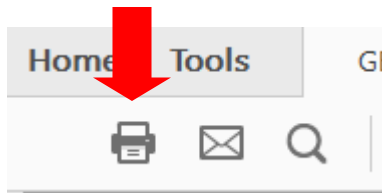## Instructions for Manipulating PDF Documents

The lesson handouts, document images, and other documents associated with this program are provided to you in PDF format. You must have Adobe Acrobat Reader installed on your computer in order to view these documents. If you do not have Adobe Acrobat Reader already installed, you can download a free version here.

PLEASE NOTE THAT ALL HANDOUTS AND TRANSCRIPTS ARE LEGAL SIZED, THEREFORE YOU WILL NEED TO ADJUST YOUR PRINTER SETTINGS IN ORDER TO PRINT THESE DOCUMENTS.

If you wish to print a PDF document using Adobe Acrobat Reader:

1. Click the link to open the document

2. Click the print icon in the top left-hand corner of the screen. This icon will look like this:

3. Click this icon to print.

If you wish to view a document in your internet browser:

In Google Chrome:

1. Click the link to open the document

2. Move your mouse until you see + and - icons appear on the bottom right-hand side of your screen. These icons will look like this:
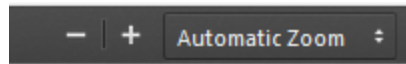

3. Click the + to zoom in, and click the - to zoom out

4. To rotate any images, click this icon located at the top right-hand corner:

In Firefox:

1. Click the link to open the document

2. The + and - icons will be located at the top of your browser, in the center. These icons will look like this:

3. Use the + and - icons to zoom in and out.

In Adobe Acrobat Reader:

<—- use this button to save

Click this button to print

Click these buttons to navigate up and down through the pages

Use these buttons to zoom in and out

Click this button to search for a particular word or phrase within the document