

## Adobe® Acrobat® Reader® Tutorial

This quick tutorial will help you work with Adobe Acrobat Reader! This program is used to view PDF documents. For more information about Acrobat Reader and the PDF file format, visit [www.adobe.com](http://www.adobe.com).

### The Hand



You probably noticed that your mouse pointer turned into a hand after you opened this tutorial. This will occur every time you open a PDF document. The hand allows you to easily move around in the page. To do so, simply hold down the left mouse button (the hand will turn into a fist) and move your mouse!

### Links



All links in our PDF documents will be indicated with blue text. The hand will also turn into a pointing finger when you hover over a link. Clicking on a link may take you to another page in the document or take you to a website. Click this [link](#) and see where it takes you!

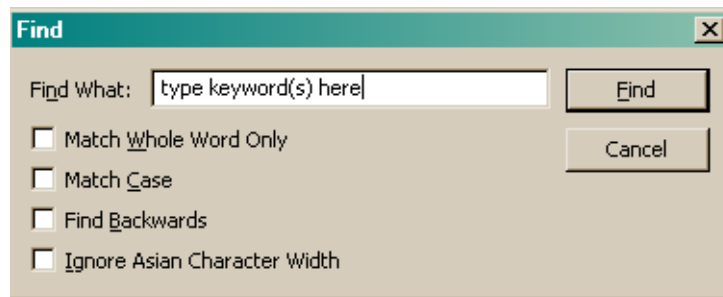
Thanks for clicking the link!

## The Toolbar



Our PDF documents will be designed to *minimize* your interaction with the Adobe Acrobat Reader's toolbar, located at the top of the screen. However, there are a few buttons that are worth mentioning...

**1.** The Find button will allow you **to find keywords in a document**. To do so, type your keyword(s) in the prompt, then click Find. You will be taken to the first occurrence of your keyword in the document. To find the next occurrence of your keyword, press F3 on your keyboard.



**2.** The Hand Tool button will change your mouse pointer from a magnifying glass back to a hand.

**3.** The Zoom In Tool button will allow you to magnify your view (zoom in or out). Clicking this button will change your mouse pointer from a hand to a magnifying glass. **To zoom in**, simply click your left mouse button anywhere on the document. **To zoom out**, hold down the Control button on your keyboard and click on the left mouse button anywhere on the document.

**4.** The Fit Width button will return the document to its original view. This button is helpful if you changed the original view by zooming in or out.

This is the end of the tutorial! To go back to the beginning, please click [here](#).