

Working with PDF Files

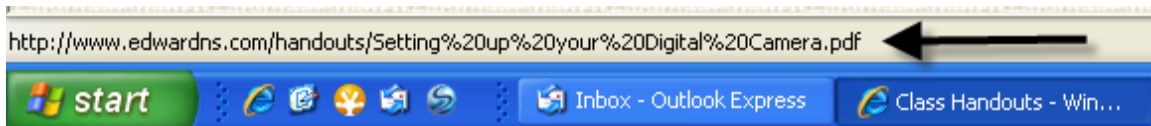
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Saving them from the Internet

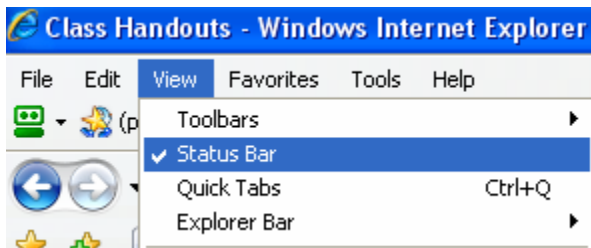
Using my web site as an example, when you hold your cursor over a link such as the one shown below, several things happen. The first is that your cursor turns onto a hand and the second thing is that the link changes color.



In addition, the status bar at the bottom of the screen shows the destination of the link should you click on it. Some links take you to another web page but some allow you to download files including PDF's. In this case, it's a PDF file. The status bar replaces spaces with "%20" so don't let that confuse you. See the figure below.



If your status bar does not show this, click View, Status Bar as shown below.

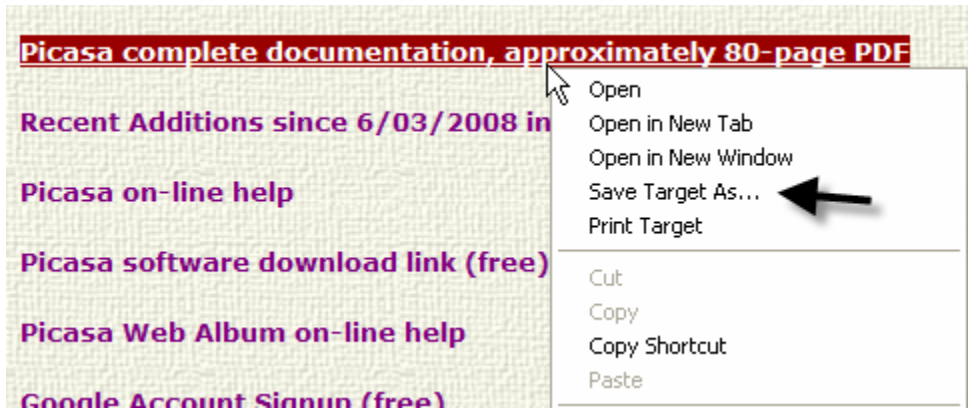


Read On-line or Download

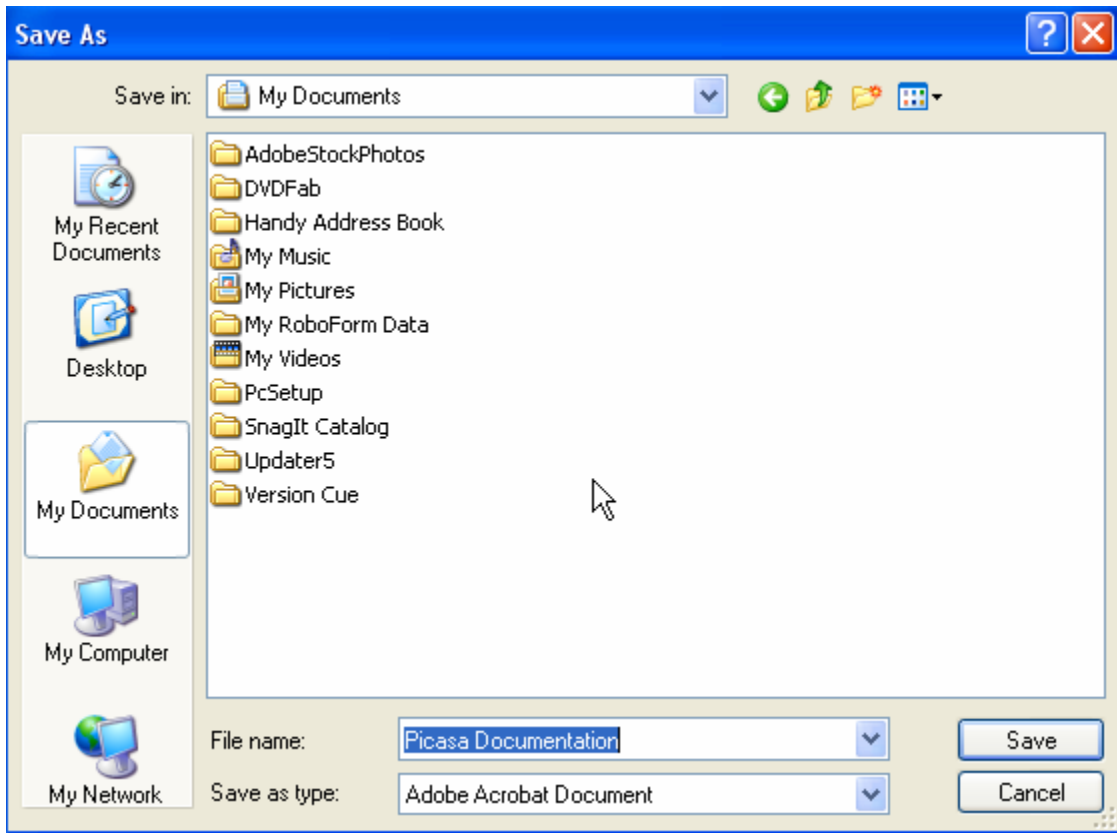
When you encounter a PDF on-line, you have a choice whether to read it on-line or to download it and read it off-line. There are advantages to both. If you refer to it frequently, it's better to download it once and read it whenever you want as opposed to waiting for it to open when you read it on-line.

To read a PDF on-line, merely click the link and it will open. It may take a few minutes if it is a large document. On my system, it takes 15 seconds for an 80-page document to open.

To download the PDF, right-click the link and select Save Target As as shown below.



When the screen below opens, select a destination for the file. As shown below, My Documents was selected. You can save it to your Desktop as well if you want it to be visible.



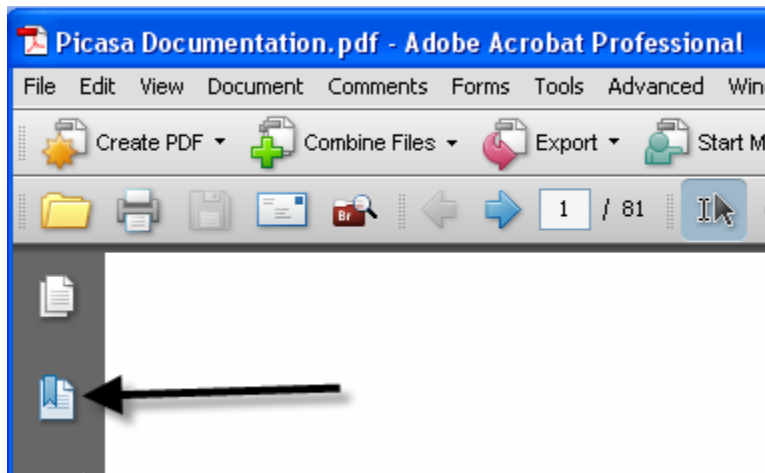
Reading PDF documents

There are various ways to navigate a PDF file as follows:

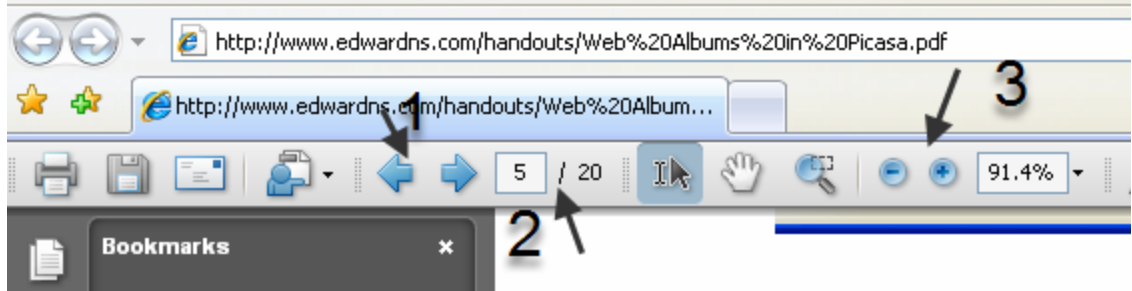
1. If a PDF has an index which is unusual, you can click on one of the entries as shown below and it will take you there.

Picasa Documentation	
Overview.....	2
Using Picasa.....	4
Summary	4
Installing Picasa.....	4

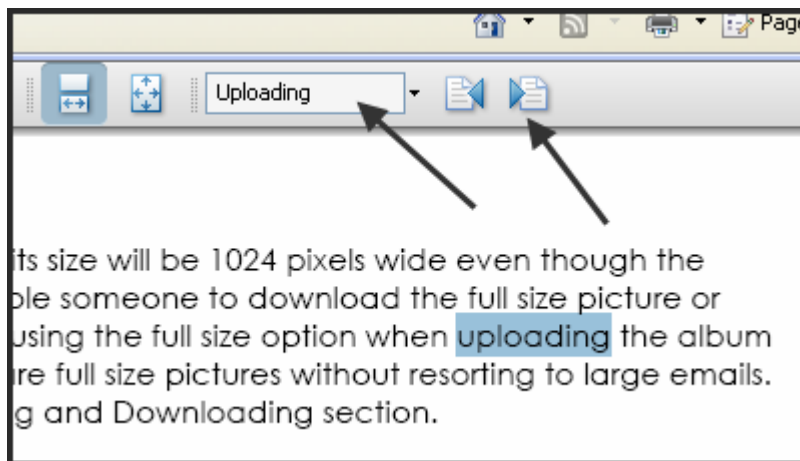
2. If a PDF has Bookmarks, you can click the icon as shown below and use the Bookmarks to jump to various sections in the document. You can use this same icon to turn off the Bookmarks. The Bookmarks do not work correctly in the document titled “Picasa Complete Documentation”.



3. You can use the keyboard. The Arrow keys, the Page Up and Page Down keys navigate through pages. The Home and End keys take you to these respective pages in the document
4. You can use the use the blue arrow keys (1) in the figure below to go to the Next or Previous page. You can quickly go to any page by entering a number in the box indicated below by number (2) and pressing the enter key. You can Zoom in or out by using the plus (+) or minus (-) keys as indicated by (3) below.



5. You can navigate by searching the document. Just enter your search term in the box as shown below and hit the Enter key. You can go to the next or previous instance of this term by using the blue arrow keys as shown below.



Printing PDF Documents

1. You can click File, Print to open the Print Dialog. From here you can print the entire document, the current page or a range of pages. In the example below the pages 7 through 8 are being printed.

