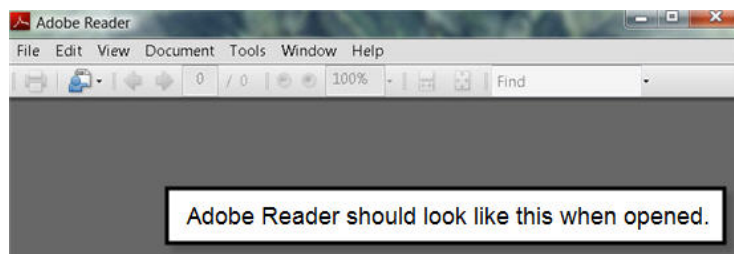
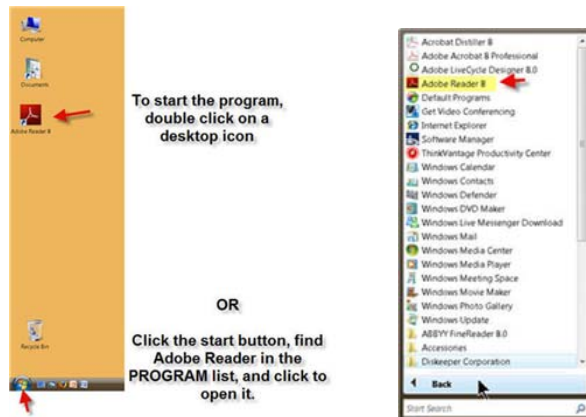
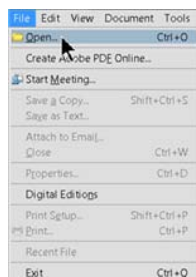


How to Open & Read a PDF book with Adobe Reader

1. Open Adobe Reader. (Free download from www.adobe.com)

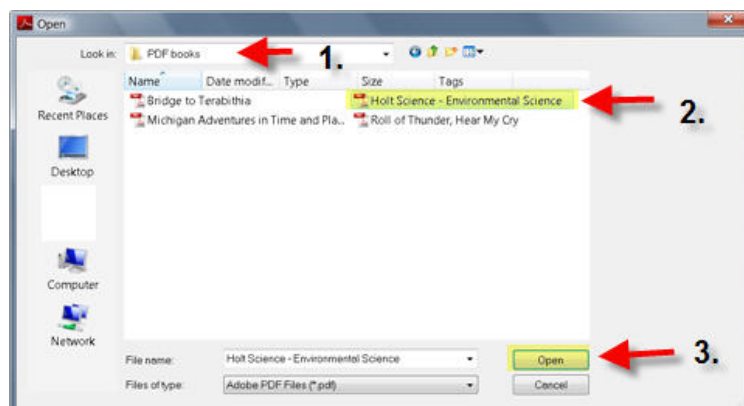


2. Open the PDF book by clicking on File, then Open.



3. Know where the PDF books are on your computer or shared drive, and open one by:

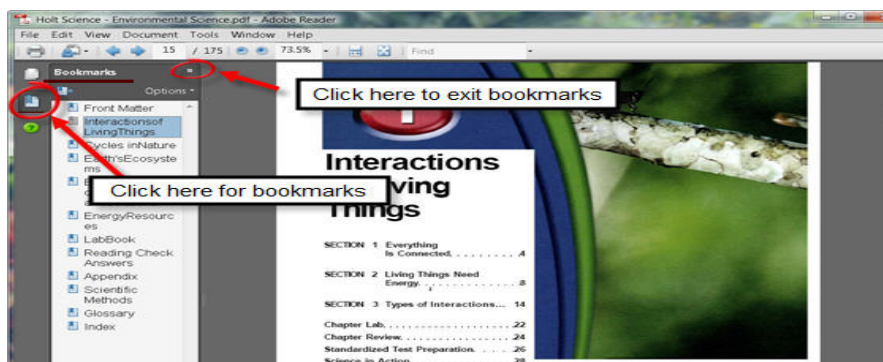
1. Finding the location of the book folder (use black triangle on right of name).
2. Highlight the selected book by clicking on it.
3. Click on Open.



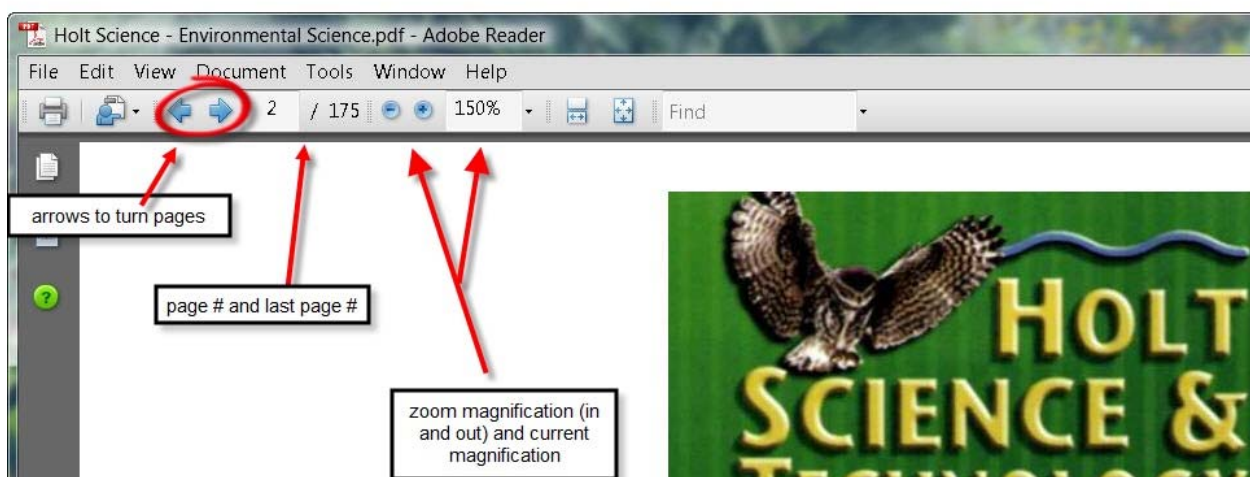
4. To see a thumbnail of each page, click on 1. To see bookmarks, (by chapter), click on 2.



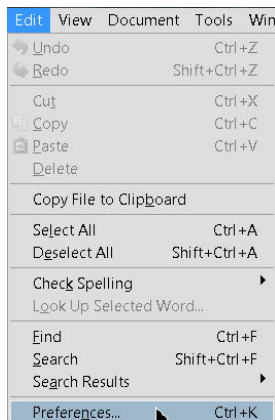
To go to a specific chapter, click on the chapter's bookmark.



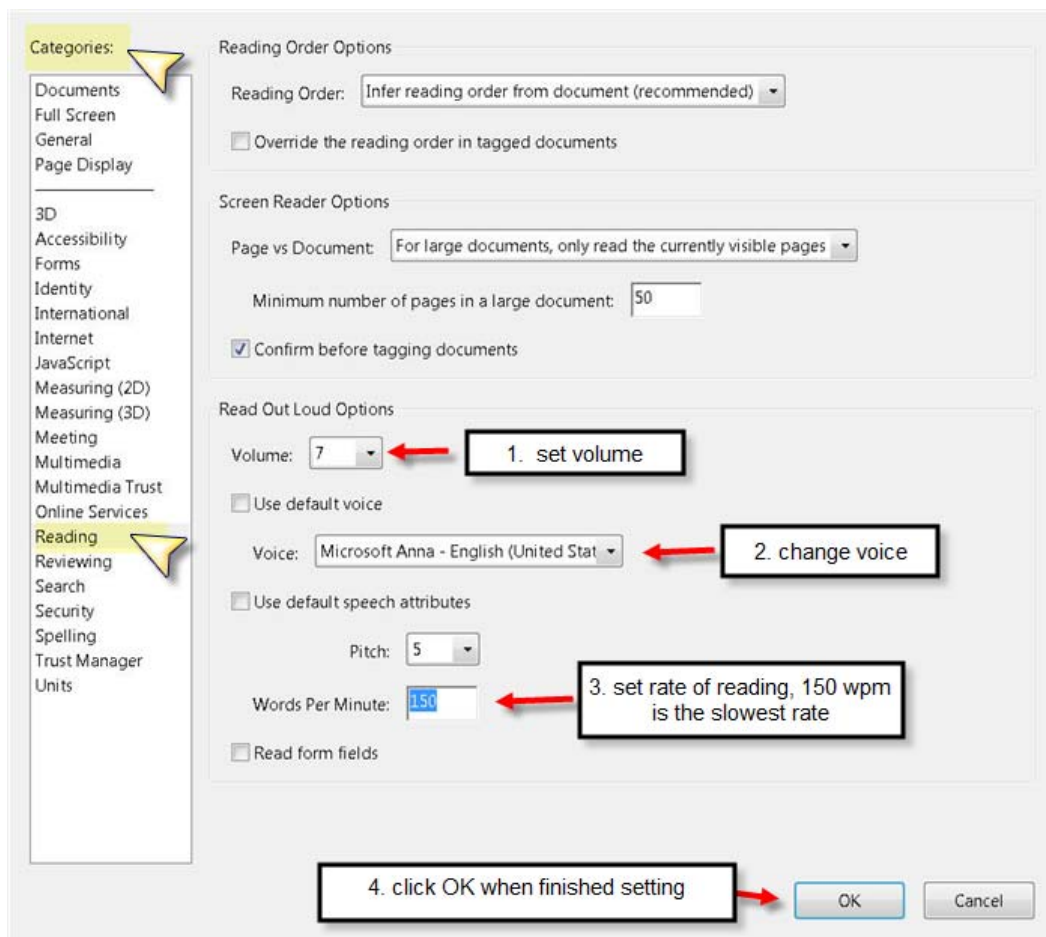
5. To turn pages, use the arrows for forward and backward pagination. Set the magnification by clicking the – or + zoom characters OR by selecting the percent increase or decrease in page size with the black triangle to the right of the current magnification.



6. To read the text, first, check the reading preferences for voice selection and reading rate. Under the Edit menu item, select Preferences with a click,

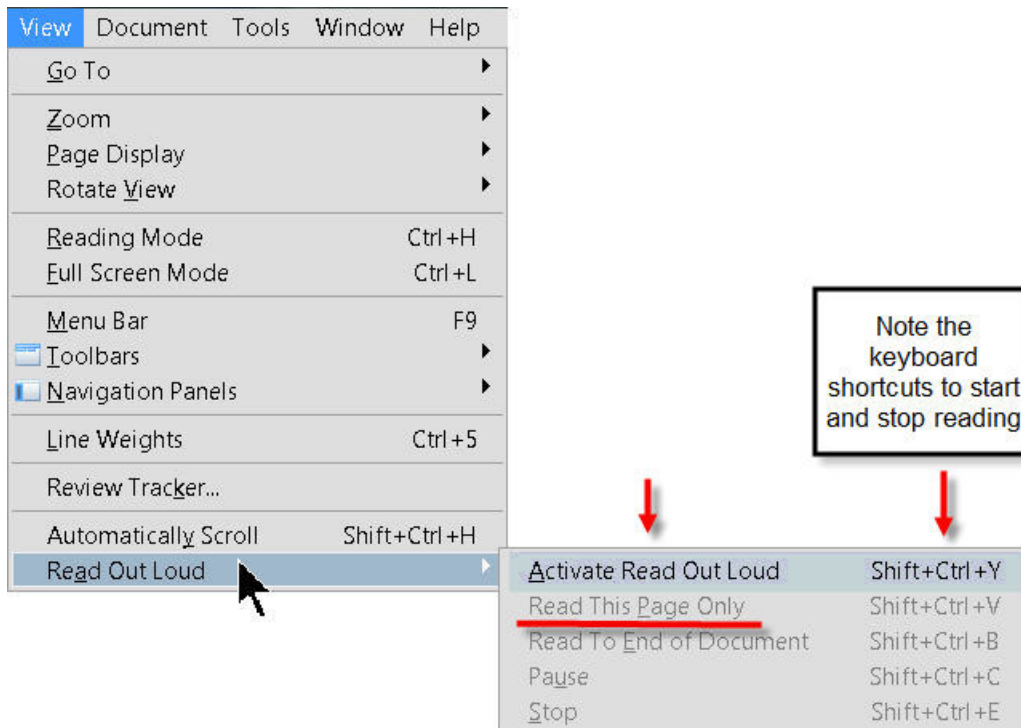


and choose Reading under the Categories list.



In this window, the volume, voice, and reading rate can be adjusted to the student's preferences. The default voice and speech attributes box will have to be unchecked before changing the values. Do Not Read the Whole Document unless there are only a few pages in your document. A PDF book is generally too large to read all at once and may freeze the computer.

7. In order to read the text, choose the View menu item, then down to Read Out Loud. First the read out loud feature must be activated before Read This Page Only can be clicked. For multiple columns, the reading order is top to bottom, left to right.



Only in Adobe Reader version 8 do you have to activate the read out loud feature, however, text can be highlighted using the Select tool (the Select tool under the **Tools** menu item) and only the highlighted text will be read aloud. Selecting text to read is better when reading textbooks with multiple columns. It allows the student to choose which text to read. Note: there is **no highlighting of words** as text is read aloud.

