A few tips on how to use this software

You just opened this document as an Acrobat file. The little hand you can see is your mouse pointer. This hand changes to a pointing finger, when positioned over a link. You can then click on these specific areas to connect to another part of the document. When your hand changes to an arrow, you can choose other commands and tools. By choosing these commands and tools, you can display an electronic table of contents (bookmarks and thumbnails) in an overview area to the left of the window, navigate through your document, print and copy data or charts.

The Acrobat reader window

Within your Acrobat reader window, a few scroll bars enable you to move your document on screen. Choose or click an item on the menu bar at the top of the window for any action. You can also click on the toolbar icons on the left side of the screen for the most often used actions:

Click the **Show/Hide Navigation Pane button** to toggle between a view that includes the page only and a view that includes the overview area containing any bookmarks that were created for the document

Click the **First Page or Last Page** button to move the document to the first or last page of a document.

Click the **Previous Page and Next Page** buttons to move back or forward one page within a document.

Click the **Go to Previous View and Go to Next View** buttons to retrace your steps in a document, moving to each view in the order visited.

Click the **Actual Size** button to display the page at 100%. Click the **Fit Page** button to scale the page to fit the window. Click the **Fit Width** button to scale the page to fill the width of the window.

Click the **Rotate View** buttons to rotate the view 90 degrees in your window, in either a clockwise or counterclockwise direction

Click the **Hand** button to move the page on the screen (if your page is bigger than the screen). Then while holding your left mouse button, you can drag your document in the direction you want.

Click the **Select Text Tool** to copy the data to a window text editor or to the clipboard. If you copy the data to a Window text editor, you can later save it as a text file which you can manipulate in the software of your choice. Copy columns one at a time while pressing CTRL+c, holding your left mouse button and moving your mouse around the block of data. Release everything and choose **Copy** from the Edit item on the menu bar.

Click the **Zoom** tools to magnify and reduce the page display.

Click the **Find Button** to search for part of a word, or multiple words in a document.