

Sun City Summerlin Computer Club

Seminar

Free PDF Readers

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Agenda

- **Adobe Portable Document Format**
- **Listing of Free PDF Readers**
- **Adobe Reader**
 - How to download and install the Reader
 - Configuring the Reader
 - Viewing documents in the Reader
 - Searching
 - Selecting and copying text
 - Selecting and copying pictures
- **Foxit Reader**
 - How to Download and install the Reader
 - Configuring the Reader
 - Viewing documents in the Reader
 - Searching
 - Selecting and copying text
 - Selecting and copying pictures

Adobe Portable Document Format

- **Ubiquitous Standard – Widely Supported**
 - Established by Adobe
 - Many tools that can create PDF documents
 - Internal representation is encapsulated post-script
- **PDF documents are pre-formatted for print**
 - Can embed fonts used
- **PDF documents are searchable**
 - Reader's internal search
 - Web search engines
- **PDF formats can be “locked”**
 - Ensures the digital copy is unchanged
- **Latest versions can embed multi-media**

Free PDF Readers

- **Review article**
 - <http://www.techrepublic.com/blog/five-apps/five-lightweight-and-free-pdf-viewers/>
- **Adobe Reader**
 - <http://www.adobe.com>
- **/Foxit Reader**
 - [http://www.foxitsoftware.com/Secure PDF Reader](http://www.foxitsoftware.com/Secure_PDF_Reader)
- **Evince**
 - <https://projects.gnome.org/evince/>
- **SlimPDF**
 - <http://blog.kowalczyk.info/software/sumatrapdf/free-pdf-reader.html>
- **Sumatra**
 - <http://www.investintech.com/resources/freetools/slimpdfreader/>
- **Nuance**
 - <http://www.nuance.com/products/pdf-reader/index.htm>

Downloading and Installing Adobe

- **Go to the Adobe Web-site:**
 - www.adobe.com
- **Also can go to <http://www.scs-cc.com/>**
 - **Click the “Get Adobe Reader” button**
- **A download window will open**
 - **Click the “Download” button**
 - **The Adobe Download Manager may install first.**
 - **Then the download and install will proceed.**
 - **The Windows Installer will start up.**
 - **Answer questions and click “next” as needed.**



Configuring Adobe Reader

- **Start Adobe Reader**
- **Right click on the toolbar**
- **A multi-level pop-up menu will appear**
 - **Has many choices for which tools are shown**
 - **Click an item to make that item visible**
 - **Click an item again to hide that item**
 - **Turn on “first page” and “last page”**
 - **Turn on “Select Tool” and “Snapshot” tool**
- **The Adobe Reader Plug-in’s toolbar is configured separately from that of the Adobe Reader program.**
- **Also Click on the Edit menu**
 - **Then click Preferences**

Adobe - Viewing Documents

- **Three common ways:**
 - Start Adobe Reader, then use File > Open
 - In the Windows Explorer, double click a PDF file
 - In a web browser, click a hyperlink to a PDF file (This starts the Adobe Reader browser plug-in)
- **When the PDF is displayed on the screen ...**
 - Use the First, Next, Previous or Last page tools
 - Use the page up / down keys
 - Use the arrow keys
 - Use Ctrl+Home or Ctrl+End
 - Use the Zoom controls or view % tool
 - Use the page thumbnail selector tool (upper left)

Adobe - Searching Documents

- **Two search functions:**
- **Search current document**
 - Click **Edit > Find** or press **Ctrl+F**
 - Type the search word or phrase into the search window and press the **Enter** key or click the **Find Next** icon.
 - Continue clicking **Find Next** or **Find Previous**.
- **Search a Set of Documents in a Folder**
 - Click **Edit > Search** or press **Ctrl+Shift+F**
 - A **Search Window** will open
 - Type the search words or phrase
 - Specify other options as needed.

Adobe - Selecting and Copying Text

- **Start an empty Word document**
- **Go to the PDF document window**
- **Click on the Select Text tool bar icon or**
 - **Click on Tools > Select & Zoom > Select Tool**
- **Drag the select tool across and down to highlight the desired text**
- **Go to Edit > Copy or press Ctrl+C**
- **Go to the Word document**
- **Go to Edit > Paste or press Ctrl+V**
- **Go to Format > AutoFormat to remove line breaks.**

Adobe - Selecting and Copying Pictures

- **Start an empty Word document**
- **Go to the PDF document window**
- **Click on the Snapshot icon if present or**
 - **Click on Edit > Take a Snapshot (version XI)**
- **Drag the Snapshot tool across and down to highlight the desired rectangle**
- **Release the left mouse button**
(This copies the selection to the clipboard)
- **Go to the Word document**
- **Go to Edit > Paste or press Ctrl+V**

Downloading and Installing Foxit

- **Go to the Foxit Reader website**
 - [http://www.foxitsoftware.com/Secure PDF Reader](http://www.foxitsoftware.com/Secure_PDF_Reader)
- **Click the “Free Download” button**
 - A download window will open
 - Indicate where on your hard drive the download should be placed (usually the Downloads folder)
 - The download will proceed
 - When it’s finished, run the downloaded setup program.
 - The Windows Installer will start up.
 - Answer questions and click “next” as needed.

Configuring Foxit Reader

- **Start Foxit Reader**
- **Foxit uses the “ribbon” interface by default**
 - **Has an option to use “classic” menus interface**
- **Click File > Preferences**
- **A multi-level Settings dialog will appear**
 - **Has many choices**
- **Document navigation is along the bottom**
- **You can customize the “quick access” toolbar’s contents (favorite commands) and location.**

Foxit - Viewing Documents

- **Three common ways:**
 - Start Foxit Reader, then use File > Open
 - In the Windows Explorer, double click a PDF file or right click and choose Open With > Foxit
 - In a web browser, click a hyperlink to a PDF file (This starts the browser plug-in)
- **When the PDF is displayed on the screen ...**
 - Use the First, Next, Previous or Last page tools
 - Use the page up / down keys
 - Use the arrow keys
 - Use Ctrl+Home or Ctrl+End
 - Use the Zoom controls or view % tool
 - Use the page thumbnail selector tool (left pane)

Foxit - Searching Documents

- **Search functions – current document or broader**
- **Search current document**
 - Click in the Find box (upper right)
 - Type the search word or phrase into the Find box and press the Enter key
 - Continue clicking Find Next or Find Previous arrows or press F3 or Shift+F3.
 - You can filter the search by clicking the small gear icon.
- **Broader Search**
 - You can change the scope of the search by clicking the icon to the left of the Find box.

Foxit - Selecting and Copying Text

- **Start an empty Word document**
- **Go to the PDF document window**
- **Click on the Select Text tool icon**
- **Drag the select tool across and down to highlight the desired text**
- **Right click and choose Copy or press Ctrl+C**
- **Go to the Word document**
- **Go to Edit > Paste or press Ctrl+V**

Foxit - Selecting and Copying Pictures

- **Start an empty Word document**
- **Go to the PDF document window**
- **Click on the Snapshot tool icon**
- **Drag the Snapshot tool across and down to highlight the desired rectangle or just click to snapshot an entire page.**
- **Release the left mouse button
(This copies the selection to the clipboard)**
- **Go to the Word document**
- **Go to Edit > Paste or press Ctrl+V**

Questions and Answers