

Help in Using PDF Files

G. Edwin Lint

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DiskBooks Electronic Publishing

Mechanicsburg, PA 17055

You may have difficulty navigating forward and backward through chapters by pressing the vertical edges of the 5 way button.

However, you always have instant access to a fully functional Table of Contents by following these simple step:

First, press the Menu button

[Go to] will be selected. Press the center of the 5 way button.

The cursor will be one downward click above the Table of Contents button.

Press the center of the 5 way button again.

You will be at the Table of Contents.

Enjoy your book. G. Edwin Lint

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Printing and Binding a Long PDF File

The author: G. Edwin Lint

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 for a free 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.**
- 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 for using it on your desktop or transporting it anywhere via email or ftp [File Transfer Protocol].**
- 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**

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?

Your book will have an icon along the left margin for *Pages*.

1. Click the *Pages* icon. 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 instantly.
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 can I use Bookmarks?

1. Click the second icon that appears to the left of the main text window. This will be the one with a blue ribbon showing as a bookmark.



2. Now you will see a new window to the left of the text that contains all the bookmarks available for this file.
3. When you click on the text description of a bookmark, you will go right to that page in the document.
4. You can return to the top of the document by clicking the first [title] bookmark.
5. You can adjust the width of the bookmark window by dragging the center line.

- 6. When finished using the Bookmarks pane, click the X to the right of the Options menu. The next time you use the bookmarks page, it will open to the same width and size when you last used it.**
- 7. Or you can just skip Bookmarks if your PDF has a Table of Contents in Hypertext format, such as this book.**

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.**

Printing and Binding a Long PDF File

Buy a sturdy three-hole punch. Here is mine.



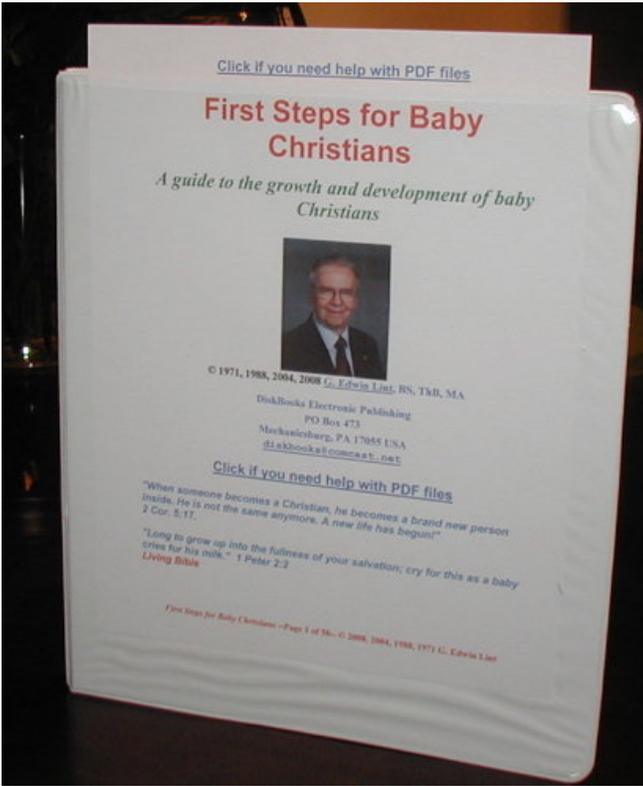
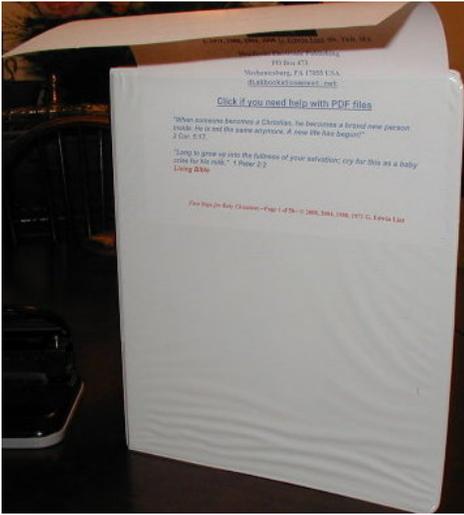
Buy three-hole vinyl binders at your stationery supply store. The binder shown here is .5 inch thick. Binders are available to accommodate books of varying sizes and they are also available in varying colors. Make sure the binders you buy have clear pockets on the front so you can insert the cover page.



Print the first page of the booklet. In most cases it will serve as a suitable cover. After the ink is dry, slide this cover page into the clear vinyl pocket on the front of the binder.

Print and punch the remainder of the pages of your book. There is a limit to the number of pages you can punch at one time.

Insert the punched pages into your binder in the proper order. Now your pdf book is ready for easy use and identification.



Here is a finished book with the first page inserted as a cover

The End

The author: G. Edwin Lint

He has a broad knowledge base and extensive training, and experience. His formal education includes Bachelor of Science in Bible and Bachelor of Theology degrees from the Allentown, Pennsylvania campus of Houghton College; Master of Arts in educational supervision and administration from Rowan University in Glassboro, New Jersey.



He has 36 years of professional education experience with state certification as elementary teacher, elementary supervisor, supervisor of curriculum and instruction, elementary principal, special education teacher, and supervisor of special education.

His professional experience includes 2 years as elementary teacher at Cedarville, NJ, 8 years as teacher, supervisor of special education, and director of education at the Vineland [NJ] State School, 10 years as Assistant superintendent for Rehabilitation Services, and unit manager at the Laurelton [PA] State School, and 15 years as Special Education Adviser for the Pennsylvania

Department of Education in Harrisburg.

Throughout his secular career, he has remained active in Christian service in a variety of capacities: Sunday school teacher, Sunday school superintendent, teacher trainer, director of Christian education; choir member, choir director, orchestra member (playing trumpet and tuba), member and manager of a regional Gospel singing group, owner of a Gospel music store; representative for the Pennsylvania Council on Alcohol Problems, interim and supply pastor.

For over 37 years he has worked as a part-time Gospel DJ. In 1971, he earned an FCC Third Class License with Broadcast Endorsement by passing the written examination. During 1973-1997 he produced and hosted a Gospel music radio program: *Gospel Caravan*. His program was on Internet radio via streaming audio 2000 through 2009.

Ed Lint claims that his most important credential is "a personal relationship with Jesus Christ. I have accepted Jesus Christ as my sin sacrifice. He is my Lamb of God. The Holy Spirit fills me. He gives me power to live a successful Christian life and protects me from Satan and his demons."

He retired in 1994 and has been an educational consultant and primary author of DiskBooks Electronic Publishing.