

## Helpful Tips

### How to view files using Adobe Acrobat Reader

Opening a document

- Find the document in the Table of Contents
- Click on the title of the document

Three methods to navigating through the document

- Use the page up and page down keys on your keyboard.
- Use the mouse to move the vertical scroll bar on the right of the window.
- Use the Acrobat Reader navigation arrows located in the menu bar.

Returning to the Table of Contents page

- From the file menu select "open"
- Select the "Manuals.pdf" file
- Select "Open"

### How to print files using Adobe Acrobat Reader

To print the entire document

- Select the print icon from the tool bar or print from the file drop down menu
- Verify "All" is selected in the print range option box
- Select "OK"

To print single page of document

- Select the print icon from the tool bar or print from the file drop down menu
- Select "Current page" in the print range option box
- Select "OK"

To print a range of pages from the document

- Select the print icon from the tool bar or print from the file drop down menu
- Select "Pages from:" in the print range option box
- Enter the range of pages to print
- Select "OK"

