of Contents" page to first page contents of a section.
   1) Click (Left-button) in the appropriate link jumps to that section (Linked at the location, at which the pointer

     " ▶ ", " ⊕ " or " ✋ " changes to " 👆 ".)

   2) Clicking the section name or page name inside the "Bookmark" frame jumps to that section.

   Example:

(2)   "Table of Contents" page (1)

7) From here on, the following operations can be executed. Select the appropriate operation according to your needs.

- To jump to a page that contains a title

  Jump to the first page of each section, on which linked to the page that contains each title. Click (left-button) in the appropriate link jumps to that page that contains the title.

  (Linked at the location, at which the pointer " 🔽 " , " 🔍 " or " 🖑 " changes to " 🖑 ".)

- To go back to the previous screen status

  Click the " 🔙 " button on the menu bar of the Acrobat Reader to the display status that was shown before the

  currently display.

- To jump to the next page

  Click the " ▷ " button on the menu bar of Acrobat Reader.

- To jump to the previous page

  Click the " ◁ " button on the menu bar of Acrobat Reader.

- To enlarge the text on the screen as characters are too small to read

  Select the " 🔍 " button (zoom tool) and then click in the area in which the pointer " 🔽 " changes to " 🔍 " (within the page display area).

- To decrease the size of the screen

  Select the " 🔍 " button (zoom tool) and then move the pointer to the area in which the pointer " 🔽 " changes to " 🔍 " (within the page display area).

  Holding down the [Ctrl] key (or [Option] key) on the keyboard (in which case, the pointer " 🔍 " changes to " 🗋 "), Click (left-button).

- To display the contents of one full page

  Click the "" button on the menu bar of Acrobat Reader.

• To print the data

1) On a specific page or pages:
   Refer to the page number ("B") given on the bottom of the screen and take note of it. Select "Print" ("A") in the File menu and specify the page number(s) to be printed.

1) On all pages:
   Select "Print" ("A") in the File menu and select "All" for the page range.

"A"

"B"