

# Using eBooks & eTexts—Quick Reference Guide



A guide to Adobe Reader 7.0 and how to use it to read ShortCourses and PhotoCourse eBooks and eTexts.

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## Using eBooks & eTexts—Quick Reference Guide

eBooks published by ShortCourses and eTexts published by PhotoCourse are in Adobe's popular PDF format and work just like any other PDF documents. Here are a few of the things about working with PDF books that you may or may not already know.

### USING READER 7.0 OR LATER

If you are not sure which version of Acrobat Reader you are using, select *Help>About Adobe Reader* to display the version number. If it is not Version 7.0 or later, go to Adobe at <http://www.adobe.com/> to download and install a free copy.

### PLAYING ANIMATIONS

Animations and other resources are integrated throughout the book and are indicated by icons. When you click one of these icons, a resource is retrieved from our Web site and displayed on your screen. The types of resources include the following:

- Animations are in the Flash format and open in their own window. The opening screen has two basic controls—a Play button and a copyright symbol. If you wait a few moments the animation appears automatically, or you can click the Play button to play it immediately. Most animations

are interactive so move the mouse around to see what you can click and what effect clicking has. Clicking the copyright symbol returns you to the opening screen. To return to the book after using an animation, click your browser's *Back* button. If that isn't available because it's grayed out, close the animation window by clicking the X button in its upper right corner.

- PDF documents open in your browser so you can read, save, or print them.
- Excel worksheets first open the Microsoft Excel application if it is on your system and it then opens the worksheet.
- Miscellaneous resources vary but may include movies or interactive VR panoramas you can scroll around.

### DISPLAYING HELP

For help on using Reader 7.0, press F1, click the *Help* button on the toolbar, or select *Help>Adobe Reader Help* to display the help window. Use the *Contents*, *Search*, or *Index* tabs to locate the information you are seeking. The *Print Topic* button prints the currently displayed help.



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### OPENING THE BOOK

You can open the book in Acrobat Reader or in your browser by first opening *Index.html*, a page having information about the eBook/eText and a button you click to open it in Acrobat Reader.

- *To open the book from Acrobat Reader on a PC, use My Computer or Windows Explorer to display the contents of the CD. On a Mac, insert the CD into the drive and it will appear on the desktop so you can display its contents. Double-click the file named *Read This First.pdf* to open it. You can also open Acrobat Reader first and then use its *File>Open* command to locate and open the eBook/eText.*

- *To open the book in your browser, type the letter of the CD drive into which you put the disk on the browser's address line (the line where you type Web addresses) and click Go. The drive letter will be something like D:, E:, or F:. This will display the contents of the disc. Double-click the file named *Read This First.pdf* to open it.*

### CLOSING THE BOOK

When done for a session, if you are displaying the book in Acrobat Reader, select *File>Close* to close the eBook/eText but leave Acrobat Reader

open. Select *File>Exit* to close Acrobat Reader. If you are displaying the book in a browser, use its commands to go to a new page or close the browser.

### NAVIGATING THE BOOK

When an eBook/eText is open on your screen there are a number of ways to navigate through its pages.

The book's *Contents* entries following the preface are linked to pages in the book. Click any entry to jump directly to that page.

A *navigation pane* along the left side of the page displays tabs for *Bookmarks* and *Pages*. You can use either to navigate through the book. To display these panes if they are not already displayed select *View>Navigation Tabs* and select the tabs you want displayed.

- *Pages tab* displays thumbnails of every page in the book like a visual index. Click any thumbnail to jump directly to it. To change the size of thumbnails click the *Options* drop-down arrow at the top of the pane.

- *Bookmarks tab* lists a complete table of contents to the book. Click any topic to jump



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directly to it. You can open and close chapters to display or hide the headings under them by clicking the + and - icons.

To close the navigation tab click the X next to the *Options* drop-down arrow.



*The Navigation Bar* has blue buttons you click to move through the book a page at a time or jump to the first or last page. (The bar isn't shown in full screen mode.) *Path Navigation buttons*, in green, let you move back and forth along the path you have taken through the work using any of the other navigation techniques. For example, if you use entries on the *Bookmarks* tab to jump from page 1 to 10 to 20, clicking the *Previous View* button jumps you back first to page 10, then to page 1. In a classroom situation, you might prepare by clicking through the pages you want to display and then use these buttons to actually navigate those pages as you present the material.



*Page Layout buttons* in the lowerright corner of the screen determine how pages are displayed on your screen. Your choices include (from left to right) *Single Page* (perhaps the best for our books), *Continuous*, *Continuous - Facing* and *Facing*.

### PRINTING PAGES

eBooks are designed to be read on the screen, but that doesn't mean there are times when you'll want to print pages. You'll never have to carry a heavy textbook again when you want to read in a bus, car or subway. You'll never have to worry about highlighting an expensive textbook. Just print the pages you need when you need them—a concept called *print on demand*. To print pages, just click the *Print* icon on the Reader's toolbar or select *File>Print*. In the Print dialog box that appears, specify the pages to be printed.

You can also print the book on both sides of the page to save paper and make it look more like books you buy in the store. If your printer doesn't have a duplex mode that prints on both sides of the paper, you may have to experiment a little:

1. Open the eBook on your screen.



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2. Use Acrobat Reader's Print menu to print just the odd pages.
3. Put the paper back into the printer upside down and print even pages. On my printer I flip its long axis but not its short. On your printer you may have to experiment.
4. Organize the pages so they are in order, three-hole punch them, and put them in a 3-ring binder.

### DISPLAYING THE BOOK

When viewing or presenting to a group, full screen mode is best because all of the clutter is hidden. To hide everything but the document, select *Window>Full Screen View* and page through the document with the arrow or PgUp and PgDn keys. To return to the normal view, press Esc. You can also toggle in and out of full screen display by clicking the *Full Screen* button in the lowerleft corner of the window or pressing Command+L (Macs) or Ctrl+L (PCs).

You can turn full screen view into a slide show by selecting *Edit>Preferences* to display the Preferences dialog box. With that dialog box displayed, click *Full Screen* to display your options. For a slide show, turn on the check box

for *Advance every 5 seconds*. When on, when you switch into full screen view, the pages are displayed as a slide show. Other settings in this section of the Preferences dialog box control navigation and page appearance in full screen view.

### LISTENING TO THE BOOK

Although the text has not been designed for listening, Acrobat Reader does a surprisingly good job of it (if your computer has speakers and the volume is turned up.) To turn this feature on and off select *View>Read Out Loud* and make selections from the menu.

### ZOOMING THE PAGES

To zoom the pages larger or smaller, click the Zoom button on the toolbar (or select *Tools>Zoom*) and select a tool. The *Dynamic Zoom* tool zooms the document just by dragging the mouse up and down. The other tools work by clicking a spot on the page.



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The Zoom toolbar also has other buttons that fit the document vertically or horizontally on the screen, and zoom it in and out. The drop-down arrow to the right of the listed percentage, displays a menu of sizes from which you can choose.

### SEARCHING THE BOOK

eBooks and eTexts don't need indexes because they have much more powerful tools—finding and searching.

- The *Edit>Find* command displays a small dialog box where you enter the word or phrase you are looking for and then click the *Next* button repeatedly to find each occurrence of the word or phrase.
- The *Search* button on the file toolbar (it's marked with a pair of binoculars) opens a search pane on the right side of the screen. Enter the word or phrase you want to find and click the pane's *Search* button. All occurrences of the word or phrase are listed in the order in which they appear in the document. Click through them. When finished, click the *New Search* button to search for something else or the *Hide* button to hide the search pane.

For a complete guide to Acrobat Reader 7.0, click the link that follows. This 262 page guide will tell you much more about this free program than this short quick reference guide.

<http://www.adobe.com/products/acrobat/readermain.html>



Click to visit the companion Web site