



Setting preferences

Preferences are settings that modify the performance, interface, and behavior of an application. For the most part, the preference settings of Acrobat Exchange determine the view of a document on-screen for your copy of Exchange. Some of these settings can be overridden, for a particular PDF document by a document author, in the Document Info > Open dialog box. See **Choosing how the document opens** for more information about which settings a document author has control over and how to set or change those settings.





To set preferences:

Choose File > Preferences, and then choose the type of preference you want to change:

- **General preferences** specify options for setting a comfortable default document view.
- **Notes preferences** specify a label, color, font, and point size for the notes that you create.
- **Full Screen preferences** determine how a document appears and behaves in Full Screen view.
- **Weblink preferences** determine the behavior of information display for Weblinks and provide a way to choose which browser to launch when activating a Weblink.
- **Capture preferences** are described in the Capture Plug-in Online Guide.

Other Acrobat plug-ins may add new preference items to this list. See the plug-ins documentation for information. ■