

Help in Using PDF Files

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Table of Contents

What are PDF Files?.....	1
How can I do a Save as...?	1
How do I get help in suing my new book in PDF format?	2
How can a find a specific page in a long pdf file?	2
How do I find a specific word or text segment?	3

What are PDF Files?

PDF is short for *Portable Document Format*, a file format developed by Adobe Systems. When PDF is written as a file extension, it shows up as filename.pdf

PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader, a free application distributed by Adobe Systems. [Click here to download.]

How can I do a Save as ... for my PDF file?

1. Click the tiny box in the upper right corner of the PDF download window to maximize your display and make it expand as fully as possible.
2. Click the small disk icon in the upper left corner of the PDF download window. In the figure to the left, this disk icon has a red circle around it.
3. Now, navigate to the location where you want to save the new PDF file. I suggest placing it on your desktop. Later, you can drag it into any folder you wish.
4. In this example, you are downloading *My Book*; its title will be selected; while it is still selected, type in the new file name, such as *My New Book*, or anything else you wish. The new title will replace the old.
5. The *Save as file type* window should show Portable document format .pdf

Quick Index for Posts to My *Night Watchman* Blog

A culture war rages all around us. I am stationed in a watchtower, on top of the wall, watching the night. If I see danger approaching in any form, from any quarter, I will sound the alarm!

"Watchman, what of the night? The watchman said, The morning cometh"... Isaiah 21:11, 12

You can share these blog posts by emailing the URL below to everyone in your address book.

<http://www.diskbooks.org/watch.html>

The recipients of your message will be able to click on the link above and this web page will come up.

Read -- Learn -- Enjoy -- Share

Navigation Tip: When you click a link below, you will go to my *Night Watchman* blog. You may stay there and scroll through the listed posts. Or, you may use your browser's *Back* button to come back here and click on a specific blog post link:

1. [Obama: Oh, Yes! I'm the Great Pretender](#)
2. [Governor Sarah Palin: Greta Van Susteren is "On the Record"](#)
3. [Obama: is he an illegal alien, is he a literary fraud, or is he both?](#)
4. [Sack Lunches for Iraq-bound Soldiers](#)

5. [Obama has first press conference since election](#)
6. [Sad Report about Governor Sarah Palin as McCain's Running Mate](#)
7. [Obama Names Rahm Emanuel as White House Chief of Staff](#)
8. [Jack Cashill, Obama, Ayers: a Progress Report on Literary Fraud](#)
9. [Introduction to the Night Watchman Blog](#)

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[G. Edwin Lint, Th.B., M.A.](#)

How do I get help in using my new book in PDF format?

1. Press F1 to open the Adobe Reader Help Window.
2. You will see a pane along the left margin of the window with tabs at the top for Contents, Search, and Index.
3. When you are finished using the Help utility, close the window by clicking the X in the upper right corner. You will return to the PDF page you were using when you pressed F1

How do I find a specific page in a long PDF file?

This version does not support a Table of Contents with active Hypertexts. However, your book will have a tab along the left margin for *Pages*.

1. Click the Pages tab. A new pane [section of the main window] will open to the left of the text.
2. Make this pane wider or narrower by the dragging the center divider.
3. Use the Options menu to Reduce or Enlarge the size of the page thumbnails now visible in the left pages pane.
4. Increase the number of page icons visible by making the pages pane wider and the size of the thumbnails smaller. The converse is true.
5. Click on any page thumbnail to go to that page.
6. Use the right pane to scroll down to the **Table of Contents**.
7. Find the page number of the text you want to see.
8. Click on the corresponding thumbnail in the pages pane to navigate to the desired page.
9. When finished using the pages pane with its numbered thumbnails, click the X to the right of the **Options** menu. The next time you use the pages page, it will open to the same width and size of thumbnails as when you last used it.

Reminder: Always click in a window to make it active before trying to scroll in that window.

How do I find a specific word in a PDF file?

1. Press Control-F to open a simple Find window.
2. If you need to modify your search, you can click on the menu triangular button to the left of the search find field to see more options.
3. Or, press Control+Shift-F to get the full-featured Adobe Reader search window.
4. When you are finished using the search window, click the Hide button.

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