



Adjusting the view

Magnifying the page view

Working with large page sizes

Choosing a page layout for scrolling ease

Setting a default view

Reading documents in Full Screen view



Choosing a Web browser for Weblinks



Magnifying the page view

You can use the zoom tool, the magnification box in the status bar, or the Actual Size, Fit Page, and Fit Width toolbar buttons to change the screen magnification. The maximum magnification level is 800%. The minimum magnification level is 12%. If you zoom in on a large document, use the **hand tool** to move the page around on-screen or in a **thumbnail**.

Acrobat viewers also offer magnification level choices that are not related to a specific percentage, but to the look of the page on screen:

- **Fit Page**  scales the page to fit within the main window.
- **Fit Width**  scales the page to fit the width of the main window.
- **Fit Visible** fills the window with the page's imaged area only (text and graphics). ➤





When you select any of the Fit options, the magnification level resulting from the selection is displayed in the status bar.

The Fit options, Fit Page, Fit Width, and Fit Visible are in a *sticky* state, which means they don't change as you page through a document unless you change the zoom level.

To increase magnification:



Choose one of the following:


- Select the zoom tool  on the document page to double the current magnification.
- Select the zoom tool  and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK. ➤



To decrease magnification:

Choose one of the following:

- Select the zoom tool  while holding down the Ctrl (Windows and UNIX) or Option (Macintosh) and click at the center of the area you want to reduce.
- Select the zoom tool  while holding down the Ctrl (Windows and UNIX) or Option (Macintosh), and drag to draw a rectangle, called a *marquee*, around the area you want to reduce.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

Note: *If viewing a PDF document in a Web browser window, use the zoom out tool  to decrease magnification. ■*



Working with large page sizes

If you need to magnify a page to a size larger than the viewer window to read it, you can use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF document around with the hand tool is like moving a piece of paper around on a desk with your hand.



Choosing a page layout for scrolling ease

Acrobat viewers have three page layout options: Single Page, Continuous, and Continuous-Facing Pages. Continuous and Continuous-Facing Pages facilitate page scrolling so that you can see the bottom of one page and the top of another.

- Single page layout displays one page in the document window at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous-Facing Pages layout arranges the pages to appear side by side. This configuration accommodates two-page spread display and multiple-page viewing in the viewer window. If the total page count of a document is greater than two pages, the first page





is displayed on the right to ensure proper display of two-page spreads. To see two-page spreads most efficiently in this page layout, choose View > Fit Width.



Single page layout



Continuous layout ➤



Continuous-Facing Pages layout

To set a page layout:

Choose one of the following:

- Click the page size box in the status bar, and choose one of the page layouts from the menu.
- Choose Single Page, Continuous, or Continuous-Facing Pages from the View menu. ■



Setting a default view

You can set a default viewing magnification, a default page layout, and other viewing defaults in the General Preferences dialog box. These settings apply to any document that has been set to open in the default view. See [Choosing how the document opens](#) for information about document settings.

In UNIX, the first time you open Exchange or Reader, a preferences file named `.acrorc` is created in your `$HOME` directory. If you have opened Acrobat Exchange or Reader 2.1 at any time prior to opening the 3.0 version, you should delete `$HOME/.acrorc` before starting Exchange or Reader 3.0. A new `.acrorc` file will be created with the recommended Acrobat 3.0 settings when you start Exchange or Reader 3.0.

To set a default view:

1 Choose File > Preferences > General to open the General Preferences dialog box. ➤



2 Choose settings for the following options:

- **Default Page Layout** specifies a page layout for your Acrobat viewer to use when PDF documents are first opened.
- **Default Magnification** specifies a magnification level for your Acrobat viewer to use when PDF documents are first opened.
- **Max “Fit Visible”** Magnification sets the maximum magnification for the Fit Visible view and for viewing articles.
- **Substitution Fonts** specifies which Multiple Master fonts your Acrobat viewer uses to substitute for Type 1 and TrueType fonts that are not available on your computer. If PDF documents fail to print because of insufficient printer memory, choose Sans from the Substitution Fonts menu. Changing the Substitution Fonts setting has no effect until you restart Windows or your Macintosh. ➤



- **Page Units** (inches, millimeters, or points) specifies which unit of measurement is used to display the page size in the status bar and in the Crop dialog box with the Page Units option.
- **Display Large Images** specifies displaying images larger than 128K. A gray box appears in place of a large image if you do not choose this option. Not displaying large images can speed paging through a document.
- **Greek Text: Below [___] pixels** specifies displaying text below the designated point size as gray lines to speed display time. The original default is 6.
- **Smooth Text and Monochrome images** specifies smoothing the edges of text and monochrome images to minimize the contrast between the background and the text or image. This effect usually improves the quality of the display on-screen. ➤



- **Use Calibrated Color for Display** specifies using the color space information for each image in this PDF document to reproduce an accurate display of the original image. See **Calibrated color** for more information.
- **Use Page Cache** specifies placing the next page into a buffer to reduce the amount of time it takes to page through a document.
- **Open Cross-Document Links in Same Window** specifies opening linked PDF documents and views in one window to minimize the number of open windows in your Acrobat viewer. If you do not select this option, then a new window is opened for each new Go to View link. If a linked file is open when a Go to View link to it from another document is activated, the file remains open in a separate window.

Note: To override this setting, either selected or deselected, press **Ctrl** (Windows, UNIX) or **Option** (Macintosh) when clicking a link. ➤



■ **Allow Background Download of Entire File** specifies allowing a PDF file to continue downloading from the Web even after the requested page displays on-screen in a Netscape Navigator-compatible browser. If you do not select this option, only the requested page will download to your computer and other pages will be downloaded as you request them.

Note: *You will get unexpected results from the Go Back command in your Web browser if you do not select this option. For example, if you link to another file from the partially downloaded PDF file and then want to return to that PDF file by using the Go Back command in your Web browser, you will be returned to the first page of the PDF file even if you were not on the first page. Selecting this option should alleviate most cases of unexpected Go Back behavior in your Web browser. ➤*



- **Display Splash Screen at Startup** specifies displaying the Acrobat splash screen each time the program is started.
 - **Display Open Dialog at Startup** specifies displaying the Open dialog box each time the program is started.
 - **Skip Editing Warnings** specifies disabling warning boxes when you delete notes, bookmarks, links, pages, and thumbnails.
- 3 Click OK. ■



Reading documents in Full Screen view

PDF documents fill the entire screen in Full Screen view; the menu bar, toolbar, status bar, and window controls are hidden. Document authors can set PDF documents to open in Full Screen view, or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions.

Whether you use Full Screen to view a presentation or for your own purposes, you can establish your own **Full Screen preferences**. ➤



In Full Screen view, the pointer remains active so that you can click links and open notes. You can use navigational and magnification buttons, even though the menus and toolbar are not visible, by using their **keyboard shortcuts**:

- For the View menu, you can use shortcuts for all commands except Page Only, Bookmarks and Page, Thumbnails and Page, and the page layout views.
- For the Tools menu, you can use shortcuts for the hand and zoom tools.

To exit from Full Screen view, press the Escape key.





Full Screen preferences

Choose File > Preferences > Full Screen to set the characteristics of your Acrobat viewer's Full Screen view. These settings apply to any document that you open in Full Screen view and that does not have its own Full Screen settings.

The default settings are usually acceptable and do not need to be changed unless you are going to give a presentation or set up a **kiosk**, because most of the effects you set in Full Screen preferences are for presentations. See **Choosing how the document opens** for information. ➤



The Full Screen Preferences dialog box provides these options:

- **Advance Every __ Seconds** specifies whether you advance automatically from page to page every set number of seconds. For automatic paging, enter the number of seconds in the text box. You can page through a document by using mouse or keyboard commands even if automatic paging is selected.
- **Advance On Any Click** specifies navigating through the PDF document by clicking your mouse.
- **Loop after last page** pages through the document continuously, returning to the first page from the last. A typical use for this option is for kiosk displays.
- **Escape key exits** specifies using the Escape key to exit Full Screen mode. If you disable the Escape key, Ctrl+Shift+L (Windows and UNIX) or Cmd+Shift+L (Macintosh) can be used to exit Full Screen mode. ➤



- **Background color** specifies the window's background color. Options are Black (the default), White, and Custom. If you select Custom, the system color palette is displayed. See your computer's user guide for instructions on setting a custom color.
- **Default Transition** specifies a transition effect to display when switching pages in Full Screen mode. The default transition is None.
- **Mouse Cursor** specifies how the mouse cursor appears in Full Screen view. The default is to hide the cursor after a short delay. ■




Choosing a Web browser for Weblinks

When you click a Weblink in a PDF document, the default browser opens for you to view the linked document. Before this happens, however, you have to identify the default browser to the Acrobat viewer. You can also choose to show or hide the Web browser button and link information and status.

To change preferences:

- 1 Choose File > Preferences > Weblink.
- 2 Choose from the following options:
 - Choose an option from the Link Information menu to determine whether a viewer displays a URL in the status bar always, never, or only when the Ctrl (Windows and UNIX) or Option (Macintosh) key is pressed at a time when the pointer is over a Weblink. ➤



- Select Show Toolbar Button to show the Web Browser button  in the toolbar. You can open your Web browser from an Acrobat viewer by clicking the button.
 - Select Show Progress Dialog to display status information such as how much data is being downloaded after a Weblink is activated.
 - To select a Web browser, click Browse (Windows and UNIX) or Select (Macintosh), locate your browser, and click Open.
 - Choose the connection type that matches your browser. If your browser is not listed, choose the Standard connection type.
- 3** Click OK to save your preferences. ■