

Tips for Using Acrobat Files

Here are some tips to help you use Minerals Revenue Management handbooks with Adobe Acrobat Reader® 4.0. Make sure that Adobe Acrobat Reader 4.0 or higher is installed on your computer. If it is not, you can download it free of charge from Adobe's Web site, www.adobe.com.

Navigating through handbooks and using links

- Minerals Revenue Management handbooks contain links to help you navigate through the text. Green text indicates a link that will take you to another section, figure, or table within that handbook. The table of contents, index, and cross-references throughout the document are green links. Blue text indicates a link to a Web site. When you move the cursor over a link, it changes to a pointing hand.
- To go to a specific section, figure, or table in a handbook, use the bookmarks in the navigation pane on the left side of the screen or use the green links in the table of contents or index.
- If you click a link that takes you to another page in the handbook and you want to get back to the page you were on before, click the go back button on the Acrobat Reader toolbar.
- First page, last page, previous page, and next page buttons are available on the toolbar at the top of the screen and status bar at the bottom of the screen.
- To scroll through the text while you are reading, you can use the scroll bars on the right side of the screen, or select the hand tool and click on the page.

Changing page size for easier onscreen reading

- For ease of reading, you can change the page size on your screen. To make the page size larger, select the zoom tool on the toolbar and then click on the page in the area you are reading. To make the page size smaller, select the zoom tool, then hold down the Control (Ctrl) key on your keyboard while you click on the page. You can also use the zoom menu on the status bar to change the page size. Click the down arrow button on the status bar, and select the page size you want from the menu that displays.
- To allow the page to fill the entire screen, click the navigation pane button on the toolbar or status bar to hide the navigation pane, which contains the bookmarks and thumbnails. To display the navigation pane, click the button again.

Printing from the handbooks

- When printing from the handbooks, you can print the entire handbook, the page you are currently viewing, or a range of pages. Before you print the entire handbook, you might want to print a test page. If the page that prints doesn't look like the page on the screen (for example, if the text runs together), select the print as image option on the print screen.

